

## 1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

**Date:** 2 March 2020

**Ref:** CEC 10092019

**Present:** Christine Hodgson, Chair (CMH)  
Brian Lightman (BL)  
David Baldwin (DB)  
John Yarham, Interim CEO (JY)  
Julia Cleverdon (JC)  
Mo Isap (MI)

**Apologies:** Claudia Harris, CEO (CH) – Maternity Leave  
Steve Holliday (SH)

**In attendance:** Imy Harrison, Director of Strategic Operations (IH)

Ref	Notes
001	<p><b><u>Board Minutes, Matters Arising and Action Log</u></b></p> <ul style="list-style-type: none"> <li>- The minutes and action log from the last meeting (3 December) were approved by the Board.</li> </ul> <p><b><u>Points to note from Update Papers</u></b></p> <ul style="list-style-type: none"> <li>- The Board noted the papers and update from the Investment Committee meeting.</li> </ul>
002	<p><b><u>CEO Update</u></b></p> <p><b>2.1 CEO Progress Update</b></p> <p>The CEO provided an update on delivery against the company objectives. This included progress on key performance indicators, upcoming milestones and risk mitigation.</p> <p>The Board noted progress in a number of key areas, including:</p> <ul style="list-style-type: none"> <li>- The significant improvement in performance against the Gatsby Benchmarks of schools and colleges over the past year, rising from 2.7 in December 2018 to 3.6 in December 2019. The accelerated progress in Careers Hubs was also discussed.</li> <li>- The recruitment of 215 Cornerstone Employers, exceeding the target of 200 by August 2020.</li> <li>- The increase in number of Careers Leaders who had either contracted, started or completed their Careers Leaders training course.</li> </ul> <p><b>2.2 Strategic Communications Update &amp; Plan for 2020</b></p> <p>The Board congratulated the team on the young people centred case studies which had been used at the Cornerstone Event and shared through the social comms channels of the Company's partners.</p> <p>The significance of 2020 in the government's Careers Strategy was discussed. The Board agreed the strategic approach, proposed build-up of comms moments and key messaging proposed by the team.</p>

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003	<p><b><u>Workstream Updates</u></b></p> <p><b>3.1 CEC Strategy</b></p> <p>The Director of Strategic Operations presented a paper setting out the proposed strategic principles for 2020/21. The Board welcomed the approach as a way of establishing the Company's scope for the new financial year and create strategic alignment across the different teams and workstreams.</p> <p>The Board offered feedback and approved the strategic principles.</p> <p><b>3.2 Compass+ Demo and Update</b></p> <p>The Board welcomed the updated and noted the improvements made across the Compass+ tool. The Board supported the team's proposal to focus product development on improving the ease of onboarding so more schools can upgrade.</p> <p>The Board thanked the team for their efforts.</p> <p><b>3.3 Investment Strategy</b></p> <p>The Deputy CEO presented a paper on the Investment Strategy. The Board noted the significant number of funds currently underway and provided feedback on the proposed approach to delivery in 2020/21.</p>
004	<p><b><u>Financial Matters</u></b></p> <p>The Board noted the Financial Report. The current budget was noted alongside the predicted forecast which was on track for the end of the financial year.</p>
005	<p><b><u>AOB</u></b></p> <p>There was no other business.</p>