

BOARD MINUTES
COMPANY CONFIDENTIAL

Date: 13 September 2021

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

Apologies: Mo Isap (MI)

In attendance: Sarah Yong, Head of External Affairs (SY)

Elizabeth Kingsley, Company Secretary & Head of Finance (EK)

Notes
<p>1. Matters Arising</p> <p>1.1. Welcome</p> <ul style="list-style-type: none"> - CH opened the meeting and welcomed the group. <p>1.2. Minutes from last meeting</p> <ul style="list-style-type: none"> - The minutes from the last meeting (09 June 2021) were approved as an accurate record of the meeting. <p>1.3. Action log</p> <ul style="list-style-type: none"> - The Board reviewed the action log.
<p>2. Company Update</p> <p>2.1. CEO/DCEO Update</p> <ul style="list-style-type: none"> - ODB presented a paper providing an update on the strategy. Key items of note included: <ul style="list-style-type: none"> o Strong momentum in Enterprise Advisor recruitment, despite the challenges of COVID. o A positive and engaging session at the House of Lords Youth Unemployment Committee. o The release of statutory guidance on careers from the DfE, with strong support for our work and resources. - The Board thanked ODB and recognised the clarity of vision in the strategy. - JY gave an update on operational delivery and performance The Board discussed in particular: <ul style="list-style-type: none"> o The opportunities and risks arising out of ongoing processes such as several HMG reviews taking place, the position with LEPs and the Skills Bill. o The desire to remain business focussed and not lose sight of our unique position to bring the private sector into the solution. o Ongoing recruitment in the Operations and Digital teams and the impact of vacancies. <p>2.2. Audit Committee Update</p> <ul style="list-style-type: none"> - CH provided an update on the Audit Committee that took place on 21 July 2021. CH noted that a major output was the Auditors report and Accounts which were coming to this meeting for approval.

2.3. Progress update slides

- The Board reviewed the Progress update and highlighted areas where they would like additional information.

2.4. Corporate risk register

- The Board reviewed the risk register, noting that the highest risks identified at the last meeting had reduced in severity and following scrutiny, were content the remaining risk were being managed appropriately.

3. Strategic planning on Coordinated Actions

3.1 Amplifying Technical and Vocational Routes

- JY presented a paper on the plans to deliver this strategic goal and made recommendations on next steps to increase young people's awareness of technical and vocational routes, including apprenticeships.
- The Board provided their input and gave their support for the outlined approach.

Decision: It was agreed that SH would be the Board lead for this strategic objective.

3.2 An improving system – Careers Hubs, Careers Impact and Peer Review

- Clare Hutchinson and Nicola Hall joined the meeting and presented papers on Network and Education input towards the improving system strategic objective.
- They identified how these two streams aligned and integrated to form a comprehensive and consistent approach to drive improvements in Careers Hubs and Careers Leader practice.
- The Board provided their input and gave their support for the outlined approach.

4. Workstream Scrutiny

- The following papers were presented and scrutinised by the Board:

- 4.1 Strategic Comms and Govt Relations
- 4.2 Business Partnerships
- 4.3 Network
- 4.4 Education Development
- 4.5 Data & Digital

- The Board provided their input and thanked the presenters for the updates in each area.

5. Operations

5.1. 2020/21 Statutory Accounts & Auditor's Report

- The Board discussed the recommendations made by the auditors around controls and reviewed the accounts. Some minor text changes and checks were requested on the non-financial figures provided.

Decision: The Board approved the signing of the letter of representation and the accounts by CH once the suggested edits were made.

Action: Return final draft to CH by early October for signing.

5.2. 2021/22 July Management Accounts and Contract Update and Approval

- EK gave an update on the performance to date and forecast for 2021/22. The Board thanked EK for the update.