

AITSL Board Meeting Report

25 and 26 June 2024

The meeting was attended by Board Directors:

- Dr Michele Bruniges (Chair)
- Mr Chris Wardlaw (Deputy Chair)
- Mr Andy Mison
- Ms Beth Blackwood
- Dr Jennifer Buckingham
- Professor Lee Anne Perry
- Ms Renee Lammon.

Summary

Board Meeting – 25 June 2024

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 engagement activities, and stakeholder engagement activities.

The Board discussed several key issues raised in the report that are priorities in the current education environment, including the Australian Teacher Workforce Data (ATWD) initiative and teacher wellbeing.

AITSL 2024–25 Work Plan

Under the AITSL Constitution, the CEO must provide the Minister with 'an annual work plan, prior to 30 June each year, detailing activities for the following financial year' for approval.

The Work Plan for 2024–25 was developed in accordance with AITSL's current funding arrangements and **approved** by the Board for submission to the Hon Jason Clare MP, Minister for Education, by the Acting CEO.

AITSL 2024–25 Annual Budget

Under the AITSL Board Charter, the Board is responsible for approval of an annual budget, and monitoring AITSL's financial performance in accordance with the approved budget and subsequent quarterly reforecasts.

The Board **approved** the 2024–25 budget proposed by Management, based upon the known circumstances as of 31 May 2024.

Performance Measures

AITSL reviews and revises its performance measures for inclusion in the Corporate Plan annually. Metrics against each performance measure are reported publicly in the AITSL Annual Report.

The AITSL Board, via its Risk, Audit and Finance Committee, ensures that the company's:

- performance measures are compliant with relevant Commonwealth Performance Framework legislation and associated guidance
- performance measures are fit for purpose in accordance with the application of Section 16E of the *Public Governance, Performance and Accountability Rule 2014*
- performance reporting is supported by appropriate systems, processes, and assurances to accurately report results.

The Board received draft key activities and performance measures for consideration, developed based on discussions held at the meeting on 8 May 2024.

The Board had a robust discussion on the methodology for setting targets, the rationale for proposed targets, and AITSL's long-term goals for performance and **approved** the proposed key activities and performance measures, subject to minor amendments to be approved by the Acting CEO.

AITSL Corporate Plan 2024–2028

As a Commonwealth company, AITSL must prepare a Corporate Plan each year in accordance with the requirements of section 95(1) of the *Public Governance, Performance and Accountability Act 2009* and section 27A of the *Public Governance, Performance and Accountability Rule 2014*.

The Corporate Plan sets out the company's purposes, its operating context, the key activities it intends to pursue, and how performance will be measured and assessed over at least 4 reporting periods.

As AITSL reports on a financial year basis, it must publish its Corporate Plan on the AITSL website by 31 August each year and provide this to the Minister for Education and Minister for Finance as soon as practicable after it is prepared and before it is published.

The Board **approved** proposed AITSL Corporate Plan 2024–2028.

Strategic Risk Review

As part of AITSL's Risk Management Framework, which is approved by the Board, the Board reviews its Strategic Risk Register at each meeting, and revised risk treatment plans every six months.

The Board noted the report on outcomes of existing treatment plans and **approved** new risk treatments proposed by Management.

It was also noted that a Risk Review Panel has been established to conduct deep dives into AITSL's strategic risk categories, reporting to the Board via the Risk, Audit and Finance Committee. The outcome reports provided by the Risk Review Panel will be used by the Board to further inform their strategic risk management activities.

Expert Standing Committee Review

The Board has established two expert standing committees under Rule 5.3 of the AITSL Constitution:

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

In line with the committees' Terms of Reference, the Board conducted a governance review to assess the efficacy of TEESC and SLTESC against their intended purpose and functions.

The Board **approved** the updated Terms of Reference and the composition of the proposed membership for each committee.

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 *Public Governance, Performance and Accountability Act 2009*.

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

The Board received the report from the Committee meeting held 11 June 2024 and:

- **noted** the report on the outcomes of the meeting
- **noted** the minutes from Meeting 2, held 23 April 2024.

Fraud and Corruption Risk Review

AITSL has implemented a Fraud and Corruption Risk Control Plan in accordance with the [Commonwealth Fraud Control Framework](#) and the establishment of the National Anti-Corruption Commission to monitor, prevent, investigate, and report fraud and corrupt conduct.

AITSL's plan and the internal fraud and corruption controls have been developed with reference to:

- Section 10 of the *Public Governance, Performance and Accountability Rule 2014*
- the Commonwealth Fraud Control Guidelines 2017
- Resource Management Guide No. 201: Preventing, Detecting and Dealing with Fraud
- the *National Anti-Corruption Commission Act 2022*.

The AITSL Board and Management are committed to minimising the incidence of fraud and corruption through the development, implementation, and regular review of a range of awareness, prevention, and detection strategies. The desired outcome of this commitment is the elimination of fraud and corruption.

As part of AITSL's control strategy, the Board reviews AITSL's fraud and corruption risks every six months to ensure analysis, treatments, and controls are appropriate. The Board **noted** the review and was satisfied that Management have implemented appropriate controls to mitigate the risks of fraud and corruption and are maintaining effective monitoring and detecting processes.

Reconciliation Action Plan Report

On 25 August 2022, the Board approved AITSL's 2-year *Innovate* Reconciliation Action Plan (RAP) and requested that AITSL provide a progress report on a six-monthly cycle.

The Innovate RAP focuses on further advancing the relationships and capabilities that have been developed within the organisation over the duration of AITSL's initial *Reflect* RAP, which was completed in May 2022. The first 6 to 12 months of work for the 2-year Innovate RAP focused on preparation and planning work to ensure AITSL is set up for success to deliver on the actions, and the second year has been focused on delivering the planned actions. AITSL is now nearing the conclusion of this Innovate RAP.

The Board **noted** the report, including progress to implement an internal engagement strategy to ensure that AITSL can meaningfully deliver on the actions outlined in the Innovate RAP. It was also noted that AITSL continues to progress its external engagement strategy to strengthen approaches to working with Aboriginal and Torres Strait Islander stakeholders and organisations, which links to AITSL's vision for an education system that has the greatest impact on the educational growth and achievement of every learner.

Communications Report

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 communications report.

Training

After the conclusion of the meeting, a representative from the Australian Government Solicitor provided the Board with training on fraud, corruption, and the National Anti-Corruption Commission.

Board Workshop – 26 June 2024

The Board held a strategic workshop to discuss current and future trends in the profession of teaching and educational leadership, and the role of AITSL in supporting the profession at the national level. Key matters discussed at the strategic workshop included:

- data on the supply of new teachers into the workforce through initial teacher education (ITE) and factors affecting retention of the existing workforce
 - broader factors affecting the education sector, including:
 - pedagogical and instructional approaches
 - an increased focus on student and staff wellbeing
 - the increase in utilisation of a more diverse range of professional and para-professional staff to complement teaching staff in schools
 - educational policy reform priorities
 - the rapid development of new technologies, such as generative artificial intelligence (AI)
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- the existing and potential future role of AITSL in supporting the teacher workforce and educational reform, including strategic risks, opportunities and key stakeholder relationships.

The AITSL Board next meets on 29 August 2024.
