

1.1 BOARD MINUTES COMPANY CONFIDENTIAL

Date: 30 November 2022, 10.30am -12.30pm, Severn Trent Offices

Present: Christine Hodgson (Chair)
Steve Holliday (Deputy Chair)
Dame Julia Cleverdon (JC)
Baroness Nicky Morgan (NM)
Mo Isap (MI)
Elizabeth Beale (EB)
Brian Lightman (BL)
David Baldwin (DB) Virtual
Oli de Botton, Chief Executive (OdB)
John Yarham, Deputy Chief Executive (JY)

Apologies: N/A

In attendance: Paul Lewis, Chief of Strategy and Communications (PL)
Nicola Hall, Director of Education (NH)
Elizabeth Kingsley, Director of Operations (EK)
Sarah Yong, Head of External Affairs (SY)
Sara Mohideen, Internal Operations Senior Manager (SM)

Notes

1. Welcome and Introduction

CH opened the meeting and welcomed the group. It was noted that this would be BL's final board meeting as he would be standing down from the Board at the end of the year. The Board thanked BL for his commitment and contribution during his time on the Board. The Board also noted that this would be CH's last meeting as Chair. The Board thanked CH for her leadership over the past 8 years.

1.1. Minutes from the Last Meeting

The minutes from the board meeting on the 28 September 2022 were approved as an accurate record of the meeting.

1.2. Table of Actions

The Board noted the table of actions and that all outstanding actions were in progress.

2. Company Update

2.1. CEO/DCEO Update

OdB and JY provided an update on progress since the last meeting. The Board noted the performance update slides in paper 2.1.

OdB presented the Impact Model highlighting how CEC support is improving provision, closing gaps and delivering better outcomes for young people.

It was noted the schools and colleges in well-established careers hubs are achieving a higher number of Gatsby Benchmarks. The Board stressed the need to reduce the gap between the best and the worst performing institutions and suggested ways in which this might be achieved.

OdB informed the Board that Laura Hawksworth had been appointed Head of Impact. This role has replaced the previous Head of Research position and is focused on ensuring that we can effectively evidence CEC's impact and what this means for young people.

The Board requested that Laura attend the next meeting to provide an update on her team's work.

Action: Laura Hawksworth to provide an update to the Board at the next meeting.

OdB presented the updated CEC mission. The Board discussed the new wording and ways in which it might be strengthened to ensure it is fully understood by all stakeholders.

The Board were updated on the Trends Report, which is due to be published in January.

2.2 Digital Committee Update

The Board noted the update in Paper 2.2 and that good progress was being made by the digital teams.

2.3 Impact and Evaluation Committee Update

The Board agreed that DB would take over from BL as Chair of the Committee and noted the change in the Hub funding model and the flexibility this will provide.

The Board discussed the possibility of reintroducing annual awards and requested a paper on this for the next Board meeting.

Action: Paper outlining options for awards to be prepared for the March Board meeting - PL

2.4 Audit Committee Update

The Board noted the update provided in paper 2.4. including an update on the commercial development plan.

2.5 Nominations Committee Update

The Board noted that at the meeting on the 1 November, NM had been appointed Chair of the CEC and would take over from CH from the 1 December 2022. NM was congratulated on her appointment. NM provided an update on the work of the Committee including the Skills Audit of the Board and the upcoming interviews for the new Youth Board Member.

2.6 Corporate Risk Register

The Board reviewed the Risk Register and discussed the mitigation in place.

3. Strategy Update

3.1 Education Select Committee/Government Update

PL provided a progress update on the Education Select Committee inquiry into careers guidance. The Board were advised that the findings were likely to be published by March 2023.

PL provided an update on the recent staffing and ministerial changes at the DfE. The Board supported the engagement plans developed by the team noting the importance of meeting with the new ministers and key staff as soon as possible.

4. Workstream Scrutiny

The Board noted the following update papers:

- 4.1 Network and Employers
- 4.2 Strategic Comms
- 4.3 Data & Digital

- 4.4 Education Development

5. Operations

5.1 October 2022 Management Accounts

EK presented the management accounts, and the Board noted the current position.

5.2 Contract update and approval

The Board were notified that there were two upcoming major contracts, one for a supplier to provide CEC's IT services and the other to produce an online offer for elective home education.

6. Any Other Business

The Board approved the re-appointment of SM as Company Secretary, following her return from maternity leave.

Date of next meeting: Wednesday 29th March 2023, 10am – 1pm