

**SUMMARY NOTE of the meeting of the ICAS QUALIFICATIONS BOARD  
on Wednesday 7 September 2022  
(hybrid meeting held at CA House and via Microsoft Teams)**

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

**Present:**

Gillian Alexander	PWC
Gail Boag	ICAS Executive Director, Learning
David Cruickshank	Outgoing Chair
Lynn Currie	University of Glasgow
Elizabeth Gammie	Chair
Chris Hunter	Deloitte
Gillian McGorry	Natwest Group
Carolyn Spencer	ICAS Executive Director - Customer Experience [Items 9 and 10]
Karen Stewart	Anderson Anderson Brown
Ian Stuart	Morgan Stanley
Lindsay Tibbetts	University of Aberdeen
Kirsty Welsh	Lloyds Banking Group

**In attendance:**

Mark Brown	Chair of Grampian, Tayside & Highlands Area Training Committee [Item 5 only]
Sian Burgess	FRC [observing]
Kim Hooper	FRC [observing]
Poppy Collinson	ICAS Director of Business Development and Commercial
Chris Cunnane	ICAS Head of Syllabus and Curriculum Development [Items 9 and 10]
Cat Devaney	ICAS Director of Professional Qualifications
Ali Douglas	ICAS Head of Pathways [Item 6 only]
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 UK Bus
Louise Coops	EY
Laura Morrison	EY
Jim Robertson	ICAS Council Member
Ana Stewart	PIM
Sarah Wilson	Chair of ICAS Area Training Committee

**1. BACKGROUND**

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

David Cruickshank opened the meeting noting that he was now chairing the ICAS Oversight Board and welcomed Elizabeth Gammie as the new Chair of the Qualifications Board.

**2. QUALIFICATIONS BOARD ACTION POINT TRACKER**

An update was given on the TPS Risk and Technology Course, a collaboration with Chartered Accountants Australia and New Zealand which had run through its first year. As a follow up from the Board self-evaluation exercise, future meeting frequency and annual scheduling was discussed and agreed. The Board approved the contents of the Action Point Tracker.

**3. PERFORMANCE UPDATE**

The Board received an update from the ICAS Executive Director, Learning on the Learning Plan 2022 and Key Performance Indicators 2022. Questions raised were answered to the Board's satisfaction. The Board noted the Performance Update.

4. **STUDENT ACTIVITIES REPORT**

The ICAS Director of Professional Qualifications reported results of the latest exam diets for TC, TPS and TPE and discussed the delivery approach at each level updating the Board on the blended model. The Board noted the verbal update and reported results.

5. **AUTHORISED TRAINING OFFICE (ATO) APPROVALS**

The Board considered, approved and noted recommendations given by the Area Training Committees in respect of ATO authorisations and re-authorisations.

6. **STUDENT APPEALS**

The Board considered and approved recommendations given by the ICAS Head of Pathways in respect of two requests for further exam attempts and a request for permission to enter a new training contract.

7. **TERMS OF REFERENCE**

The Board received and approved Terms of Reference for the TC & TPS Exam Board, TC Exam Panel and TPS Exam Panel.

8. **RISK MONITORING**

The Board received an update on the Risk Register.

9. **STRATEGY WORKSHOP SESSION**

The ICAS Executive Director, Learning led a session on future ICAS Learning Strategy with discussion and feedback from the Board.

10. **ANY OTHER BUSINESS**

No other business was raised.

Gail Boag expressed thanks to David Cruickshank for his commitment and support in chairing the Board for the past 2 years.