

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 18 September 2018

Ref: CEC 180918

Present: Christine Hodgson, Chair (CMH)
Steve Holliday (SH)
Julia Cleverdon (JC)
Brian Lightman (BL)
Claudia Harris, CEO (CH)

Apologies:

In attendance: Gurdip Juty, Chief Financial Officer (GJ)

| Ref | Notes |
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| 001 | <p><u>Board Minutes, Matters Arising and Action Log</u></p> <p>The Minutes of the Board meeting on 25 July, were approved by the Board and the Action Log was updated and closed items removed.</p> |
| 002 | <p><u>CEO Update</u></p> <p>The CEO presented the key performance indicators and operational dashboards, the Board noted progress in a number of activities across the company, including;</p> <ul style="list-style-type: none"> - The Grant Funding Agreement being signed off with the department and ready for publication on the company website. - Grant offer letters have been shared with the LEPs and Careers Hubs. - Over 1,400 Careers Leaders have expressed an interest in training. First training places have been awarded and 14 Careers Leaders training providers have been selected. - Future Skills Measure successfully piloted. The tool is now being rolled out more widely with all CEF18 providers <p><u>Strategic Planning and Forward Look</u></p> <p>The Board welcomed the early thoughts on the strategic forward-look for The Careers & Enterprise Company for discussion. They agreed this warranted further detail discussions to understand what the careers system could look like, following the careers strategy, in 2020 and beyond and the role the company could play to help schools and colleges link to employers and more broadly to help them deliver high quality careers support for all young people.</p> |
| 003 | <p><u>Draft Annual Report & Accounts</u></p> <p>The Board felt the key messaging was developing well, and the general format looked good, they provided feedback on specific areas in the draft Annual Report & Accounts.</p> |

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| 004 | <p><u>Head Teacher Engagement Proposal</u></p> <p>The Board discussed the proposal on how to engage with education stakeholders and build on the Head Teacher Advisory Group and the Lead Schools to form a community of Head Teachers and Careers Leaders. This included the idea that a small group be asked to give more time to support other schools and colleges in building capability, in particular in non-Hub areas.</p> <p>The Board endorsed the proposal and requested further work up of potential models and design of pilot phase.</p> |
| 005 | <p><u>Management Accounts</u></p> <p>The CFO introduced the management accounts covering April to July 2018 and explained how the year to date financial position and expected yearend outturn was in line with the Grant Funding Agreement approved budget. The Board noted the new finance system was operational with improvements in key controls embedded.</p> |
| 006 | <p><u>AOB:</u></p> <p>The Board were updated on digital status and the detailed due diligence that was being performed to ensure value for money and mitigate potential risks. The Board noted the progress to date and requested the team to complete their due diligence.</p> <p>There was no other business.</p> |