

AITSL Board Meeting Report

29 August 2023

The meeting was attended by Board Directors:

- Dr Michele Bruniges (Chair)
- Mr Chris Wardlaw (Deputy Chair)
- Ms Beth Blackwood
- Professor Donna Pendergast
- Dr Jennifer Buckingham
- Professor Lee Anne Perry

Summary

Strategic Matters

CEO Report

The Board receives a report from the AITSL Chief Executive Officer (CEO) at each meeting with key updates on the delivery of AITSL's continuing work program, including corporate matters, people and culture matters, policy and program highlights, fee-for-service and international projects, and stakeholder engagement activities.

Key matters discussed by the Board at the meeting included:

- the intersection between the Universities Accord and the work of AITSL
- jurisdictional concerns regarding the ITE Quality Assurance Board
- AITSL's compliance with the Protective Security Policy Framework (PSPF)
- the governance and approval processes for the Australian Teacher Workforce Data (ATWD) annual report
- the scope for the Australian National Audit Office (ANAO) performance audit of AITSL.

AITSL Impact Measurement Strategy

Every 6 months, the Board receives an update on the Impact Measurement Strategy containing monitoring and evaluation information for each of AITSL's programs (streams of work). The Report is not published externally but provides a mechanism for communicating impact to the Board. It includes the status of monitoring and evaluation of AITSL programs, updates on the AITSL Stakeholder Survey, and AITSL's Strategic Plan short-term success metrics.

The Board **noted** the AITSL Impact Measurement Strategy 6-Monthly Report and the update on the data provided and discussed the following:

- There is an opportunity for AITSL to reinvigorate stakeholder engagement with existing tools and resources through already established stakeholder forums and advisor groups.
- There is an opportunity to link the My Induction app with the upcoming professional standards for mentors and the refreshed Induction Guidelines.
- A deep dive into awareness and usefulness data should be conducted to develop strategies on how to improve results.

Strategic Risks

At each meeting, the Board receives a report on developments against strategic risks and every 6 months, this report includes progress updates on the strategic risk treatment plans.

The Board had an in-depth discussion on AITSL's strategic risk environment and reviewed the efficacy and appropriateness of current risk treatment plans.

The Board **approved** the revised risk treatment plans for implementation by the AITSL Executive.

Esteeming the Profession

The Board considered AITSL's Esteeming the Profession Strategy, and the work conducted to date and provided feedback for Management to consider on the following matters:

- Highly Accomplished and Lead teachers (HALTs)
- the expertise and skills of teachers
- ITE providers and pre-service teachers.

Artificial Intelligence

The Board **noted** an update on the Draft National Generative Artificial Intelligence in Schools Framework (draft AI Framework) and extended reality (XR) body of work.

Compliance Reports

AITSL Annual Report

At each August meeting, the Board receives the company's Annual Report for the financial year, prepared in compliance with section 97 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and the *Public Governance, Performance and Accountability Rule 2014* (PGPA Rule) (sections 28A to 28F).

The Board considered the 2022–23 Annual Report and commended AITSL on the achievements of the past financial year and the work undertaken to prepare the Annual Report.

The Board also thanked the Risk, Audit and Finance Committee for its work to review and endorse the Annual Report and Financial Statements.

As part of its Forward Agenda, the Board agreed it should focus on developing strategies to improve results in particular performance reporting areas.

The Board:

- **approved** the 2022–23 Annual Report and Financial Statements for forwarding to the Minister
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- **approved** the Directors' Representation Letter to be signed by the Deputy Chair and one other Board Director
- **noted** the Management Representation Letter to be signed by the Chief Executive Officer and Chief Financial Officer
- **noted** the Closing Letter from ANAO.

AITSL Corporate Plan and Performance Measures

As a Commonwealth company, AITSL must prepare their corporate plans in accordance with the requirements of section 27A of the PGPA Rule. As AITSL reports on a financial year basis, it must publish its Corporate Plan on the AITSL website by 31 August each year. The Board receives the Corporate Plan, via its Risk, Audit and Finance Committee, at its August meeting each year for approval.

The Board:

- **approved** the 2023–2027 Corporate Plan for submission to the Minister for Education, Minister for Finance, and publication on the AITSL website, noting it was prepared in accordance with the requirements of:
 - section 95(1) of the PGPA Act 2009
 - section 27A of the PGPA Rule 2014
 - Department of Finance's Resource Management Guide 133 'Corporate Plan for Commonwealth Companies'.
- **approved** the revised performance measures and targets included in the 2023–2027 Corporate Plan as appropriate and:
 - compliant with relevant Commonwealth Performance Framework legislation and associated guidance
 - fit for purpose in accordance with the application of section 16E of the PGPA Rule
 - supported by appropriate systems, processes, and assurances to accurately report results.

Standing Reports

Risk, Audit and Finance Committee

Under Rule 18.4 of the AITSL Constitution, the Board must establish and maintain an audit committee in accordance with the PGPA Act 2009.

As outlined in the Committee Charter, the Chair shall report to the Board after each meeting.

The Board received the report from the Committee meeting held 22 August 2023 and:

- **noted** the summary meeting outcomes
 - **approved** the financial performance review as of 30 June 2023
 - **noted** the Minutes from Meeting 2, held 13 June 2023.
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Communications

At each meeting, the Board receives a report with key insights from AITSL communications activities. The report includes an overview of current campaigns and promotions, digital marketing activities, website analytics, and key media mentions.

The Board **noted** the report.

Expert Standing Committees

The Board maintains 2 expert standing committees, established in accordance with Rule 5.3 of the AITSL Constitution:

- Teacher Education Expert Standing Committee (TEESC)
- School Leadership and Teaching Expert Standing Committee (SLTESC).

In compliance with the Constitution, the committees must report to the Board on the outcomes of each meeting.

The Board **noted** the outcome reports from:

- TEESC Meeting #25, held 2 August 2023
- SLTESC Meeting #14, held 26 July 2023.

The Board **approved** the appointment of Ms Cheryl Brennan, President of the Australian Professional Teachers Association (APTA), to SLTESC as a Member.

Board Governance

The Board:

- completed the biennial governance review of the Board Charter and the Risk, Audit and Finance Committee Charter
- reviewed and approved updates to the AITSL Board Conflict of Interest Policy and Procedures.

The AITSL Board next meets on 5 December 2023.
