

***The information authority***

**Board meeting 3<sup>rd</sup> December 2008 – agenda**

<b>Attendees – board members / alternates</b>	<b>Attendees - other</b>
Malcolm Britton (DCSF)	Pete Ashton ( <i>information authority</i> )
Verity Bullough (LSC)	Tim Barrett (LSC)
Jon Collis (ALP)	Una Bennett ( <i>information authority</i> )
Colin Evans (Ofsted)	Anne Fessi ( <i>information authority</i> )
Mario Ferelli (HEFCE)	Nigel Florence (FAB)
Julian Gravatt (AOC)	Kully Jones (LSC)
Graham Jones (Chair)	Helen Karabatos ( <i>information authority</i> )
Ivor Jones (LLUK)	
Paul May (BRG)	
Sue McGlynn (Ofqual)	
Caroline Miller (Learning Provider)	
Fiona Pethick (Ofqual)	
Bob Powell (HOLEX)	
Ian Pryce (FE College Provider)	
Vanessa Wilkes (Asset Skills)	

<b>Apologies</b>
Margaret Coleman (LSC)
Melanie Hunt (Ofsted)
Chris James (Asset Skills)
Daniel Mason (LGA)
Isabel Nisbet (Ofqual)
Susan Pember (DIUS)

**Venue:** Hotel Russell,  
Russell Square,  
London

**Start Time:** 09.30 Coffee and refreshments.  
10.00 Start

**Finish Time:** 13.00 (lunch will be provided at the end of the meeting)

## Meeting objectives for 3rd December 2008 board meeting

The primary objectives for this meeting are to:

1. Review the Federation of Awarding Bodies (FAB) response to the provider data burden report
2. Approve the timetable for the individualised learner record (ILR) specification for 2010/11
3. Review the data implications of the Qualification and Credit Framework

### AGENDA

	Topic	Lead(s)	Purpose	Time
1.	Introductions	Graham Jones		10.00
2.	Review of Previous Minutes	Graham Jones	To agree the previous minutes	10.05
3.	Review actions from previous meeting	Graham Jones	To review and update actions	10.10
4.	Qualifications and Credit Framework	Kully Jones and Tim Barrett	To update the board on the implementation of the QCF and the expected data implications	10.20
5.	ILR specification timetable for 2010/11	Pete Ashton	To agree the specification timetable for the 2010/11 ILR	10.50
6.	FAB response to the provider data burden report	Nigel Florence	To review response from FAB to the findings in the provider data burden report	11.20
7.	Communications and <i>the information authority</i>	Anne Fessi	To seek feedback from the board on current and planned communication activity	11.50
8.	Head of secretariat report	Una Bennett	To obtain decisions on a number of issues and inform board of progress	12.20