

1.1 BOARD MINUTES
COMPANY CONFIDENTIAL

Date: 29th March 2023, 10.00am -13.00pm, Glass House, Work.Life Farringdon

Present: Baroness Nicky Morgan (NM) (Chair)
 Steve Holliday (SH) (Deputy Chair) Virtual
 Christine Hodgson (CH)
 Dame Julia Cleverdon (DJC)
 Mo Isap (MI) Virtual
 Elizabeth Beale (EB)
 David Baldwin (DB) Virtual
 Mohammed Samir (MS)
 Oli de Botton, Chief Executive (OdB)
 John Yarham, Deputy Chief Executive (JY)

Apologies: N/A

In attendance: Paul Lewis, Chief of Strategy and Communications (PL)
 Nicola Hall, Director of Education (NH)
 Elizabeth Kingsley, Director of Operations (EK)
 Laura Hawksworth, Head of Policy and Impact (LH) (for item 4.2)
 Sara Mohideen, Internal Operations Senior Manager (SM)
 Alice Coventry, EA to CEO/DCEO (AC)

Notes
<p>1. <u>Welcome and Introduction</u></p> <p>NM opened the meeting and welcomed the group. NM and the Board welcomed MS to his first Board meeting.</p> <p>1.1. Minutes from the Last Meeting</p> <p>The minutes from the board meeting on the 30th of November 2022 were approved as an accurate record of the meeting.</p> <p>1.2. Table of Actions</p> <p>The Board noted all actions except one were complete. OdB stated that the outstanding action, to ask a DfE representative to attend a future Board meeting, will take place once the new DfE Director replacing Roger Cotes is introduced.</p> <p>1.3 Committee Minutes</p> <p>1.3.1 Audit Committee</p> <p>It was noted that the Audit Committee agreed changes to the bank mandate which will be signed at the end of this Board meeting.</p> <p>1.3.2 Digital Committee</p> <p>SH noted strong progress made on data and digital developments.</p> <p>1.3.3 Impact and Evaluation Committee</p> <p>NM noted her attendance at the committee as an observer and the work undertaken to revise the Careers Hub funding arrangements.</p> <p>1.3.4 Nominations Committee</p>

NM gave an update on the NED recruitment process. 6 candidates are now being interviewed from the 78 applications made.

Action: AC to send the applications of the six remaining NED candidates to all Board members for information.

1.4 Advisory Group Updates

JY/PL took the Board through paper 1.4 to update the Board on all the advisory work that is going on in the background.

A discussion took place regarding the need to refresh such groups to keep up to date with the changing context.

1.5 Board Future Look

The Board noted the update provided in paper 1.5.

It was agreed by the Board that:

- The Digital Committee will be disbanded.
- The Nominations Committee will take on responsibility for reviewing and approving executive pay.
- EB will join the Audit Committee.
- Future Board meetings will rotate across England locations; combined with additional visits, engagement with local hubs, external meetings.
- An annual Board awayday will take place annually in September to focus on strategic priorities.
- The Board will inform AC if there are any upcoming events they wish to attend.

Action: AC to create a 2024 schedule for Board awayday/meetings.

A discussion took place regarding the introduction of a Patron group for Board alumni, to allow continued contribution of expertise and support. The Board decided to move forward with a Patrons scheme. The Board agreed to defer a decision on Ambassadors.

Action: PL to provide paper on exactly how the patron scheme will look and how Patrons will be used at CEC.

2. Company Update

2.1. CEO/DCEO Update

OdB and JY provided an update on progress since the last meeting. The Board noted the performance update slides in paper 2.1.1.

Overall, OdB stated his perspective of a positive position resulting from the growing evidence base of effectiveness, the introduction of new activity such as Primary school work, and external support. This provides a strong foundation for the further developments desired.

A discussion took place regarding the changing position of LEPs and the first stage of devolution deals now agreed. The Board placed emphasis on the importance of strong employer engagement in navigating this changing landscape.

2.2. Annual Awards

PL summarised the proposal in paper 2.2 and the evolution of awards at CEC. As well as the opportunity to allow for recognition in a tighter, data-led way. Budget and resource constraints were also flagged.

The Board felt that recognition of excellent practice is important and supported an annual celebration for various relevant categories. There was also agreement that hubs/communities should nominate their colleagues for successes, with data to support these choices – rather than being data-led.

The Board discussed possible funding, sponsorship and locations of the event, as well as the need to involve young people in both giving and receiving awards. The Board expressed willingness to judge categories, submit entries and gain sponsorship.

Action: PL to provide an updated proposal on annual awards at the next Board meeting.

3. Items to Note

3.1 Workstream Updates

The Board noted the following update papers:

- 3.1.1 Network and Employers
- 3.1.2 Data and Digital
- 3.1.3 Education Development

Action: DJC to share any engagement with Speakers for Schools.

- 3.1.4 Strategy and Communications
- 3.1.5 Operations

3.2 Management Accounts (Jan 23)

EK presented the management accounts, and the Board noted the current position.

3.1 Grant Funding Agreement (GFA) 2023/24 Final Draft

EK requested consent from the Board to sign the final draft of the GFA. The Board agreed that NM would sign the document electronically after the Board meeting.

4. Items for Discussion

4.1 Strategic Priorities 23/24

OdB talked through the presentation in 4.1.

The Board approved the priorities and provided feedback on the presentation including on the vision, priorities and goals.

The Board agreed that:

- Our evidence and impact need to be emphasised.
- The language needs to be accessible to ensure it can be understood by a wider audience.
- CEC values need to be added.
- Messaging needs to be kept simple.
- A one pager which can be used consistently would be useful.

Action: OdB to take this feedback and input into an updated version of the presentation for sharing at the next Board meeting.

Action: Apprenticeships and Technical Education framework to be added to agenda for next Board meeting.

4.2 Impact and Ready for the Future Report

LH highlighted the key points from the presentation in 4.2 which revisits our approach to impact and builds on our previous work.

The Board agree that our evidence base is getting stronger and stronger, which is incredibly helpful when promoting CEC.

4.3 Place for Enterprise

This paper is at the open discussion phase and therefore a lengthy discussion would be helpful at the next Board meeting.

Action: Add Place for Enterprise to next Board meeting agenda.

5. **Any Other Business**

The Board approved the bank mandate.

It was noted that this would be CH's final board meeting as she would be standing down from the Board. The Board thanked CH for her pivotal role in the creation and success of the Company.

Date of next meeting: Thursday 15th June, 9.00-12.00 (in Manchester)