



Attendees	<p>Membership: Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Jackie Tuckett (JT), Wiltshire Council Daniel Busson (DS), Lead Employer Scott Green (SG), CEC</p> <p>Others: Guests: Nicola Randy (NR), Wiltshire Council</p>
Apologies	Alison Simpson (AS) and Louise Stanton (LS), Lead School Shelley Cook (SC), Swindon Borough Council Shona Taylor (ST), Careers Hub Lead
Chair	Paddy Bradley (PB)
Minutes	Deborah House (DKH)
Venue	Bewley Room, Monkton Park, Chippenham, SN15 1ER
Start time	9am
Finish time	10.30am

Item		Lead	Deadline
1.0	Welcome and apologies		
	PB welcomed the attendees to the meeting and apologies were noted. SB advised that owing to changes within Swindon Borough Council (SBC), SC would no longer be attending this meeting, but the role would be taken on by Morag Sullivan.		
2.0	Minutes, matters arising and Action Log		
	<p>The minutes of the meeting held on 30 November 2018 were read and approved.</p> <p>As a result of the number of actions resulting from the last meeting, an Action Log had been established to note progress. The Action Log was read with key points being:</p> <p>Point 5. Look to fill the roles for the College Lead and SEND School Lead in time for the next meeting.</p> <p>Colleges face slightly different requirements to schools regarding achievement of the Gatsby Benchmarks. Therefore, representation at this group was important.</p> <p>Action: PB requested a session at the next meeting in order that the group could understand this difference in reporting.</p> <p>Discussion was held about the importance of understanding the position of the Careers Lead in each school's hierarchy, as Senior Leadership commitment was a strong determining factor in successful achievement of the Gatsby Benchmarks.</p>	SG	16/05/19



	<p>were offered the opportunity to host a working party and many had been keen to do that.</p> <p>The format worked well, with schools sharing their different approaches and experiences, with creative ways of getting their students to experience the workplace. The aim was for the students to experience a “meaningful” encounter and there was debate on how that could be measured. The requirement was that every student should have a workplace experience up to Year 11, with a further workplace experience during Year 12 or 13. Employers had different visions of what workplace experience would work best for them and this varied depending on the organisation, and the even the roles within that organisation. Previously, week-long placements had been offered, but this had put strain on the staffing capacity for employers. Alternative creative methods were now being offered.</p> <p>One school had signed off with employers that the employers would now complete the Health & Safety checks and this had saved the school £3k. There was debate on the legality and position of this approach.</p> <p>Action: obtain Legal advice from each council on this version of Health & Safety checks.</p> <p>Aiming to close Benchmark 6 at end of this term in order to start on Gatsby Benchmark 4, Linking curriculum learning to careers, next term.</p>	<p>SB / JT</p>	<p>Feb 2019</p>
<p>6.0</p>	<p>Budget position summary</p>		
	<p>The budget was made up of incentive funding and kick-start funding. Incentive funding was flexible and Unitary Authorities could spend the money on what they deemed to be appropriate for them, whereas kick-start funding was more prescriptive and had to be reported back.</p> <p>As the programme was a SWLEP-wide initiative, it was felt that the Steering Group should decide how the funding was spent, not the UAs. SB emphasised that this had previously reported into the EAN group. A clear strategy was now needed on how to deliver the £80k kick-start funding into the schools, with a clear outline on how those schools would use that money. Overall, tighter monitoring was required.</p> <p>Action: SB was advised that SBC needed to raise invoices against Wiltshire Council.</p>	<p>SB</p>	<p>Feb 2019</p>



	Action: PB requested a total picture of the budget for the next meeting.	SB / JT	16/05/19
7.0	Hub Extension Bid		
	<p>SB spoke to the meeting and advised that we had been offered the opportunity to submit an Expression of Interest (EOI) to extend the hub project to include ALL schools in the area. This would mean an extra 19 schools, but funding for an additional enterprise co-ordinator, possibly at a senior level.</p> <p>There was debate in the meeting on the advantages and disadvantages of submitting such a proposal:</p> <ul style="list-style-type: none"> • what would be the outcomes for that, being that we were already part-way through the project? • there was a need to find £30k match-funding, which SWLEP would investigate; • would we be taking on too much with limited resource capacity? • management capacity would be taken up with additional recruitment and training; • the schools would be willing to get on board; and • it would be a better landscape if all the schools were involved. <p>Action: PB / JT / and SB to hold follow-up meeting to discuss. Telecon subsequently arranged for 21 February 2019.</p> <p>Action: revert to SG with the decision w/c 18 February 2019.</p>	<p>PB/JT/SB</p> <p>PB/JT/SB</p>	<p>21/02/19</p> <p>22/02/19</p>
8.0	AOB None		
	<p>The next meeting was scheduled for Thursday, 16 May 2019 at 1pm, Committee Room C, Monkton Park, Chippenham.</p> <p>Future Meetings: Thursday, 19 September 2019, 1pm, Committee Room B, Monkton Park Tuesday, 10 December 2019, 9.30am, Bewley Room, Monkton Park</p>		
Meeting closed at 10.32am			

Paddy Bradley
16th May 2019.

