

SWLEP Skills and Talent Subgroup AGENDA

Date: Friday, 11 January 2019

Time: 9.30am-11.30am

Venue: Committee Rooms C&D, Monkton Park, Chippenham, SN15 1ER

Attending:	Amanda Burnside (AB) Sally Burnett (SB) Jackie Tuckett (JT) Mandy Patterson (MP) Vicki Lukins (VL) Mike Godfrey (MG) Phil Townsend (PT) Peter Wragg (PW) Paddy Bradley (PB) Karen Leigh (KL)
Guests:	Morag Sullivan (MS) / Shona Taylor (ST) / Mandy Timbrell (MT) / Shelley Cook (SC) / Phil Golding (PG) – Supply Train
Apologies:	Katie Cross / Camilla Radcliffe / Adam Schallamach – currently on sabbatical
Chair:	Amanda Burnside
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Papers	Lead
1.	9.30am	Welcome and Introductions		AB
2.	9.35am	Minutes of the meeting held on 6 November 2018 and matters arising	Paper 2	AB
3.	9.45am	Apprenticeship Campaign	Papers 3a & b and Presentation	Supply Train
4.	10.05am	<ul style="list-style-type: none"> Skills Advisory Panel (SAP) Refresh skills plan 	Papers 4a, b & c Verbal	SB SB
5.	10.20am	<ul style="list-style-type: none"> Higher Education (HE) Strategy and implementation Update on policy 	Papers 5a & b Verbal	MS SB / AB
6.	10.30am	Digital Capabilities Strategy and Skills	Papers 6a, b & c	MT
7.	10.45am	SWLEP Programme <ul style="list-style-type: none"> Higher Futures Highlight Report 	Paper 7 HLR	MT
8.	10.55am	SWLEP Programme <ul style="list-style-type: none"> EAN and Skills Hub 	Papers 8a, Minutes from Steering Group & 8b HLR	ST

Item	Timing	Topic	Papers	Lead
9.	11.15am	Feedback on meeting with Ofsted	Verbal	PB
10.	11.25am	AOB		ALL
		Date of next meeting: Tuesday, 5 March 2019, 2.30 - 4.30pm Committee Rooms A&B, Monkton Park, Chippenham Future meetings: Wednesday, 1 May 2019, 2.30-4.30pm, Location to be advised June 2019 - TBC September 2019 - TBC November 2019 - TBC		
	11.30am	Meeting close		

Membership:	Amanda Burnside (AB) – Chair and Principal of Wiltshire College Sally Burnett (SB) – SWLEP Skills Lead Jackie Tuckett (JT) – Wiltshire Council, Acting Head Employment and Skills Mandy Patterson (MP) – Inspire and Chair of Wiltshire skills, education, employment skills board Vicki Lukins (VL) – Gloucester and Wiltshire Partnership of Training Providers Mike Godfrey (MG) – BusinessWest and Chair of the Swindon skills and employment board Adam Schallamach (AS) – SWLEP Board member and private sector, currently on sabbatical Phil Townsend (PT) – Business representative Camilla Radcliffe (CR) – School representative Peter Wragg (PW) – SWLEP Board member, temporary Deputy Chairman Paddy Bradley (PB) – Director, SWLEP Karen Leigh (KL) – SWLEP BEIS Representative
Guests:	Katie Cross (KC) / Morag Sullivan (MS) / Shona Taylor (ST) / Mandy Timbrell (MT) / Shelley Cook (SC)