



<b>Attending</b>	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council Skills Lead Daniel Baker (DBa), Lead School Daniel Busson (DS), representing Lead Employer by telephone Katie Cross (KC), Wiltshire Council, representing Shona Taylor Scott Green (SG), CEC Mandy Trimbell (MT), Wiltshire Council by telephone
<b>Apologies</b>	Shona Taylor (ST), Wiltshire Council
<b>Guest(s)</b>	Alison Bond (AB), Senior Employer Engagement Manager at CEC
<b>Chair</b>	Paddy Bradley (PB)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Committee Room B, Monkton Park, Chippenham, SN15 1ER
<b>Start time</b>	1pm
<b>Finish time</b>	2.30pm

Item	Topic	Deadline
1.0	<b>Welcome and apologies, Conflicts of Interest</b>	
	<p>PB welcomed attendees to the meeting and particular welcome was extended to Daniel Baker at his first meeting and to Alison Bond as a Senior Employer Engagement Manager at CEC. Apologies were noted. Changes to membership were mentioned as below:</p> <ul style="list-style-type: none"> <li>Alison Simpson had moved schools and Louise Stanton was currently on maternity leave;</li> <li>therefore, Daniel Baker was attending the meeting as Lead School representative; and</li> <li>Shona Taylor was currently on sick leave and Katie Cross had taken on responsibility until Shona returned, but was also congratulated on her new role as Enterprise Co-ordinator.</li> </ul>	
2.0	<b>Minutes of meeting on 15 February 2019, matters arising and Action Log</b>	
	<p>Minutes of the meeting held on 16 May 2019 were read and approved.</p> <p><b>Matters arising not on the agenda:</b></p> <ul style="list-style-type: none"> <li><b>Look to fill the roles for the College Lead and SEND School Lead in time for the next meeting.</b> Ongoing</li> <li><b>SB / PB to meet with LS at Malmesbury School prior to the start of her maternity leave.</b> LS started her maternity leave</li> </ul>	

*Paddy Bradley*  
10/12/19



	<p>earlier than anticipated and the meeting had not taken place. Daniel Baker from Malmesbury School was now undertaking the role linking into the Careers Hub. SB offered to meet up with DB in any case.</p> <p><b>Action Log</b> - No updates had been made to the Action Log for this meeting. KC to progress.</p> <p><b>Meeting to be arranged to discuss inclusive growth to include KC and Morag Sullivan. Plan could be included in the HE Strategy.</b> Not completed. SB took as an action to progress.</p>	<b>Nov 2019</b>
<b>3.0</b>	<b>Careers Hub Highlight Report</b>	
	<p>KC updated the meeting on the current developments of the Careers Hub. These included:</p> <ul style="list-style-type: none"> <li>• all but four schools had returned the MOU for Wave 2;</li> <li>• with the four still outstanding, there were new staff members in post, who had agreed in principle but not actually signed up;</li> <li>• three of these schools were in Wiltshire and one in Swindon;</li> <li>• these were now being actively pursued;</li> <li>• Enterprise Advisors (EAs) in Swindon were under-recruited;</li> <li>• those schools which had achieved a High Compass return were not being pursued;</li> <li>• the area of focus had been on Benchmarks 5 (Encounters with employers and employees) &amp; 6 (Experience of workplaces) and there was still a long way to go;</li> <li>• performance was currently rated as AMBER;</li> <li>• SB advised that meeting that the target for year 1 had not been fully achieved in Benchmark 6, so there was much to do to achieve the targets in year 2;</li> <li>• there was a need to be tactical and strategic – ascertain where each of the schools were against Benchmark 6 and target individual schools accordingly;</li> <li>• there was a need to allocate more resource and focus;</li> <li>• it was reported that each of the Employer Co-ordinators (ECs) were working well, but not necessarily working together; and</li> <li>• look across the schools in the area and provide a detailed RAG analysis.</li> </ul>	
<b>4.0</b>	<b>Performance review</b>	
<b>4.1</b>	<b>Review of year 1 and RAG of schools</b>	



PB advised that there was a need to reach the target of 6 benchmarks achieved, so the strategy was to focus on schools and ascertain the extent to which careers were embedded in the curriculum. PB advised restraint about merely hitting the target and to take a realistic approach when what we wanted to achieve was quality. How engaged were the schools? And how did we get them better engaged? Was it worth allocating extra resources?

Discussions were being had to share the workplan coming out of the hub more widely. It was a question of:

- capability;
- capacity; and
- willingness.

A robust approach to RAG-rating should be based on performance and engagement. The RAG rating was showing RED particularly on engagement so more information on capacity, capability and willingness of each school was necessary. What was the reason for this low rating? What were the wider barriers to the school? EAs were not to put a lot of effort into these, but to inform effectiveness teams instead.

The overall aim was to have students leaving schools who were connected to the world of work, and businesses which knew how education worked. We would want all schools to achieve more, so we needed to help them to move on, but what were the facilitating Benchmarks that would help schools to do this.

- Benchmark 1 – A stable Careers programme  
Good careers programme that is written and on a website.
- Benchmark 3 – Addressing the needs of each pupil
- Benchmarks 5&6 – how can we help schools through the programme to get the foundations in place.

This should all align with the school improvement agenda in order to get the wider view.

The recent Ofsted inspection framework changes emphasised the need to get students ready for the world of work. Schools therefore needed to do this and should be very aware of this. KC advised they were working with the governor services training to put careers as part of their session in November. It was questioned how many schools buy into these services, but you could also try to ensure that it was on the agenda of Governor Body meetings. The essence was to get power to the Careers Leads in schools.



	<p>The majority of schools in Swindon and Wiltshire would not be Ofsted-inspected this year, so it would take time to gauge whether the new Ofsted approach was being followed. In the interim, we could inform employers and make them aware of what they could achieve within schools.</p> <p>DB gave an example of two internships within Capita which lead to apprenticeships.</p> <p>A newsletter was going out this term, where they could give us space for an article.</p> <p>KC mentioned that Corsham had been inspected by Ofsted, so it would be interesting to review once the report had been published.</p> <p>AB cited case studies where both attainment and motivation had been raised, but Compass results were self-evaluation, which were therefore open to interpretation.</p> <p>Every school would be visited by an Enterprise Coordinator by the end of October to see their plan and a timetabled plan of activity was already in place. Thereafter develop an operational plan once the RAG rating had been completed.</p> <p><b>Action: Item on the agenda for next meeting.</b></p> <p>SG stated that there was an issue regarding the permission of data dissemination for GDPR purposes. Schools had agreed to share and collaborate around the CEC agreement, but not to third parties ie such as SWLEP. CEC was working on a new agreement to resolve this issue. The meeting agreed that this level of detail would be required in order to draft a plan, so this would need to be resolved as soon as possible. But if we were unable to see the whole operational plan at the moment, perhaps we would be able to see the essence of the plan via a sanitised version.</p> <p><b>Action: PB to write a letter to CEC explaining the situation.</b></p> <p><b>Action: SG to revert to HQ to see what was available to share.</b></p>	<p><b>Dec 2019</b></p> <p><b>Nov 2019</b></p> <p><b>Oct 2019</b></p>
<p><b>4.2</b></p>	<p><b>Performance targets for year 2</b></p> <p>The performance targets for year 2 were noted and an objective set to achieve them.</p>	
<p><b>5.0</b></p>	<p><b>Priorities and approach moving forward</b></p>	
	<p>Item covered in above.</p>	



6.0	Role of EAs and employer engagement role of SWLEP	
	<p>Swindon was struggling to recruit Enterprise Advisors (EAs) and estimated that it was six short of the required number, whereas Wiltshire had been more successful. AB, who was attending the meeting representing cornerstone employers, commented that she believed employers did not fully understand the benefits to them of becoming involved.</p> <p>AB commented that Swindon &amp; Wiltshire was not doing so well attracting cornerstone employers, with Wave 1 being behind, certainly in the west, on numbers and quality. The Grant Funding Agreements cited a minimum requirement of five employers, whereas the area had two, soon to be three:</p> <ul style="list-style-type: none"> <li>• Capita was already in the programme;</li> <li>• GWH had now joined; and</li> <li>• Atkins was thinking that it would probably come on board.</li> </ul> <p>The commitment from businesses was to attend three meetings per year. The uptake was usually from larger, national employers where there was already experience of engaging with schools and the majority came from local relationships already formed. The MoD would not sign up to be cornerstone employer, but was willing to work tactically with schools. EAs would work with individual schools and together with ECs have a collective approach on attracting more cornerstone employers.</p> <p><b>Action: SG, KC and AB to meet outside the meeting to get an example of an employer meeting.</b></p> <p>In what ways could the SWLEP help in this endeavour:</p> <ul style="list-style-type: none"> <li>• SWLEP supported the Business &amp; Economy meetings in Swindon and Wiltshire, so it could be arranged to have the programme put on the agenda for wider discussion;</li> <li>• a Careers Hub stand would also be at the Annual Conference;</li> <li>• BBC Radio Wiltshire would be broadcasting from the event for its morning show so an interview could be arranged;</li> <li>• the issue could be raised at SWLEP Board Meetings; and</li> <li>• the item could be placed on the Business Representative Organisations' Group (BROG) agenda.</li> </ul> <p>However, it was stressed that we needed to ensure that we were not overdoing the relationship with certain companies.</p>	<p><b>Oct 2019</b></p>
7.0	<b>Cornerstone employers</b>	



	Please see item above.	
<b>8.0</b>	<b>Overview of budget</b>	
	<b>Action: achieve an alignment between the budget and the Highlight Reports. MT and SB to progress.</b>	<b>Nov 2019</b>
<b>9.0</b>	<b>Allocation of funding</b>	
	<p>KC spoke to the paper. It was decided to make £1k available to all schools in the programme, but link to the EA on how they would spend that money. The money would then be paid to them upon receipt of the relevant invoices.</p> <p><b>The Careers Hub Steering Group:</b> <b>AGREED</b> an initial payment of £1,000 is made available to all Careers Hub schools to be transferred upon receipt of invoice and subject to the below conditions;</p> <ul style="list-style-type: none"> <li>• <b>Careers Leaders will agree with their Enterprise Coordinators how the funding will be used to support their progression towards the achievement of Benchmarks;</b></li> <li>• <b>the money would be transferred subject to the school having signed the Hub Memorandum of Understanding, be completing Compass and to be matched with or working towards being matched with an Enterprise Adviser; and</b></li> </ul> <p>A further decision was required by the Steering Group as to when and how the additional £1,000 per school would be allocated. The deadline for spending this money was by March 2020. Ideas put forward:</p> <ul style="list-style-type: none"> <li>• Where they would get us businesses which were struggling, opening doors and operated as a pilot scheme.</li> <li>• Bid to work with other schools. Place an under-performing school with a school which is performing well. Although schools were sometimes reluctant to do this, a simple Expression of Interest would indicate the level of potential take-up.</li> </ul> <p><b>Action: before the next Steering Group draw up outline of proposals for spending this money ex-committee. Send proposals electronically urgently.</b></p> <p>KC advised the meeting that the current Your Choices Theatre production provision was not up-to-date and was in need of a refresh. There was also a question on whether this was the right approach and would provide enough impact and if the money could be used more effectively elsewhere.</p>	<b>Oct 2019</b>



	<p>Although there appeared to be a split on impact depending on the ages of the children, it was not contributing significantly to the Gatsby Benchmarks. Further options should therefore be explored.</p> <p><b>Action: KC to give the company feedback and advise that we would not be using them.</b></p> <p><b>Action: Engage with schools as to what they would find most useful</b></p>	<p>Sept 2019</p> <p>Sept 2019</p>
<b>10.0</b>	<b>Related commissions</b>	
<b>10.1</b>	<p><b>Careers Guidance</b></p> <p>SG and KC to discuss offline.</p>	
<b>10.2</b>	<p><b>Primary work etc</b></p> <p>CEC was currently undertaking a pilot programme for Primary Futures. Primary and secondary school programmes should be linked in future, which they currently were not, and should dove-tail towards one programme. The Group was asked to keep track of what was developing and to discuss further when more was known.</p> <p><b>Action: bring back to a future agenda.</b></p>	<b>Ongoing</b>
<b>11.0</b>	<b>Any Other Business and date of next Meeting</b>	
	<p><b>Next Meeting:</b></p> <p>Tuesday, 10 December 2019, 9am-10.30am Bewley Room, Monkton Park, Chippenham, SN15 1ER</p> <p><b>Future Meetings 2020 proposed dates:</b> Thursday, 13 February – 10am to 11.30am Thursday, 14 May – 10am to 11.30am Thursday, 17 September – 10am to 11.30am Thursday, 10 December - 10am to 11.30am</p> <p>All locations to be advised and an additional date during July was also proposed.</p> <p><b>Meeting closed at 2.35pm</b></p>	

