



Summary Note of the meeting of the **QUALIFICATIONS BOARD**
held remotely via Microsoft Teams on 25 February 2021

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

Present:

David Cruickshank	(DC)	Chair
Carolyn Spencer	(CSp)	ICAS Executive Director - Customer Experience
Chris Hunter	(CH)	Deloitte
Chris Shrubsole	(CS)	KPMG
Elizabeth Blythin	(EB)	KPMG
Gillian Alexander	(GA)	PWC
Gillian McGorry	(GM)	RBS
Karen Stewart	(KS)	Anderson Anderson Brown
Laura Morrison	(LM)	EY
Lindsay Tibbetts	(LT)	University of Aberdeen
Louise Coops	(LC)	EY
Ana Stewart	(AS)	Public Interest Member
Alice Deakin	(AD)	ICAS Executive Director - Learning

Apologies:

Jim Robertson	ICAS Council Member
Katharine Williams	EY
Ben Avery	East Midlands Railway

In attendance:

Iona Riddick	(IR)	ICAS Policy, Research & Standards Officer
Chris Cunnane	(CC)	ICAS Head of Syllabus
Paula Wilcock	(PW)	ICAS Director Quality Assurance and Policy
Bruce Cartwright	(BC)	ICAS CEO [item 5 onwards]

1. BACKGROUND

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

2. QUALIFICATIONS BOARD ACTION POINT TRACKER

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

3. STUDENT ACTIVITIES UPDATE

AD presented the Student Activities Update to the Board which covered the months of December 2020 and January 2021. The recent major client tender was successful. The Board acknowledged the work that this entailed and was delighted with this outcome. Student intake numbers were discussed, and the Board was pleased to see the level of flexibility being offered that enabled more courses to run. The Board was also pleased to see pass rates over time contained in the report

4. CA QUALIFICATION: NEW SYLLABUS UPDATE

The Board received a paper providing an update on the status of the new syllabus project in relation to the development of new course materials and assessment. It was noted that the FRC had reviewed the new syllabus, and all their follow up questions had been dealt with.

5. BUSINESS PLAN 2021 & LEARNING TRANSFORMATION UPDATE



There were no significant changes to the Business Plan.

The Board considered and discussed a comprehensive presentation on the Learning Transformation Programme.

6. SYLLABUS MAPPING DOCUMENT

The Board noted the document given to the FRC in January 2021, mapping the Statutory requirements to the CA Syllabus by subject, with the module references by subject underneath.

7. DRAFT POLICIES FOR REVIEW & RATIFICATION

The draft revised Conflict and Assessment Policies had previously been circulated to the Board and members asked to submit feedback in advance of the meeting.

The Board ratified the following four Policies: Conflict of Interest Policy, Academic Integrity Policy, Special Consideration Policy and Appeals Policy.

8. RISK MONITORING

A Risk Register specific to the Learning Division as at 16 February 2021 was noted.

9. ANY OTHER BUSINESS

The April meeting will be virtual via Microsoft Teams. Consideration will be given to a face-to-face meeting in June, subject to the Covid-19 rules that are being closely monitored.