

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 25 July 2018

Ref: CEC 250718

Present: Christine Hodgson, Chair (CMH)
Julia Cleverdon (JC)
Brian Lightman (BL)
Claudia Harris, CEO (CH)

Apologies: Steve Holliday (SH)

In attendance: Gurdip Juty, Chief Financial Officer (GJ)
Natalie Cramp, Chief Operating Officer (NC)

Ref	Notes
001	<p><u>Board Minutes, Matters Arising and Action Log</u></p> <p>The Minutes of the Board meeting on 14 June, were approved by the Board and the Action Log was updated and closed items removed.</p> <p>No potential conflicts of interest were declared.</p>
002	<p><u>2.1 CEO Update</u></p> <p>The Board noted progress in a number of activities across the company, including;</p> <ul style="list-style-type: none"> - Announcement of the 20 Careers Hubs as part of the Careers Strategy initiative on 11 July and that activity will formally commence 1 September with hub areas now recruiting Hub Lead roles. - Continued roll out of Compass and Tracker with over 2,800 schools and colleges now having assessed themselves against the benchmarks through Compass, LEPs are now actively seeking data on the take up in their areas and aggregated results for planning purposes. - Completion of a robust process to identify providers for Careers Leaders training programme and with over 800 schools and colleges registering their interest in taking up the offer of training. <p>The Board noted the positive feedback received from attendees at the Annual Conference and the discussion required on future format as the network continues to grow.</p>
003	<p><u>3.1 Impact Indicators</u></p> <p>The Board approved the proposed approach to tracking impact measures at a Hub level. The Board discussed the current pilot underway and the research underpinning the development of the Future Skills measure, a before and after evaluation tool to understand the impact of employer engagement on a young person's employability and career readiness skills.</p>
004	<p><u>4.1 Employer Engagement Strategy</u></p> <p>Aimee Higgins, Director of Employers and Partnerships, joined the meeting and presented the proposed approach to employer engagement in light of the Careers Strategy and Closing the Gap research.</p> <p>The Board discussed the;</p> <ul style="list-style-type: none"> - Clarity of the 'ask and offer' to employers - Value of two way provision of leadership between schools and employers - Importance of learning from quality cornerstone employers

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	<p>The Board supported the proposals and emphasised the importance of employer engagement.</p> <p><u>4.2 Investment Funding Updates</u></p> <p>The Board reviewed the updates on the investment activities and noted the status of;</p> <ul style="list-style-type: none"> - Organisations selected to form the funding catalogue to deliver activity across Opportunity Area based on school choices. - Careers Leaders Training providers recruitment following a thorough bidding process and potential partners identified for online self-study material. Over 800 individuals have registered their interest. - Personal Guidance Fund with shortlisting process is now complete. A second meeting of the Personal Guidance Fund steering group was held. This secured contributions to the 'What Works' research and is helping to shape the approach for Phase 2 <p>The Board acknowledged the progress made in a short timescale and the detailed and robust assessment process followed including using external experts, which Brian Lightman supported as a member of the review team.</p>
005	<p><u>5.1 Management Accounts</u></p> <p>The CFO introduced the management accounts covering April to June 2018. The Board noted that CMH and SH had performed a detail review and the company was on track to meet full year funding envelope for 2018-19.</p>
006	<p><u>AOB:</u></p> <p>There was no other business.</p>