

AGENDA

Swindon and Wiltshire Careers Hub Steering Group

Thursday, 13 February 2020

10am – 12 noon

Venue: Digital Mansion Corsham, Pickwick Road, Corsham, SN13 9BL

Attending:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council Skills Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College Amanda Walton (AW), Lead College/Post 16, New College, Swindon Daniel Busson (DBS), Lead Employer, Capita WFM Scott Green (SG), CEC Shona Taylor (ST), Wiltshire Council Katie Cross (KC), Wiltshire Council Mandy Timbrell (MT), Wiltshire Council
Apologies:	Daniel Baker (DBK), Lead School, Malmesbury School
Guests:	
Chair:	Paddy Bradley
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Paper	Lead
1.	10.00	Welcome and apologies		PB
2.	10.05	Minutes of the meeting on 10 December 2019, matters arising, Action Log and Work Plan	Paper 2.1 Paper 2.2 Paper 2.3	PB
3.	10.15	Summary of performance against target <ul style="list-style-type: none"> • Careers Hub December Dashboard • December RAG rating • Closing the gap report update <p style="text-align: center;">Closing the Gap Executive Summary Closing the Gap Full Report</p>	Paper 3.1 Paper 3.2 Paper 3.3	ST/ KC
4.	10.45	Cornerstone Employer Conference update	Verbal	DBS
5.	10.55	Skills Plan for Swindon & Wiltshire update	Verbal	PB
6.	11.10	Funding update on current position	Tabled	ST
7.	11.20	SEND Update	Verbal	KC

Item	Timing	Topic	Paper	Lead
8.	11.30	Lead School/College updates	Verbal	DB/ AW
9.	11.50	AOB		ALL
		<p>Next Meeting: Thursday, 14 May – 10am to 12 noon Digital Mansion Corsham</p> <p>Future Meetings: Thursday, 17 September – 10am to 12 noon Digital Mansion Corsham Thursday, 10 December - 10am to 12 noon Date to be discussed</p>		

Membership:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council, Skills Daniel Baker (DBK), Lead School, Malmesbury School Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College Amanda Walton (AW), Lead College/Post 16, New College, Swindon Daniel Busson (DBS), Lead Employer, Capita WFM Scott Green (SG), CEC Shona Taylor (ST), Wiltshire Council Katie Cross (KC), Wiltshire Council Mandy Timbrell (MT), Wiltshire Council
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