

1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 30 October 2018

Ref: CEC 301018

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)

Ref	Notes
001	<p><u>Board Minutes, Matters Arising and Action Log</u></p> <p>The minutes of the last Board meeting (18 September) were approved by the Board and the Action Log was updated.</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"> - Continued scaling of the Enterprise Adviser Network – 2,500 Enterprise Advisers now in role and 125 Enterprise Coordinators recruited. - All Careers Hubs have launched and 17 of 21 Careers Hub Leads recruited. Training took place in October, bringing together Careers Hub Leads, Enterprise Coordinators and key partners. - Phase 1 of the Personal Guidance Fund awarded – total of £864,000 of funds to 5 programmes.
003	<p><u>Annual Conference</u></p> <p>The Board considered the paper and approved the proposal to:</p> <ul style="list-style-type: none"> - Move the Conference to a bi-annual cycle – picking up in Spring 2020. - Host a distinct Annual Awards celebration in Summer 2019. - Establish and deliver a more regular, regional and targeted series of events focussed on learning and development across specific audiences throughout the year, and with emphasis on collaboration across our education and business partnerships.
004	<p><u>Digital Tools and Careers Leaders System Update</u></p> <p>The Board discussed recent updates and planned developments:</p>

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	<ul style="list-style-type: none"> - Compass for colleges launched in September – now, every school and college with a URN recognised by the Department for Education can assess (or re-assess) their progress towards the Gatsby Benchmarks. - Substantial changes have been made to both the schools and colleges survey questions. Careers Leaders can now evaluate the status of the careers programmes in a gradient fashion, rather than simply knowing that they have, or haven't, achieved the standards defined by a given Gatsby Benchmark. - The Future Skills Measure was piloted in September 2018 and the digital tool is now ready for distribution, which will occur in waves over the next several months. - The Tracker product has a new User Interface to match Compass's updated User Interface from September. <p><u>Preliminary State of the Nation</u></p> <p>The CEO presented indicative findings from the State of the Nation research. Early findings suggest those schools and colleges that have completed Compass more than once have made significant progress across the Gatsby Benchmarks. The final report is due to be published in November.</p>
005	<p><u>Management Accounts</u></p> <p>The CFO introduced the management accounts covering April to September 2018. The year to date financial position and expected yearend outturn is in line with the Grant Funding Agreement approved budget.</p> <p><u>Annual Report and Financial Statements</u></p> <p>The Board approved the Annual Report and Financial Statements and the Letter of Representation to be signed by the Chair.</p>
006	<p><u>AOB</u></p> <p>There was no other business.</p>