

<p>1</p>	<p>Welcome and Apologies Virginia Isaac: President and Chair, Sarah Finnegan-Dehn, Claire Nix, Tom Evans, Julie-Anne Jamieson, Tracey Burley, Karen O’Donoghue, Monica I Lemecha, Hon Secretary.</p> <p>Apologies: Gary Forrest, Danny Logue</p> <p>In Attendance: Jan Ellis, Chief Executive; Stephen Nicholson, Accountant (for items 1. – 3.12)</p> <p>The Chair welcomed Tom Evans to his first meeting of the Board. She confirmed that, as agreed by the Board, Danny Logue had been invited to become a Board member.</p> <p>The Chair informed the Board that Gary Forrest had tendered his resignation as a Board member. The Chair to formally write to Gary thanking him for his long-standing support for the CDI. Gary will be resigned at Companies House as a Board member and MIL will write to him asking him if he wishes to resign as a Voting Member of CDI.</p> <p>The Hon. Sec. to send the CDI Conflict of Interest Policy document to all Directors who should return the declaration contained in the document to the Hon. Sec. as soon as possible.</p> <p>The Chair asked for Declarations of Interest to be made known when appropriate.</p>	<p>VI MIL All</p>
<p>2</p> <p>2.1</p>	<p>The Chair prefaced the meeting by explaining that, due to their significant nature, the reports from the Finance Committee and the Financial Reports would be taken as the first two items. In addition, this would allow SN to be released from the meeting once the items had been discussed.</p> <p>Finance Committee</p> <p>Minutes of the Finance Meeting held on 4th May 2016. TB led on this item as Chair of the Finance Committee. It was agreed that in future the Chair of the Finance Committee would provide recommendations from the Committee to the Board and not submit its Minutes although the Minutes would be retained as a formal record of the Committee’s deliberations.</p> <p>KO’D raised the matter of the membership of the Finance Committee and suggested that, for transparency, one of the Committee members should be drawn from outside the Board.</p> <p>The Board considered that, as the Committee had only just been established, its membership should remain as currently constituted for a period of 6 months and</p>	<p>TB MIL</p>

	<p>then reviewed. It was suggested that the Membership Working Group might be a potential source for an external candidate to the Committee.</p> <p>2.2 Terms of Reference. The Board agreed the reporting mechanism for the Committee which is that the Committee reports to the Board with the Board having ultimate responsibility for decision making.</p> <p>The paper was approved by the Board.</p> <p>2.3 Additional Duties. The Board agreed a further duty for the Committee: to retain an overview of CDI's financial policies and procedures and the roles of SN and SG. SN to produce a paper on financial policies and procedures for the August Board meeting. TB to visit HQ to familiarise herself with the staff and the finance function.</p> <p>The paper was approved by the Board.</p> <p>2.4 Letter from SN dated 05/05/16 The Board received and noted the letter from SN dated 05/05/16.</p> <p>2.5 SN report on the definition of 'insolvency' and 'wrongful trading'. The report was received.</p> <p>2.6 SN report on the CDI position in relation to 'acid test ratio'. The report was received.</p> <p>2.7 Feedback from Finance Committee meeting 20/05/16 TB provided feedback to the Board on the outcomes of the Finance Committee meeting which had been held that day just prior to the Board meeting.</p>	<p>SN TB</p>
<p>3</p> <p>3.8</p> <p>3.9</p>	<p>Financial Reports. SN presented his reports 3.1 to 3.7</p> <p>Review of aged debtors and creditors. JE reported that the aged debtors figures were very good particularly when compared to 2015/16. Money in the bank is increasing and the staff were commended by the Board for turning the position around.</p> <p>JE reported that the database had been cleansed through the transfer to a new IT system which would enable better monitoring of transactions in the future.</p> <p>Achieving additional income in 2016/17 JE reported that there were a number of positive future activities in train. However, it was accepted that activities had to be closely monitored to ensure cost effectiveness and a return on investment. Equally, it was acknowledged that there was a tipping point between cutting costs and delivering services.</p> <p>The report was received.</p> <p>The Chair proposed that Item 3.12 be taken at this point in order to allow SN to leave the meeting following discussion of the item.</p>	

<p>3.12</p>	<p>LPFA up-date. JE reported on a recent email received from the LPFA on 19/05/16 following an earlier exchange of letters where the LPFA were proposing a more cost effective scheme which would be put in writing to the CE.</p> <p>SN left the meeting.</p>	
<p>3.10</p>	<p>Value of Associates. JE presented a paper outlining the work carried out by Associates and their added value to the CDI. Of particular value was the work being done in England and Scotland and the Board acknowledged that consideration should be given to equalising the resource in Wales and NI.</p>	
<p>3.11</p>	<p>Risk Register. The Board considered the Risk Register presented by JE and proposed that the following risk elements be included on the form:</p> <ul style="list-style-type: none"> i. Staff capacity and delivery capabilities. ii. Effectiveness of procedures and processes to produce and deliver accurate and timely financial information. iii. Succession planning. iv. Staff resilience. v. Staff development. <p>The Finance Committee was tasked with monitoring the Register with particular regard to the finance elements and this would be a standard item of the Finance Committee agenda. The Board agreed that a simple arrow and RAG system be adopted to assist in monitoring individual risk. Changes to the Register to be reported to the Board at every face to face meeting.</p>	<p>JE</p>
<p>4</p>	<p>Minutes of the Board meeting held on 1st March 2016.</p> <p>4.1 True and accurate record. The Minutes were agreed as a true and accurate record.</p> <p>4.2 Matters arising. The Chair requested that page numbers be inserted into any document to assist in identifying items.</p> <p>Item 3.1: Notes of joint Board/Council meeting 19/01/16: the Board's view that the President should Chair Council would be fed into the Council meeting on 23/05/16.</p> <p>Item: 4: Council: the issue of vacancies on Council is an agenda item for the meeting on 23/05/16.</p> <p>Item 5.2: Scotland: a number of policy points contained in the CDI Manifesto had been picked up during the Scottish elections.</p> <p>Item 6.2: Membership: the Board discussed the merits of a rolling versus fixed date membership year. JE had consulted PARN many of whose membership bodies operated a rolling membership year.</p>	<p>MIL</p> <p>VI</p> <p>MIL</p>

	<p>The Board agreed that the CDI should retain a rolling membership year and that a report by SN on this would no longer be required.</p> <p>To assist members renew their membership the Board agreed that a direct debit system should be introduced and marketed to members.</p> <p>The Minutes were approved and a copy signed by VI to be retained at HQ.</p>	<p>JE</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Minutes of the virtual Board meeting held on 20/04/16</p> <p>True and accurate record. The Minutes were agreed as a true and accurate record.</p> <p>Matters arising. Item 2: Draft Budget 2016/17: the Board made a number of observations regarding the 2016/17 draft budget;</p> <p>i. Accurate and timely financial data is essential. ii. Monitoring of revenue and expenditure is critical. This is to be incorporated as an item into the Risk Register. iii. Up-to-date management accounts are essential. iv. Monthly cash-flow and I&E against budget were an absolute requirement.</p> <p>The Board wished it to be made clear to SN that both the April and the May month end accounts are required for the Board meeting of the 20th August.</p> <p>JE to write a job spec for SN for the Board meeting on 20th August.</p> <p>The Minutes were approved and a copy signed by VI to be retained at HQ.</p>	<p>SN</p> <p>JE/SN/TB</p> <p>SN</p> <p>SN</p> <p>JE</p> <p>JE</p>
<p>6</p> <p>6.1</p>	<p>Governance. The Board formally accepted the resignation of GF and MIL will contact him regarding his position as a Voting Member.</p> <p>AGM 2016 The Board were reminded that the AGM would be of Voting Members only and currently these were: VI, CN, SF-D, GF, MIL and AH (Chair of Professional Standards Committee). It was agreed that the 2016 AGM would be held on Tuesday 22nd November. Venue to be announced.</p> <p>It was agreed that a meeting to which the membership would be invited to attend to receive progress reports on the work of the CDI should also be arranged. It was agreed that this meeting would take place on Thursday 9th March 2017 and hosted at the NCG Show in Leeds.</p> <p>JE informed the Board that the UKCD Awards were being held the evening before in Leeds on Wednesday 8th March 2017. Further information regarding the Awards to be presented at the Board meeting in August.</p> <p>Vacancies and Elections</p>	<p>MIL</p> <p>MIL</p> <p>MIL</p> <p>JE</p>

<p>6.2</p>	<p>The Board agreed that the following positions should be put to the membership for nomination and election:</p> <ol style="list-style-type: none"> 1. President Elect. 2. Board Director. <p>Council and PSC to be consulted on how vacancies on the two bodies should be filled.</p>	<p>MIL</p> <p>MIL</p>
<p>7. 7.1</p> <p>7.2</p> <p>7.3</p>	<p>Chief Executive Reports. CE report May2016. JE highlighted the following:</p> <ol style="list-style-type: none"> i. A new category of member had been introduced that of Retired Member and 5 people had joined this category. ii. Early evening CPD sessions had been introduced and these had proven to be very popular in Wales. iii. JE was utilising her time more effectively by speaking with groups eg teachers' groups and linking into other organisations' events to talk about CDI. iv. The quality awards were proving to be very useful in terms of raising the profile of the CDI. v. The Provider Directory was now back on track. vi. Council members have volunteered for one of the three task groups and the Member Engagement Task Group has had its first virtual meeting. vii. In terms of building relationships the Board proposed that JE make contact with special advisers who were very influential with Ministers. CN, J-AJ and SF-D agreed to provide names to JE. <p>CDI Strategy 2016/17 JE presented an up-date on the CDI Strategy for 2016/17.</p> <p>The Board requested that a 'status column' to be included in the Strategy paper and an up-date to be presented to the Board at its August meeting.</p> <p>2016/17 UK Career Development Awards. PSC was involved in helping to determine the award categories. JE to provide the Board with further information regarding the UKCD Awards in August.</p>	<p>CN/J-AJ SF-D</p> <p>JE</p> <p>JE</p>
<p>10. 10.1</p>	<p>The Chair proposed that the Country Up-dates be taken as the next agenda item. Agreed.</p> <p>Country up-dates. Northern Ireland. TE informed the Board that elections had taken place in early May and no government had yet been formed and there was likely to be a two party coalition. The Dept. of Education and the Dept. for the Economy were the two most likely to impact upon the CDI.</p> <p>The government was seeking to set outcomes for all departments. TE agreed to raise the issue of careers with the NI Skills adviser. He suggested that the CDI could work effectively with the NICS to help identify targets on productivity and competitiveness.</p>	<p>TE</p> <p>JE</p>

<p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Scotland: J-AJ reported that there had been elections in Scotland in May which had returned a minority SNP government with the Conservatives gaining a lot of ground. A Fair Work Commission had been established which was an interesting political development.</p> <p>J-AJ had been working with the General Teaching Council and the University of West of Scotland on joint CDP activities. VB had met with the FE careers advisers group which could result in more members and there was to be a joint event with AGCAS in September. J-AJ has been invited to be part of a panel at the Scottish Policy conference on Apprenticeships.</p> <p>Staffing in Education Scotland had been reduced which could impact on support for schools.</p> <p>J-AJ observed that CDI free CPD events were not well supported but that paid for events were. She also raised an issue with the UCAS event as it was not clear from the branding that CDI was part of this. JE to examine.</p> <p>Wales: SF-D reported that elections had taken place in Wales and that UKIP had made some gains.</p> <p>She considered that the largest area for growth in membership is teachers and it would be beneficial to have an activist working in Wales who was not part of Careers Wales.</p> <p>PWC had completed its Strategic Review and a Vision document was now being produced which had an emphasis on digital technology for the digitally enabled careers adviser.</p> <p>England. Activities in England had been covered in the CE report.</p>	<p>JE</p>
<p>8.</p>	<p>Professional Development up-date. JE presented three papers which all contributed to the CDI Year of Professionalism and highlighted the following:</p> <ul style="list-style-type: none"> i. The Blueprint was essential to demonstrate the breadth and depth of the skills and knowledge required to operate at a professional level. ii. Good progress was being made in changing the QCG to a Qualification in Career Development. iii. CDI was developing a fast track competency based route for entry to the Register. iv. The student conference had proven to be very popular and it is proposed to hold a similar event in Scotland. v. Two centres were offering the QCG in London: Coventry University and Canterbury Christchurch. 	

	The Board expressed their thanks to Claire Johnson for her hard work in taking forward the immensely valuable work of professional development.	
9.	Standing Bodies.	
9.1	Action Notes of PSC meeting 01/03/16 The paper was received.	
9.2	Action Notes of PSC meeting 19/04/16 The paper was received. The Board expressed their thanks for the work of the PSC and acknowledged the significant contribution it made to establishing standards and ethics for the profession.	
11.	Any other business. VI drew the Board's attention to a paper that had previously been prepared by KO'D. It was acknowledged that Patrons could be a valuable resource and CDI needed to address this. It would need to be established what kind of profile patrons could have eg political, media, celebrity. Patrons should have gravitas, be popular and be in the public eye. The following actions were agreed : i. KO'D's paper to be sent to the Board. ii. The Board to consider: the role of patrons, identify possible patrons and suggest how they might be approached. iii. Board members to email suggestions to VI	MIL
12.	Date and venue of next meetings.	
12.1	The date of the next meeting is: Wednesday 24th August 2016 at Stourbridge at 11.30am This will be preceded by a Finance Committee meeting at 10.30am. The Board wish to engage the staff in the meeting and suggested that staff may wish to present aspects of their role to the Board eg membership up-date, finance. JE to consider how this might be facilitated.	JE
12.2	Tuesday November 22nd 2016. Venue to be confirmed. This meeting will be preceded by a Finance Committee meeting and followed by the CDI AGM	MIL

M I Lemecha,
Honorary Secretary,
25th May 2016