

2.1 BOARD MINUTES

COMPANY CONFIDENTIAL

Date: 10 September 2019

Ref: CEC 10092019

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)
Sara Mohideen, Internal Ops Lead (SM)
David Baldwin (DB)

Ref	Notes
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 (3 June) were approved by the Board. <p><u>Points to note from Update Papers</u></p> <ul style="list-style-type: none"> - The Board noted the paper on matched funding and agreed the outlined principles. - The Board noted the digital update paper and agreed the establishment of a digital committee.
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 progress in a number of key areas, including:</p> <ul style="list-style-type: none"> - The successful launch of Compass+ - The positive findings of the Careers Leaders Survey - Progress with the Careers Excellence Awards - Improved data management, enabling improved performance. <p>2.2 Strategic Communications Plan</p> <p>The Board reviewed and agreed the Strategic Communications Plan. The Board noted the performance of the team and the excellent progress.</p> <p>2.3 Spending Review Update</p>

Ref	Notes
	<p>The Deputy CEO provided the Board with an update on the spending review. The Board welcomed the update and noted the next steps to be undertaken.</p> <p>2.4 Government Stakeholder Plan The Director of External Affairs presented the Government Stakeholder Plan. The Board noted the plan and provided their feedback.</p>
003	<p><u>Workstream Updates</u></p> <p>3.1 Provider Strategy</p> <p>The Deputy CEO presented a paper on the Provider Strategy. The Board noted the paper and gave their support for the strategy.</p> <p>3.2 Education Strategy</p> <p>The Board provided feedback on the Education Strategy presented by the Head of Education. The Board noted the progress that had been made and thanked the Head of Education for her efforts.</p> <p>The Board requested that the strategy be included on a future agenda to update the board on progress and gain further feedback.</p>
004	<p><u>Financial Matters</u></p> <p>Matthew Stallabrass from Crowe U.K. LLP presented the Audit Findings Report.</p> <p>The Board reviewed the report and noted that no issues were found. The Board agreed to sign off the 2018/19 accounts and thanked Matthew for attending the meeting.</p> <p>The Board noted the Financial Report. The current budget was noted alongside the predicted forecast which was on track for the end of the financial year.</p>
005	<p><u>AOB</u></p> <p>There was no other business.</p>