

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 16 September 2020

Ref: CEC 16092020

Present: Christine Hodgson, Chair (CMH)
Brian Lightman (BL)
John Yarham, Interim CEO (JY)
Julia Cleverdon (JC)
Mo Isap (MI)
Nicky Morgan (NM)
Steve Holliday (SH)

Apologies: Claudia Harris (CH)
David Baldwin (DB)

In attendance: Imy Harrison, Chief Operating Officer (IH)
Paul Lewis, Chief of Strategy & Communications (PL)

Ref	Notes
001	<p><u>Matters Arising</u></p> <p>1.1. Minutes from last meeting & 1.2. Action Log</p> <p>The minutes and action log from the last meeting (10 June) were approved by the Board.</p> <p>1.2. Points to note from Update Paper</p> <p>The Board noted the update papers including:</p> <ul style="list-style-type: none"> - The significant reduction time in EA matching time - The 50% increase in sign up to Careers Leaders communications - The continued success stories from the Cornerstone Employers during lockdown <p>1.3. Appointment of Company Secretary</p> <p>The Board approved the appointment of Sara Mohideen (Internal Operations Senior Manager) as Company Secretary. Sara Mohideen will replace Joel Featherman.</p> <p>1.5. Update of Bank Mandate</p> <p>The Board agreed a change in signatories to the bank mandate in line with revised responsibilities within the Business:</p> <ul style="list-style-type: none"> - Claudia Harris and Joel Featherman are removed - John Yarham and Imy Harrison are added - Christine Hodgson remains on the mandate
002	<p><u>CEO Update</u></p> <p>2.1 CEO Progress Update</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>

Ref	Notes
	<p>The Board noted that progress had continued despite Covid-19, including:</p> <ul style="list-style-type: none"> - Almost 100 new schools and colleges had joined the EAN since April - Over 1,000 schools using Compass+ - A new series of projects in response to the immediate need such as Work It, My Week of Work and My Choices
003	<p><u>Workstream Updates</u></p> <p>3.1 CEC Strategy</p> <p>JY provided an update on the Company’s strategy for supporting schools and colleges to deliver young people’s career guidance in England between 2020 and 2023.</p> <p>The Board thanked JY for the paper and agreed that delivering full roll out of the infrastructure, including Careers Hubs, Careers Leaders training and digital platforms, should be central to the ongoing approach.</p> <p>3.2 Compass+ Demo</p> <p>The Director of Data & Digital and Head of User Adoption gave a demo of the key features of Compass+. The Board congratulated the team on the product and requested a further update on the wider Data & Digital Strategy at the December Board.</p> <p>3.3 Youth Voice</p> <p>The Director of Education presented a paper outlining a new model to embed the ‘youth voice’ across the Company’s activities.</p> <p>The Board noted the paper and expressed their support for the proposal.</p>
004	<p><u>Financial Matters</u></p> <p>4.1 Finance Report</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> <p>4.2 Sign off on Annual Accounts</p> <p>The Head of Finance provided an update that the audit of the financial statements was complete, and the auditors expected to sign an unqualified opinion.</p> <p>The Board reviewed the statements and approved them for signing.</p>
005	<p><u>AOB</u></p> <p>There was no other business.</p>