

## BOARD MINUTES

COMPANY CONFIDENTIAL

**Date:** 10 March 2021

Ref: CEC 100321

**Present:** Christine Hodgson, Chair (CMH)  
Brian Lightman (BL)  
David Baldwin (DB)  
John Yarham (JY)  
Julia Cleverdon (JC)  
Lizzie Beale (LB)  
Mo Isap (MI)  
Nicky Morgan (NM)  
Oli de Botton (ODB)  
Steve Holliday (SH)

**Apologies:** n/a

**In attendance:** Imy Harrison, Chief Operating Officer (IH)  
Paul Lewis, Chief of Strategy & Communications (PL)  
Sara Mohideen, Company Secretary & Senior Internal Operations Manager (SM)

Ref	Notes
001	<p><b><u>Matters Arising</u></b></p> <p><b>1.1. Update of Articles of Association and Appointment of New Board Members</b></p> <ul style="list-style-type: none"> <li>- The Board recommended that the Company's Articles of Associations be updated in line with the proposal outlined in Paper 1.1.</li> <li>- The Board requested that a written resolution be circulated to the Members of the Company.</li> </ul> <p><b>Action: SM to circulate written resolution to CEC Members.</b></p> <ul style="list-style-type: none"> <li>- CH recommended that the Board appoint Oli de Botton as an Executive Director of the Board. The Board approved the recommendation.</li> <li>- BL confirmed that in a meeting of the Board on 4 February (attended by BL, NM, DB and JY) Lizzie Beale had been appointed a Non-Executive Director of the Board.</li> </ul> <p><b>Action: SM to update Companies House to reflect the new appointments.</b></p> <p><b>1.2. Introductions</b></p> <ul style="list-style-type: none"> <li>- ODB and LB joined the meeting and were welcomed by the Board.</li> </ul> <p><b>1.3. Minutes from last meeting</b></p> <ul style="list-style-type: none"> <li>- The minutes from the last meeting (12 December) were approved as an accurate record of the meeting.</li> </ul> <p><b>1.4. Action log</b></p> <ul style="list-style-type: none"> <li>- The Board reviewed the action log.</li> </ul> <p><b>1.5. Update Papers</b></p> <ul style="list-style-type: none"> <li>- The Board noted the following update papers: <ul style="list-style-type: none"> <li>o Update Paper 1 – Progress Update Slides</li> <li>o Update Paper 2 – Corporate Risk Register – Feb 2021</li> <li>o Update Paper 3 – Grant Funding Agreement 2021/22</li> </ul> </li> </ul>
002	<b><u>DCEO Update</u></b>

## 2.1 DCEO Progress Update

JY provided an update on delivery and performance since the last meeting.

The following was noted:

- Despite the challenges of Covid-19, there had been significant progress against the KPIs in the 2020/21 Grant Funding Agreement.
- Discussions are ongoing with the DfE in agreeing the 2021/22 Grant Funding Agreement.
- A key focus continues to be supporting schools and colleges to deliver high-quality careers focussed activities, especially Gatsby Benchmarks 5 and 6, whilst Covid restrictions are in place.
- Transition support will be a key focus for the remainder of the academic year.

The Board thanked JY for the update and requested a paper on the provider strategy for 2021/22 to be presented to the Investment Committee.

**Action: NH to produce a paper on the provider strategy to be presented at the Investment Committee.**

## 2.2 Key Points from Committees

Updates were provided from the recent Digital, Investment and Audit Committee meetings. The Board thanked the Chairs for the updates.

003

## 3. Workstream Updates

Workstream updates were provided and the following noted:

### 3.1 Education Development (Nicola Hall)

- The Education Development Team (created through the restructure of the Education and Investment Teams) is delivering increased effectiveness and efficiency.
- A diversified training offer is being developed to meet the varying needs of Careers Leaders.
- Ongoing focus on marketing the training to areas where take-up has been low and removing barriers to engagement.
- A range of high-quality resources have been launched over the last quarter to support ongoing delivery of careers education.
- Ongoing focus on strengthening sector partnerships and engaging Headteachers to gain strategic buy in.

**Action: NH to share link to the 'My Learning, My Future' resources.**

### 3.2 Employers and Partnerships (Aimee Higgins)

- A successful Cornerstone Employer Event took place on 21 January 2021.
- The EA recruitment campaign launched in January 2021 has seen excellent progress to date.
- Work is ongoing to develop an enhanced strategy for Cornerstone Employers.

### 3.3 Network (Clare Hutchinson)

- Uptake of CEC resources has been excellent.
- LEPs are supporting each other to improve.
- Competency framework for ECs launched to support ongoing development.
- Strong appetite for schools to join a Hub.
- Some LEPs are feeling uncertain about their position.

### 3.4 Data & Digital (Nina Blackett)

- Onboarding to Compass+ continues. Whilst good progress is being made, the ongoing impact of Covid has made access to the relevant school staff more challenging. The team continues to work alongside the Network Team to support schools to upgrade.
- New functionality is being developed to support improved destinations tracking in Compass+.
- Focus is on gaining insights from Compass+ that can be used to drive improvements both at CEC and within the Sector.

### 3.5 Strategy and Communications (Paul Lewis)

- Recognition Series delivered to acknowledge ongoing efforts to deliver careers education over the past year. The series was very well received by the sector. PL thanked the Board for their input.
- Successful round table held with the Minister for Apprenticeships and Skills and several female apprentices.

<b>004</b>	<p><b><u>Strategy</u></b></p> <p><b>4.1 FE White Paper Implementation</b>  PL presented a paper on the FE White Paper Implementation. The Board thanked PL for his insights.</p>
<b>005</b>	<p><b><u>Operations</u></b></p> <p><b>5.1 Contract Update and Approval</b>  IH presented the paper on the contracts. The Board thanked IH for the update.</p> <p><b>5.2 Management Accounts (Elizabeth Kingsley)</b>  EK presented the Management Accounts and provided a Finance update. The current budget was noted alongside the predicted forecast. which was on track for the end of the financial year.</p>
<b>006</b>	<p><b><u>AOB</u></b></p> <p>- N/A</p>

**Date of next meeting:**

Wednesday 9 June 2021 at 11am -3pm