

**SUMMARY NOTE of the meeting of the ICAS QUALIFICATIONS BOARD  
on Thursday 16 June 2022  
(held via Microsoft Teams)**

***NB Some matters discussed have not been disclosed for reasons of confidentiality***

**Present:**

Gillian Alexander	PWC
Elizabeth Blythin	KPMG
Gail Boag	ICAS Executive Director, Learning
Louise Coops	EY
David Cruikshank	Chair
Ana Stewart	PIM
Karen Stewart	Anderson Anderson Brown [Items 1 to 4]
Ian Stuart	Morgan Stanley
Lindsay Tibbetts	University of Aberdeen
Kirsty Welsh	Haines Watts

**In attendance:**

Poppy Collinson	ICAS Director of Business Development
Chris Cunnane	ICAS Head of Syllabus [Item 5 only]
Cat Devaney	ICAS Director of Professional Qualifications
Susan McKenna	Deputy ICAS Secretary
Emily Napier	ICAS Quality Assurance and Regulations Manager [observing]
Paula Wilcock	ICAS Director of Quality Assurance and Policy

**Apologies:**

Ben Avery	Abellio East Midlands Railway
Lynn Currie	University of Glasgow
Chris Hunter	Deloitte
Gillian McGorry	Natwest Group
Laura Morrison	EY
Jim Robertson	ICAS Council Member
Carolyn Spencer	ICAS Executive Director - Customer Experience

**1. BACKGROUND**

This was the third meeting of the Qualifications Board in 2022.

**2. EXECUTIVE DIRECTOR, LEARNING UPDATE**

A verbal update was given on business-as-usual operations and activities.

The Executive Director, Learning presented a high-level plan Slide on Learning Transformation which had been shared with ICAS Council. Work was progressing and would be brought to the Board at the September Strategy session. The Board made a number of observations and questions raised were answered to the Board's satisfaction.

**3. QUALIFICATIONS BOARD ACTION POINT TRACKER**

The Board considered and approved the contents of the Action Point Tracker.

**4. STUDENT ACTIVITIES UPDATE**

A verbal update was given on activities across the TC, TPS and TPE levels during May and June 2022 to date with input and discussion from the Board. Following discussion, the Board noted the Student Activities Update.

5. **ACADEMIC PANEL ANNUAL REPORT**

The Head of Syllabus presented the Academic Panel Annual Report for 2021 giving a broad overview of the main activities of the Academic Panel during the year and highlighting recent changes to membership. No questions were raised, and the Board approved the Academic Panel Annual Report.

6. **QUALIFICATIONS BOARD TERMS OF REFERENCE**

Paula Wilcock presented the Paper and highlighted the duties of the Board reflecting the new Learning governance arrangements which had been approved by Council. Questions were taken following which the Board signed-off the Terms of Reference for submission to Council for approval.

7. **SCHEME OF DELEGATION FOR ICAS LEARNING BOARDS, COMMITTEES AND PANELS**

Paula Wilcock presented the Paper and explained that the Scheme of Delegation offered clarity in respect of the delegations and sub-delegations of authority to the various Learning bodies, reflecting the new Learning governance arrangements. No questions were raised. The Board approved the Scheme of Delegation for ICAS Learning Boards, Committees and Panels.

8. **QUALIFICATIONS BOARD SELF-EVALUATION**

The Chair summarized the themes that came out of the recent self-evaluation survey and noted the positive responses. Comments were invited and a number of points were raised by the Board members. Future actions based on Board feedback would be circulated prior to the next meeting.

9. **ANY OTHER BUSINESS**

No other business was raised.