

BOARD MINUTES
COMPANY CONFIDENTIAL

Date: 7 December 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)
Mo Isap (MI)

Apologies: None

In attendance: Paul Lewis (PL), Chief of Strategy & Communications
Elizabeth Kingsley (EK), Company Secretary & Interim Director of Operations
Aimee Higgins (AH), Director of Business Partnerships from item 3
Clare Hutchinson (CHu), Director of Network from item 3
Nicola Hall, Director of Education (NH) from item 3
Max Rowe (MR), Head of Education, Quality and Commissioning for item 3.2
Abdul Bathin (AB), National Lead on EAs for item 3.3

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 (13 Sept 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 and JY presented on key projects including: <ul style="list-style-type: none"> o DfE funding o Staff Survey o Trends in Careers Education - The Board thanked the presenters and supported the proposed approaches. <p>Action: To arrange a focus meeting in advance of the next Board.</p> <p>2.2. Digital Committee Update</p> <ul style="list-style-type: none"> - SH provided an update on the work of the committee to the Board <p>2.3. Impact and Evaluation Committee Update</p> <ul style="list-style-type: none"> - BL provided an update on the work of the committee to the Board.

2.4. Audit Committee Update

- CH provided an update on the work of the committee to the Board.

2.5. Progress update slides

- The Board reviewed the Progress update report.

2.6. Corporate risk register

- The Board reviewed the risk register.

3. Strategy

3.1. Government Plus Objective

- PL presented a paper on the initial plans to diversify CEC's income.
- The Board provided their input and gave their support for the outlined approach.

3.2. Effective Transitions

- MR and NH presented on the Effective Transitions coordinated action including the Effective Transitions Fund.
- The Board supported the approach taken so far and encouraged an expansion of this work and promotion of the outcomes.

3.3. Enterprise Adviser Strategy

- AB and CHu presented the EA strategy that is being developed to maximise the value of the Enterprise Adviser community.
- The Board provided their input and gave their support for the project.

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. 2021/22 Management Accounts and Contract Update and Approval

- EK gave an update on the performance to date and upcoming contracts over £100k.

Date of next meeting: 30 March 2022, 12-3 pm, venue TBC