

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 24 April 2019

Ref: CEC 30012019

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

Apologies: Mo Isap (MI)

In attendance: John Yarham, Deputy CEO (JY)
Imy Harrison, Chief of Staff (IH)

Ref	Notes
001	<p><u>Board Minutes, Matters Arising and Action Log</u></p> <p>The Minutes and Action Log from the last Board meeting (7 March) were approved by the Board.</p>
002	<p><u>CEO Update</u></p> <p>2.1 CEO Update slides 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"> - Wave 2 Careers Hubs have been selected. Wave 2 includes 18 new Careers Hubs and 2 extended Hubs covering c.400 schools and colleges. An external announcement is planned for the end of May. - Successful launch of the SME Campaign 'Give an Hour' with 11 LEPs already engaged. - The survey of Careers Leaders, delivered in partnership with the Gatsby Foundation, has received over 750 responses with analysis taking place in May and June. <p>2.2 Strategic Communications Plan 2019-2020 The Board discussed the Strategic Communications Plan for 2019-2020. The Board approved the proposed plan and agreed to support in its delivery.</p> <p>2.3 Plan for Publication: Grant Funding Agreement The Board noted that the Grant Funding Agreement (GFA) 19/20 had been signed with the Department for Education. It was confirmed that the GFA would be published on the Company's website.</p>

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003	<p><u>Workstream Updates</u></p> <p>3.1 Virtual Wallets – Investment Strategy</p> <p>The Director of Finance & Investment provided the Board with an update on the Investment Strategy including the approach to 'virtual wallets'.</p> <p>The Board welcomed the update and asked for a paper on the expansion of the Provider Directory to be shared at the next Board Meeting (3 June).</p> <p>3.2 Digital Vision</p> <p>The Director of Data & Digital provided the Board with an update on the development of the Company's digital tools and the vision for the next 12 months.</p> <p>It was noted that the tools were being developed in response to school and college demands and that they would enable Careers Leaders to deliver their careers programme more effectively and efficiently.</p> <p>Written Updates</p> <p>(3.3) Employee Engagement – Next Steps The Board noted the paper with thanks.</p>
004	<p><u>Financial Matters</u></p> <p>The Board noted the Management Accounts for the year to date. The current 1.6% underspend was noted alongside the predicted forecast which was on track for the end of the financial year.</p>
005	<p><u>AOB</u></p> <p>There was no other business.</p>