

AGENDA

Swindon & Wiltshire Careers Hub Steering Group

Date: Tuesday, 10 December 2019

Time: 9.30am – 11am

Venue: Bewley Room, Wiltshire Council offices, Monkton Park, Chippenham, SN15 1ER

Attending:	Paddy Bradley (PB), SWLEP Director Daniel Baker (DBa), representing Lead School Sally Burnett (SB), Swindon Borough Council Skills Lead Daniel Busson (DB), Lead Employer Katie Cross (KC), Wiltshire Council Scott Green (SG), CEC Tina Pagett (TP), SEND representative Shona Taylor (ST), Careers Hub Lead Amanda Walton (AM), Lead College/Post-16 representative
Apologies:	Mandy Timbrell (MT), Wiltshire Council
Guests:	Cheryl Milner (CM) – Primary Futures
Chair:	Paddy Bradley
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Paper	Lead
1.	9.30am	Welcome and apologies		PB
2.	9.35am	Primary Futures	Presentation	CM
3.1	9.55am	<ul style="list-style-type: none"> Minutes of the meeting on 19 September 2019 	Paper 3.1	PB
3.2		<ul style="list-style-type: none"> Matters arising 	Paper 3.3	PB
3.3		<ul style="list-style-type: none"> Action Log 		PB
4.0	10.15am	Summary of performance against target:		ST / KC
4.1		<ul style="list-style-type: none"> Careers Hub Highlight Report 	Paper 4.1	
4.2		<ul style="list-style-type: none"> Performance Review: Compass data from August 2019 return 	Paper 4.2	
4.3		<ul style="list-style-type: none"> Careers Hub Work Plan, formerly the Implementation Plan 	Paper 4.3	
5.0	10.25am	Review Terms of Reference (ToR) – including membership	Paper 5.0	ST
6.0	10.30am	Funding paper – final sign off	Paper 6.0	ST / KC

Item	Timing	Topic	Paper	Lead
7.0	10.45am	Cornerstone employers group update	Verbal	ST
8.0	10.55am	AOB		ALL
		<p>Next Meeting: Thursday, 13 February 2020 10am-11.30am Digital Mansion Corsham, Pickwick Road, Corsham, SN13 9BL</p> <p>Future Meetings for 2020</p> <ul style="list-style-type: none"> • Thursday, 15 May 2020 – 10am-11.30am • Thursday, 2 July 2020 - 10am-11.30am • Thursday, 17 September 2020 – 1pm -3pm • Thursday, 10 December 2020 - 10am-11.30am 		

Membership:	Daniel Baker, Lead School, Malmesbury School, covering Louise Stanton, (LS) maternity leave Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council Skills Lead Daniel Busson (DS), Lead Employer, Capita WFM Katie Cross (KC), Wiltshire Council Scott Green (SG), CEC Tina Pagett (TP), SEND Representative Shona Taylor (ST), Careers Hub Lead Mandy Timbrell (MT), Wiltshire Council Skills Lead Amanda Walton (AM), Lead College/Post-16 representative
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