

1.1 BOARD MINUTES COMPANY CONFIDENTIAL

Date: 29th November 2023, 10.00am -16.00pm, KPMG – Birmingham

Present: Baroness Nicky Morgan (NM) (Chair)
Steve Holliday (SH)
Dame Julia Cleverdon (JC)
Elizabeth Beale (EB)
David Baldwin (DB)
Ashwin Mistry (AM)
Neil McLean (NML)
Oli de Botton, Chief Executive (OdB)
John Yarham, Deputy Chief Executive (JY)

In attendance: Paul Lewis, Chief of Strategy and Communications (PL)
Nicola Hall, Director of Education (NH)
Kevin Ronan, Director of HR and Operations (KR) Virtual
Elizabeth Kingsley, Head of Finance and Commercial (EK) Virtual
Max Rowe, Associate Director of Grants & Development (MR)
Sara Mohideen, Company Secretary/Internal Operations Senior Manager (SM)

Apologies: Mo Isap (MI)
Alice Coventry, EA to CEO/DCEO (AC)

Notes

1. Welcome and Introduction

NM opened the meeting and welcomed the group.

1.1. Minutes from the Last Meeting

The minutes from the board meeting on 27 September 2023 were approved as an accurate record of the meeting.

1.2. Table of Actions

The Board noted the complete and in progress actions in the table.

1.3 Committee Minutes

1.3.1 Impact and Evaluation Committee

DB noted the progress being made in relation to impact and evaluation measurement and thanked the team for their efforts.

1.3.2 Audit Committee

AM updated that he had met with LH regarding the Value for Money Report and that a review of insurance cover had taken place.

Action: Committee papers to be made available to all Board members via the OnBoard platform from now on.

2. Items to Note

2.1. Performance overview

OdB provided an overview of highlights since the last board meeting, performance against strategic goals and progress against KPIs. OdB also updated on work relating to the key opportunities and risks for CEC which were discussed at the previous meeting.

The Board were updated on the work underway to agree a grant funding agreement (GFA) with the DfE for 2024/25. Good progress is being made and we are working to have an 18-month agreement in place before April 2024.

The Board discussed the work underway to support special schools and opportunities for this work to be expanded through our work with employers.

The Board noted the updates and commended the progress that has been made.

2.2 Workstream Updates

The Board noted the following update papers:

- 2.1.1 Network and Employers

JY provided an update on the highlights from the NET team, including the Teacher Encounters Programme.

The group discussed the Teacher Encounters programme and challenges created by capacity issues within schools. It was noted that shorter but more frequent interactions with schools were helping to build strong relationships.

Action: PL to circulate the independent evaluation report for the Teacher Encounters programme.

- 2.1.2 Data and Digital

JY provided an update on the highlights from the D&D team, including changes in the way the organisation is planning and prioritising digital development.

The Board noted the progress with FSQ completions and discussed the flow of completions throughout the academic year. MS drew on some of the statistics included in the update paper and made some recommendations for consideration.

- 2.1.3 Education Development

NH provided an update on the highlights from the Education team, including progress of the Primary programme. The Board were updated on discussions underway with the DfE for a contract variation to maximise the programmes' reach.

- 2.1.4 Strategy and Communications

PL provided an update on work of the Strat & Comms team, including engagement with key stakeholders, preparations for the Careers Excellence Event and the progress and launch of the Employer Standards. The Board were also updated on the market engagement being undertaken by DfE to inform the development of their strategic action plan and expected invitation to Tender.

The Board commended progress made, in particular the successful launch of the Employer Standards.

- 2.1.5 Operations

KR provided an update on the work of the Operations team, including performance against the organisational health metrics and the procurement process underway to appoint an IT service provider. KR also touched on the progress made in Compliance and the preparations underway for the ISO27001 surveillance audit in Jan 2024.

2.3 Management Accounts

EK presented the management accounts and provided an update following to mid-year forecast. The Board noted the current position, where spend against budget year to date is on target. A mid-year reforecast will be reported to Audit committee in October. Total spend for the year is expected to be around £35m, with around £32m of that from the main GFA and the remainder from other sources, including the primary grant.

3. Building Career Readiness

NH presented a paper on building careers readiness and how CEC might further support this work. The Board discussed the paper and gave their support for the outlined approach.

4. Deep Dive on Government+

MR provided an update on the Government + Strategy which included, learnings to date, medium term actions and future options. The Board discussed the progress to date and the pros and cons of future options presented.

5. AOB

5.1 NED Recruitment

NM confirmed that the Nominations Committee had appointed Fiona Millar to the CEC Board who would officially join in March 2024.

NM thanked SH and EB for their excellent contributions to the CEC Board. The Board agreed to invite SH to be the second Patron at CEC, as a founder – his continued support and expertise would be greatly appreciated.

5.2 Risk Register

The Board noted the risk register.

6. Panel

The Board heard from a panel of educators, employers and facilitators from the West Midlands, who shared their experiences of the careers system and hopes for the future from a range of perspectives.

The group was chaired by Angela Moore – Senior Delivery Manager at West Midlands Combined Authority. It included Dan Heffernan (AtkinsRéalis), Harriet Eling (KPMG), Rose Rees (Midland Metro Alliance), Sophie Robins (DPD), Steven Connor-Hemming (Hillcrest School), Jo Kerr (Finham Park 2 School). An inspirational speech was given by Shaun Silva, a Sixth Form student at Finham Park 2 School on his experiences of careers education.

The Board thanked panel members for their insights and efforts.

Date of next meeting: 20th March 2023, 10.00 – 13.00

Date of next visit: 20th March, 13.00 - 16.00