Senior Management Team Meeting

Minutes of meeting held on 19 February 2025

14:00 – 14:45

via Microsoft Teams

Attendees:

- Ezmie McCutcheon, Head of Communications - Chair
- Nick Hobbs, Head of Advice and Investigations
- Gina Wilson, Head of Strategy
- Judith Chisholm, Executive Assistant - minutes

Guest Attendees: None

Apologies: Nicola Vallance-Ross, Head of Corporate Services

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were received from the Head of Corporate Services.	
2. Finance	No finance report for this meeting. SMT have been provided with latest report (December) previously and updates on expenditure for the financial year are being reviewed by SMT and Finance Officer outside of this meeting. January month end position will be presented at the next meeting of SMT in early March.	

3. Review of previous minutes and actions	SMT reviewed the minutes from the previous meeting and approved them subject to minor amendments. Actions carried over: - Head of Corporate Services to update risk register re: Information Governance project. Action note: - Printer. Finance Officer has advised SMT of cost of buying out of the contract. SMT supportive of this and Head of Corporate Services to consider next steps.	
4. Governance	No agenda items for this meeting.	
5. Delivery Plan and Projects – exceptions reporting	**Strategy**: - No exceptions to note **Communications:** - No exceptions to note. **Advice and Investigations:** - Further discussions had with UK Covid Inquiry team that has clarified what information is required. **Corporate Services:** - No updates in absence of Head of Corporate Services.	
6. Participation	Busy period with Young Advisors Group. They are involved in lots of work with different members of the team both in relation to our priority areas and external work. For example, the Young Advisors had a session with Her Majesty's Inspectors of Education to provide them with advice on their approach. We are also piloting a new participation tool for Laura Lundy and Gerison Landsdown. There is lots of great and	

	exciting work. This involves a lot of coordination across the office to ensure balance between not overwhelming the Young Advisors but also ensuring they have great opportunities. SMT discussed platforms for communications with our Young Advisors following some feedback received about volume of alerts. It was also noted the potential for new UK legislation in relation to 'age of digital maturity' for children and young people may affect the use of some platforms. **ACTION:** Head of Communications and Head of Strategy to consider whether have a review on options for online collaboration with our Young Advisors during a quieter period (summer 2025). We also have external visits to a new region of schools in the diary which provide great opportunities for all of our staff to engage in participation activity.	
7. Annual Planner	SMT reviewed the annual planner for the next quarter and key dates. Noted that SMT Contribution Management Plans need to be scheduled. It was noted that Equalities, Diversity and Inclusion training has been scheduled for the wider staff team and a specific course for Managers Review of policies in hand.	
8. Policies for Approval	None for this meeting.	
9. Health, Safety and Welfare	Heating issue is ongoing. For health and safety reasons the office must be closed next week while essential electrical work takes place on the lights in our office.	

10. End of Meeting	14:45	
11. Date of Next Meeting	5 March 2025	
12. Matters in Private		