

1.2 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 09 June 2021

Present: Christine Hodgson, Chair (CH)
Brian Lightman (BL)
David Baldwin (DB)
John Yarham (JY)
Lizzie Beale (LB)
Mo Isap (MI)
Nicky Morgan (NM)
Oli de Botton (ODB)
Steve Holliday (SH)

Apologies: Julia Cleverdon (JC)

In attendance: Imy Harrison, Chief Operating Officer (IH)
Paul Lewis, Chief of Strategy & Communications (PL)
Sara Mohideen, Company Secretary & Senior Internal Operations Manager (SM)

Notes
<p><u>Matters Arising</u></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 (03 March 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><u>Updates</u></p> <p>2.1. CEO/DCEO Update</p> <ul style="list-style-type: none"> - ODB and JY presented a paper providing an update on activities since the last Board Meeting. Key items of note included: <ul style="list-style-type: none"> - Significant engagement with a wide range of internal and external stakeholders undertaken by ODB since joining CEC. - Network growth remains in line with GFA targets, despite the challenges of Covid-19. - Gatsby Benchmark achievement in Careers Hubs remains higher than that in schools and colleges in other areas. - The Board thanked ODB and JY for the update. <p>2.2. Investment Committee Update</p> <ul style="list-style-type: none"> - BL provided an update on the Investment Committee that took place on 13 May 2021. BL noted that it was encouraging that many of the targets were exceeded despite the challenges created by Covid-19 over the last year. The Board thanked BL for the update. - The following papers were presented and scrutinised by the Board:

- 2.3. Strategic Comms and Marketing Workstream Update
- 2.4. Business Partnerships Workstream Update
- 2.5. Network Workstream Update
- 2.6. Education Development Workstream Update
- 2.7. Progress Update Slides
- 2.8. Corporate Risk Register

Action: PL to include quarterly comparison data for media articles in future updates.

Action: Nick Try (Senior Communications and Media Manager) to meet with Board Members.

3.1. - 5.1. National Career Service (NCS) Alignment - Session with Sir John Holman

- Sir John Holman joined the meeting to provide an update on his work as Independent Strategic Adviser to the Government on Careers Guidance. Sir John Holman spoke about his role advising the Government on how local and national alignment between the CEC and NCS can be improved and how the four principles for increasing alignment (outlined in the Skills for Jobs White paper) can be implemented.
- The Board thanked Sir John Holman for his attendance and insights.

Strategy Session 1:

6.1 Strategic Review and Next Steps

- ODB presented a paper on the CEC Strategic Review and made recommendations on next steps.
- The Board provided their input, gave their support for the outlined approach and thanked ODB for the work that he and the senior leadership have undertaken in this area.

Strategy Session 2:

7.1 Employer Engagement Strategy

- Aimee Higgins (AH) presented a paper on the Employer Engagement Strategy which is focused on maximising CEC's relationship with Cornerstone Employers and their impact on the sector. The Board provided their input and gave their support for the strategy.

Operations

8.1. Update on Audit and Financial Statements

8.2. 2021/22 Budget

- Elizabeth Kingsley (EK) gave an update on the audit and budget for 2021/22. The Board thanked EK for the update.

8.3 Contract Update and Approval

- The Board gave their approval for the contracts outlined in paper 8.3.

AOB

- IH informed the Board that SM would be going on Leave at the start of July. The Board wished SM well and approved the appointment of EK as Company Secretary in SM's absence.

Action: SM to update Company Secretary Details on Companies House

- CH informed the Board that IH would be leaving CEC in August and that this would be her last meeting. The Board thanked IH for her work and wished her all the best for the future.

Date of next meeting: Monday 13 September, 1-5pm, venue TBC