

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 4th December 2018

Ref: CEC 04122018

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

Apologies: Brian Lightman (BL)

In attendance: Gurdip Juty, Chief Financial Officer (GJ)
Victoria Latham, Operations (VL)

Ref	Notes
001	<p><u>Board Minutes, Matters Arising and Action Log</u></p> <p>The minutes of the last Board meeting (30 October) were approved by the Board and the Action Log was updated.</p> <p>The Board formally recorded that they had approved the recruitment of Deputy CEO post and noted progress with recruitment.</p>
002	<p><u>CEO Update</u></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> <p>The Board noted progress in a number of key areas, including:</p> <ul style="list-style-type: none"> - A focus on the next stage of Careers Strategy delivery with focus on performance data, - The set up and implementation of the next set of Careers Hubs
003	<p><u>Workstream Updates</u></p> <p>3.1 Digital CLS System</p> <p>The Director of Data and Digital provided the Board with an update of the development of the “eco-system” of digital tools; the team’s focus on linking tools and systems with a view to saving time for the end user, most often the Careers Leader in a school; and ensuring best efficiency and value for money in the system.</p> <p>The Board noted the update with thanks and requested a short-written update at future Boards.</p>

Ref	Notes
	<p>3.2 Cornerstone Employers</p> <p>The Director of Employers and Partnerships provided the Board with an update on the approach to recruiting Cornerstone Employers in Careers Hubs and Opportunity Areas.</p> <p>The Board committed to contact key employers in Hub and Opportunity Areas to seek their engagement in the Cornerstone community. The Board requested a short-written update at January's Board.</p>
004	<p><u>Management Accounts</u></p> <p>The CFO introduced the management accounts covering April to October 2018. The year to date financial position and expected yearend outturn is in line with the Grant Funding Agreement approved budget.</p>
005	<p><u>AOB</u></p> <p>There was no other business.</p>