

	Membership:
	Paddy Bradley (PB), SWLEP Director
	Sally Burnett (SB), SWLEP Skills Lead
A44	Jackie Tuckett (JT), Wiltshire Council
Attendees	Daniel Busson DS), Lead Employer
	Scott Green (SG), CEC
	Others:
	Guests: Nicola Randy (NR), Wiltshire Council
	Alison Simpson (AS) and Louise Stanton (LS), Lead School
Apologies	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 IER
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		10 Text (1)
	The minutes of the meeting held on 30 November 2918 were read and approved.		
	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:		
	Point 5. Look to fill the roles for the College Lead and SEND School Lead in time for the next meeting.		
	Colleges face slightly different requirements to schools regarding achievement of the Gatsby Benchmarks. Therefore, representation at this group was important.		
	Action: PB requested a session at the next meeting in order that the group could understand this difference in reporting.	SG	16/05/19
	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.		=



	Action: produce organograms of the schools to show lines of reporting for Careers Leads.	ST	16/05/19
	Point 14. Salisbury Chamber was carrying out a careers event. Link ST and JT to contact.		
	PB advised the meeting that the Salisbury Chamber's link to schools was not specifically careers-focused, but a project to involve the schools in the regeneration of Salisbury.		
	Action: remove from Action Log	ST	Feb 2019
	Point 21. To contact Jo Minnaar or Tim Burghes for inclusion of information in the Growth Hub newsletter to garner support		
	Still to progress.		
	Action: PB to follow up.	PB	Feb 2019
	Point 24. The Careers Hub Summit for the South of the county was going to be scheduled for the last week of February / first week of March in Salisbury.		
	The need to push on with the Salisbury Summit was discussed.		
	Action: NR to ascertain events happening in Salisbury to avoid potential clashes and SB / JT / NR to sort date.	SB / JT / NR	Feb 2019
	Action: Action Log to be maintained with overall list of completed actions and working list RAG-rated.	ST	May 2019
3.0	Summary of performance against target		
	SB spoke to the meeting and stated that data had been provided, but was muddled at this stage. Work was still being undertaken to amalgamate the information into a meaningful format.		
	NR advised that Wiltshire schools copied her into their Compass data and she and Steve Haines produced spreadsheets detailing Hub and non-Hub schools' performance. This gave an immediate idea of performance, rather than waiting for CEC to forward the data.		
	The Tracker Tool was linked to the schools' overall development plans, taking any gaps highlighted in the data and populating the schools' action plans so they could rectify and increase focus on weak areas. Key actions would be translated into the overarching schools' plans. Focus on the quality of the inputted data and perform an audit from a sample		



	Action: ST and coordinators to look at a local measure	ST	May
	There were no GDPR issues with the schools sharing the data, as no individuals were identifiable, whereas the Tracker did use individual data. CEC was still analysing the Compass data in order to provide meaningful reports to each LEP area. Compass data from schools should go direct to Wiltshire Council and Swindon Borough Council as well as CEC, so that there would be a consistency of analysis.		2019
	Action: until analysed data came back from CEC, collate locally to act as a check and create a baseline.	ST	May 2019
	Action: provide a joint letter from CEC and the relevant Unitary Authority informing schools that they must copy us in when they complete Compass. One letter to the schools within the Careers Hub and a different letter to the other schools.	SG / SB / JT	Feb 2019
	Amend the Future Skills Survey. CEC now had the format of the survey, and then we could decide which schools to use for the pilot.		
	SG gave the assessment of Swindon and Wiltshire compared to other areas and explained that SWLEP was the highest performing LEP in that context for the region and was above average nationally. A letter was expected from the CEC chair saying as much. Slippage – how robust was the Compass process? SWLEP was performing very well against the grant offer letter, although it was noted that SWLEP's own expectations were higher than those of the basic CEC requirement.		
4.0	PB offered congratulations to the team for its good results.	1330, 0 340	
4.0	Implementation Plan		
	PB checked that participants were happy with the format and content of the plan.		
	PB added that the 14 actions should demonstrate the progress journey made for the meetings and it would be helpful if the items were in date order.		
	Action: ST to make the suggested amendments.	ST	16/05/19
5.0	Summary of work on Benchmark 6 – Experiences of the w	orkplace	
	NR spoke to the paper which detailed the meetings held with schools in Swindon, Calne and Trowbridge focussing on Gatsby Benchmark 6. A similar meeting was scheduled for Salisbury. The idea had been to focus on one Benchmark per term. Schools		



	were offered the opportunity to host a working party and many had been keen to do that.		
	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 II, with a further workplace experience during Year I2 or I3. 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.		
	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.		
	Action: obtain Legal advice from each council on this version of Health & Safety checks.	SB / JT	Feb 2019
	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.		
6.0	Budget position summary		
	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.		
	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.		
	Action: SB was advised that SBC needed to raise invoices against Wiltshire Council.	SB	Feb 2019



7.0 Hub Extension Bid 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. There was debate in the meeting on the advantages and	
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. There was debate in the meeting on the advantages and	
 disadvantages of submitting such a proposal: 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. 	
Action: PB / JT / and SB to hold follow-up meeting to discuss. Telecon subsequently arranged for 21 February 2019.	21/02/19
Action: revert to SG with the decision w/c 18 February 2019.	22/02/19
8.0 AOB None	
The next meeting was scheduled for Thursday, 16 May 2019 at 1pm, Committee Room C, Monkton Park, Chippenham.	
Future Meetings: Thursday, 19 September 2019, Ipm, Committee Room B, Monkton Park Tuesday, 10 December 2019, 9.30am, Bewley Room, Monkton	
Park Meeting closed at 10.32am	

faddy Bradley 16th May 2019.

