

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 10 June 2020

Ref: CEC 10092019

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

Apologies: Claudia Harris, CEO (CH) – Maternity Leave

In attendance: Imy Harrison, Chief Operating Officer (IH)

| Ref | Notes |
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| 001 | <p><u>Board Minutes, Matters Arising and Action Log</u></p> <ul style="list-style-type: none"> - The minutes and action log from the last meeting (1 April) were approved by the Board. <p><u>Points to note from Update Paper</u></p> <ul style="list-style-type: none"> - The Board noted the update papers including the final allocation of Wave 3 Hubs. |
| 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> <p>The Board noted successful delivery of the targets in the 2019/20 Grant Funding Agreement, including:</p> <ul style="list-style-type: none"> - The strong performance against the Gatsby Benchmark KPIs. The number of Benchmarks fully reached across schools and colleges in Wave 2 Careers Hubs averaged 4.1, exceeding the target of 4 Benchmarks by August 2020. - The increase in number of Careers Leaders completing training. - The onboarding of 595 schools onto Compass+. On average Compass+ schools are recording 4 times as many careers activities and significantly higher BM5 and BM6 achievement than institutions using Compass Classic. <p>The CEO also shared the Company's response to the Covid-19 outbreak. The Board were in full support of the approach taken which was underpinned by three principles:</p> <ul style="list-style-type: none"> - To ensure continuity in delivery of our mission to prepare and inspire young people for the world of work. - To do the right thing for our partners and stakeholders by adapting tools, support and guidance to the evolving situation. - To fulfil our duty of care as an employer by protecting and supporting our people. |

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| | <p>2.2 Strategic Communications</p> <p>The Director of External Affairs provided an update on CEC’s strategic communications. This included how the Company had responded to the immediate stakeholder need during the closure of schools and colleges.</p> <p>The Board congratulated the team of their quick response and the success of the Oak National Academy and ‘Work It’ series.</p> |
| 003 | <p><u>Looking Ahead: 2020/21</u></p> <p>3.1 Grant Funding Agreement</p> <p>The CEO provided an update on the Grant Funding Agreement for 2020/21 including the key activities and KPIs.</p> <p>The Board noted the paper and expressed their support and interest in the new “Destinations Project”.</p> |
| 004 | <p><u>Looking Ahead: Key Themes</u></p> <p>4.1 Targeting Disadvantage</p> <p>The Head of Research presented a paper on the proposed strategy for targeting disadvantage. The strategy was based on three aspects: identifying need; targeting support; and measuring impact.</p> <p>The Board noted the paper and provided feedback on the approach.</p> <p>4.2 Investment Strategy</p> <p>The Board provided feedback on the Investment Strategy presented by the Director of Finance & Investment. The Board noted the quick response to the risks posed by Covid-19 and thanked the team for their efforts.</p> |
| 005 | <p><u>Proposed appointment of new Board Member</u></p> <p>BL provided an update on the proposed appointment of Rt Hon Baroness Morgan of Cotes.</p> <p>BL confirmed that he had recommended the appointment. It had been seconded by DB and the motion had been carried. The Rt Hon Baroness Morgan of Cotes will join the Board for the next meeting.</p> |
| 006 | <p><u>AOB</u></p> <p>There was no other business.</p> |