

# AGENDA

## Swindon & Wiltshire Careers Hub Steering Group

Tuesday, 2 June 2020

10.30am – 12.30pm

Venue: via conference call

<b>Attending:</b>	Daniel Baker (DBK) Paddy Bradley (PB) Sally Burnett (SB) Daniel Busson (DBS) Katie Cross (KC) Tina Pagett (TP) Scott Green (SG) Louise Stanton (LS) Shona Taylor (ST), Mandy Timbrell (MT) Amanda Walton (AW)	Lead School, Malmesbury School SWLEP Chief Executive SWLEP Skills Lead Lead Employer, Capita WFM Wiltshire Council Lead SEND Provider, Fairfield Farm College CEC Lead School, Malmesbury School - <i>tentative</i> Wiltshire Council, Careers Hub Lead Wiltshire Council and SWLEP Skills Lead Lead College/Post 16, New College, Swindon
<b>Apologies:</b>		
<b>Guests:</b>		
<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.	10.30am	Welcome and apologies		PB
2.	10.35am	Minutes of the meeting on 13 February 2020, matters arising and Action Log	Paper 2.1 Paper 2.2	PB
3.	10.50am	Summary of performance against target <ul style="list-style-type: none"> <li>• Careers Hub March 2020 Dashboard</li> <li>• Compass analysis March 2020</li> <li>• Update on Careers Hub work since school/college closures on 20 March 2020 and action plan</li> </ul>	Paper 3.1 Paper 3.2  Paper 3.3 Paper 3.4	ST  ST
4.	11.20am	Lead School/College updates	Verbal	DB/ AW/ TP
5.	11.35am	SEND Update	Verbal	KC

Item	Timing	Topic	Paper	Lead
6.	11.45am	Engaging employers during the recovery period <ul style="list-style-type: none"> <li>• Overview of proposed platform</li> </ul>	Paper 6	ST
7.	12.10pm	Funding update on current position <ul style="list-style-type: none"> <li>• Year 3 Q2 I&amp;E</li> </ul>	To follow	ST
8.	12.20pm	BM 8 Personal Guidance (standing item)	Verbal	ST
9.	12.25pm	<b>AOB:</b> <ul style="list-style-type: none"> <li>• Confirm Lead provider availability for meeting dates in new academic year.</li> </ul>	Verbal	ALL
		<b>Next Meeting:</b> <b>Thursday, 2 July – 10am to 12noon</b> <i>(NB: Please advise if this meeting is still required.)</i>  <b>Future Meetings:</b> Thursday, 17 September – 10am to 12noon  Thursday, 10 December - 10am to 12noon		

<b>Membership:</b>	Paddy Bradley (PB), SWLEP Chief Executive Sally Burnett (SB), Skills Lead, Swindon Borough Council Daniel Baker (DBK) or Louise Stanton (LS), 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, Careers Hub Lead Katie Cross (KC), Wiltshire Council Mandy Timbrell (MT), Wiltshire Council and SWLEP Skills Lead
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