

**SUMMARY NOTE of the meeting of the ICAS QUALIFICATIONS BOARD  
on Monday 11 October 2021  
(hybrid meeting held in CA House and via Microsoft Teams)**

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

**Present:**

Gillian Alexander	PWC
Elizabeth Blythin	KPMG
Louise Coops	EY
David Cruikshank	Chair
Alice Deakin	ICAS Executive Director - Learning
Chris Hunter	Deloitte
Laura Morrison	EY
Jim Robertson	ICAS Council Member
Carolyn Spencer	ICAS Executive Director - Customer Experience
Ana Stewart	PIM
Karen Stewart	Anderson Anderson Brown
Ian Stuart	Morgan Stanley
Lindsay Tibbets	University of Aberdeen

**In attendance:**

Susan McKenna	Deputy ICAS Secretary
Paula Wilcock	ICAS Director of Quality Assurance and Policy
Chris Cunnane	ICAS Head of Syllabus [Items 6 and 7]

**Apologies:**

Ben Avery	Abellio East Midlands Railway
Gillian McGorry	Natwest Group
Cat Devaney	ICAS Director of Professional Qualifications

**1. BACKGROUND**

This was the fifth meeting of the Qualifications Board in 2021.

**2. QUALIFICATIONS BOARD ROLES AND RESPONSIBILITIES**

The Chair introduced this item as a follow up action from the Board's Self- Evaluation exercise.

Alice Deakin explained that Papers which had been previously circulated summarised (i) the Board's role and responsibilities as laid out by ICAS Regulations, and an overview of the current structure beneath the Board and (ii) how the structure in (i) meets the governance obligations of ICAS as an End Point Assessment Organisation (EPAO) for Apprenticeships. She then took the Board through a set of slides summarizing Qualifications Board Governance. Reference was made to the Student Education Committee (SEC), the TPE Exam Board and the Academic Panel to which various powers and functions had been delegated by the Board under the ICAS Education Regulations.

The Board members made a number of observations and questions raised were answered to the Board's satisfaction.

It was agreed that entry requirements for admission as a CA Student Member be reviewed at least annually and this will be included as a standing agenda item at the Spring Board meeting.

The Board agreed that the SEC, the TPE Exam Board and the Academic Panel should each carry out an annual review of their roles and responsibilities and provide assurance to the Board that what they have in place is adequate. The Chairs of these bodies would be asked to report formally on this as part of their annual report to the Board.

3. **QUALIFICATIONS BOARD ACTION POINT TRACKER**

Alice Deakin reported on on-going matters. Following consideration, the Board approved the Action Point Tracker.

4. **STUDENT ACTIVITIES UPDATE**

Alice Deakin presented a report on the activities of the Learning Division for the period August to September (inclusive) 2021.

An update was given on the TPS Retrospective Review. A full review of the new TPS provision to date is ongoing. Bill Harvey, Public Interest Member on TPE Exam Board had carried out an analytical review of the data and evidence available up to and including the first diet of the new syllabus exams in June 2021. The data included feedback received from the course, feedback from firms and the exam feedback, course structure, pre-course, revision, mocks, course materials and exams. The analysis and recommendations contained in Bill Harvey's report will now be considered by the Learning Team as part of its wider TPS Retrospective Review and the Board will be kept updated.

Following discussion, the Board noted the Student Activities Update.

5. **RISK MONITORING**

Alice Deakin reported on the updated Risk Register as at 4 October 2021. Input from the Learning Leadership Team had been added. Following discussion, the updated Risk Register was noted.

6. **INCORPORATING SUSTAINABILITY INTO THE CA SYLLABUS**

Chris Cunnane joined the meeting and presented a slideshow outlining ICAS's plans for incorporating the increasingly important topic of Sustainability into the CA syllabus. It was noted that the response by ICAS to the FRC Climate Change Questionnaire had been circulated with the meeting papers. The Board discussed opportunities to collaborate with other parties to ensure the profession plays an important role in promoting the values of ESG matters.

7. **STRATEGY DISCUSSION**

Alice Deakin led the strategy session by taking the Board through a slideshow update paper on the completed and ongoing work of the Learning Transformation Programme in 2021, together with proposals in relation to future ICAS Learning strategy for 2022 onwards. This included reference to key BAU projects on the horizon for 2022.

The Board noted the success of various initiatives within the Learning Transformation Programme and discussed proposals for the Programme in 2022. It was noted that there was some focus on business as usual areas with the introduction of the new syllabus and the ongoing Covid-19 pandemic. The Board was comfortable with the projects being prioritized.

The Business Plan 2022 would be picked up again as a key focus of the December 2021 meeting.

8. **ANY OTHER BUSINESS**

No other business was raised.