

## 1.1 BOARD MINUTES

COMPANY CONFIDENTIAL

**Date:** 3 June 2019

**Ref:** CEC 30012019

**Present:** Christine Hodgson, Chair (CMH)  
Claudia Harris, CEO (CH)  
Brian Lightman (BL)  
Julia Cleverdon (JC)  
Mo Isap (MI)  
Steve Holliday (SH)

**Apologies:** N/A

**In attendance:** Joel Featherman, Director of Finance and Investment (JF)  
John Yarham, Deputy CEO (JY)  
Imy Harrison, Chief of Staff (IH)

Ref	Notes
001	<p><b><u>Board Minutes, Matters Arising and Action Log</u></b></p> <p>The Minutes and Action Log from the last Board meeting (24 April) were approved by the Board.</p>
002	<p><b><u>CEO Update</u></b></p> <p><b>2.1 CEO Update slides</b> 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"> <li>- Wave 2 Careers Hubs were announced on Monday 20 May.</li> <li>- Following a successful launch of the SME Campaign 'Give an Hour', 17 LEPs have now engaged.</li> <li>- In partnership with the Gatsby Foundation, the Careers Excellence Awards 2019 will launch at the beginning of June. The awards will celebrate and recognise best practice in schools and colleges across the country.</li> </ul> <p><b>2.2 Strategic Communications Plan 2019-2020</b> The Board discussed the Strategic Communications Plan. The Board reviewed and agreed the upcoming comms moment.</p>
003	<p><b><u>Workstream Updates</u></b></p> <p><b>3.1 LEP Strategy</b></p> <p>The Director of Network provided the Board with an update on the LEP Strategy including an update on the Enterprise Adviser Network and priorities for the next year.</p> <p>The Board welcomed the update and asked to be kept informed of progress.</p>

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	<p><b>3.2 Match Funding Strategy</b></p> <p>The Director of Employers &amp; Partnerships provided the Board with a paper setting out the key strategic decisions concerning the Company's Match Funding Strategy.</p> <p>The Board welcomed the paper and provided feedback on the proposed principles.</p> <p><b>3.3 Provider Directory – Criteria</b></p> <p>JF provided the Board with an update on the proposed assessment process for organisations joining the Provider Directory.</p> <p>The Board noted the paper with thanks and signed off the criteria.</p> <p><b>Written Updates</b></p> <p>(3.4) Update on Digital The Board noted the paper with thanks.</p>
004	<p><b><u>Financial Matters</u></b></p> <p>The Board noted the Management Accounts for the year to date. The current budget was noted alongside the predicted forecast which was on track for the end of the financial year.</p>
005	<p><b><u>AOB</u></b></p> <p>There was no other business.</p>