



Attendees	<p>Membership: Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Jackie Tuckett (JT), Wiltshire Council Shona Taylor (ST), Careers Hub Lead (joined the meeting at 9.15am) Alison Simpson (AS), Lead School Daniel Busson (DS), Lead Employer Shelley Cook (SC), Swindon Borough Council Scott Green (SG), CEC</p> <p>Others: Guests:</p>
Apologies	
Chair	Paddy Bradley (PB)
Minutes	Deborah House (DKH)
Venue	Langley Room, Monkton Park, Chippenham, SN15 1ER
Start time	9am
Finish time	10.27am

Item		Lead	Deadline
1.0	Welcome and Introductions		
	PB welcomed the attendees to the meeting and introductions were made.		
3.0	Terms of reference and wider group membership		
	<p>As ST had indicated she would be arriving after the start of the meeting, the agenda was adjusted and the terms of reference item was taken out of order. SB spoke to the paper.</p> <p>The paper set out the:</p> <ul style="list-style-type: none"> • remit; • scope; • terms of reference; and • membership of the group. <p>There was discussion around all aspects of the paper and the arising actions were given below.</p> <p>Remit and Scope</p> <ul style="list-style-type: none"> • The overall aim is to bring the Swindon and Wiltshire Enterprise Adviser Network (SWEAN) and the Careers Hub under a single governance structure. This group will provide oversight over both programmes. Action: Clarify the governance of the SWEAN and Careers Hub including changing the name of this group if appropriate. <p>• Terms of Reference Action: Hold a couple of meetings and then review the</p>	ST/SB/JT	Dec 2018



	<p>ToR to see if they were still applicable or needed amending.</p> <ul style="list-style-type: none"> Action: to include a chart in the ToR which showed how the SWEAN and CH interact. Action: Define the precise roles of the people on the group and what they are expected to do. Agree by email on the roles, particularly of the Lead School, Lead Employer, Lead SEND School and Lead College ahead of the next meeting. This includes the benefits of involvement as well as the commitment to contribute <p>Membership</p> <ul style="list-style-type: none"> Representatives must attend each meeting, or send nominee. There was debate about the benefits of a nominee attending if there was no consistent alternate. There was a possibility that the impact would be diluted. Decision: a named alternate would be acceptable. Action: look to fill the roles for the College Lead and SEND School Lead in time for the next meeting. Action: Define the work with Swindon Association of Secondary Headteachers (SASH) and Wiltshire Association of Secondary Headteachers (WASH) – leaders in schools need to be aware of their statutory and non-statutory responsibilities and the Hub could help them to achieve the Gatsby Benchmarks. Decision: put the name for WASH representative on hold at the moment. Action: Add Louise Stanton's name to Lead School list. Decision: that named participants to the meeting could take part by telephone if necessary. There will be four meetings per year. The next meeting would be scheduled in February 2019, with subsequent meetings to be set in May, third week of September and December 2019. The agreement was that the meetings would be held in Chippenham. 	<p>PB</p> <p>SB/JT/ST</p> <p>SB/JT/ST</p> <p>ST</p> <p>DH / ST</p>	<p>May 2019</p> <p>Jan 2019</p> <p>Jan 2019</p> <p>Feb 2019</p> <p>Dec 2018</p> <p>Jan 2019</p> <p>Jan 2019</p>
2.0	Swindon and Wiltshire Careers Hub overview		
	<p>ST spoke to the presentation.</p> <ul style="list-style-type: none"> Question: Which schools do we focus on to get the % points up? Build up business intelligence about the schools. For example: 		



	<ul style="list-style-type: none"> • appropriate reports to the Skills & Talent Subgroup and the Skills and Employment boards of both Unitary Authorities; • updated cold spot data was available in February 2019; • State of the Nation report annually which would give the overall situation and then focus the direction for the following year • There was discussion on the capacity for the data requirements and it was decided to take this outside the meeting. 	ST/SB/JT	May 2019 Dec 2018
6.0	AOB		
	<p>Alison Bond was drafting a list of Cornerstone Employers, initially working with employers that have corporate and social responsibility as part of their ethos and using that to work with schools.</p> <p>Actions</p> <ul style="list-style-type: none"> • to share the above list with the group. • to contact Jo Minnaar or Tim Burghes for inclusion of information in the Growth Hub newsletter to garner support. • to make contact via JT with Wiltshire Council's "Be Involved Network", which already held a list of interested businesses which would like to get involved within schools. • to provide whole funding landscape for improving careers provision for the next meeting. • 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. • Business Expo in April was being run by Salisbury Chamber. Investigate taking a stand at the event. 	ST ST ST SG ST	Dec 2018 Dec 2018 Jan 2019 Feb 2019 Feb 2019
7.0	Future meeting arrangements		
	<p>See Section 3. above.</p> <p>The next meeting was scheduled for Friday, 15 February 2019 at 9am in Chippenham.</p>		
Meeting closed at 10.28am			

Paddy Bradley
15/02/19.