



Attending	Paddy Bradley (PB), SWLEP Director Daniel Baker (DBa), Lead School Sally Burnett (SB), Swindon Borough Council Skills Lead Daniel Busson (DS), Lead Employer Katie Cross (KC), Wiltshire Council Scott Green (SG), CEC Shona Taylor (ST), Careers Hub Lead Amanda Walton (AW), Lead College/Post-16 representative
Apologies	Tina Pagett (TP), SEND representative Mandy Trimbell (MT), Wiltshire Council
Guest(s)	Richard Dorney-Savage, CEC Area Manager West (arrived 10.15am) Cheryl Milner (CM) - Primary Futures (left at 10am)
Chair	Paddy Bradley (PB)
Minutes	Deborah House (DKH)
Venue	Bewley Room, Monkton Park, Chippenham, SN15 1ER
Start time	9.30am
Finish time	11.20am

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	
	PB welcomed attendees to the meeting and introductions were made. Particular welcome was extended to Amanda Walton, as the Lead College/Post-16 representative, to her first meeting. Tina Pagett, who would be the SEND representative in future meetings, sent her apologies owing to an Ofsted inspection. Richard Dorney-Savage from CEC would also be joining later in the meeting. Further apologies were noted.	
2.0	Primary Futures	
	<p>CM from Education and Employers thanked the Careers Hub for the invitation to the meeting and presented the Primary Futures programme. (Access to the presentation can be found by following the link below.)</p> <p>https://swlep.co.uk/docs/default-source/sub-groups/skills-talent/pf-short-presentation-from-primary-futures-dec-2019.pdf?sfvrsn=fd46fd49_2</p> <p>Education and Employers was a charity organisation which linked schools with employers through a series of events and partnership programmes of which Primary Futures was one.</p> <p>Primary Futures was an online match-making service. The platform was completely free and connected schools with the world of work, attracting 55,000 volunteers across all sectors, who had to donate only one hour per year. Over 4,000 primary school teachers were also on the platform. Its</p>	



	<p>aim was to broaden horizons, raise aspirations and link children's learning to their futures. A recent survey of 20,000 primary school children found that TV, film and radio were their biggest influences, which added to the problem of stereotypes as children could not aim to be what they could not see. A child's expectations were shown to be set by the age of 7 years.</p> <p>Primary Futures created events, issued invites to its networks and people responded if they were available, bringing in equipment and apparatus for children to guess their jobs. Fee-paying schools were excluded in these activities, but all other schools could participate, including SEND.</p> <p>Funding from CEC had been received to run a pilot scheme, working with 20 primary schools in Swindon & Wiltshire. Nine events had been held so far. Three generic activities within the year.</p> <p>ST advised that they were arranging two CPD sessions for primary school teachers in the North and South of the county; one in February and one in March, connected to National Careers Week, which would equate to four CPD hours.</p> <p>PB questioned whether there would be an overlap with the work of Enterprise Advisers. He asked if there had been a consideration to link the work of Primary Futures into the existing network structures of secondary schools and linked primaries? One continual offer could be linked up to support achievement of the Gatsby Benchmarks in secondary schools. Primary Futures, the Careers Hub and the CEC responded positively to the suggestions.</p> <p>PB commented that it was important not to limit to jobs just in their area, as there was a need to push social mobility and ambition.</p> <p>CEC was the government conduit to make awareness as soon as possible as early as possible for career choice, but that it did need to prove itself and plug into the wider programmes.</p> <p>Action: ST to follow up with CM. Supporting them with the CPD sessions.</p> <p>SB added that data indicate there was a tail off in children's achievement after transition to secondary school, so efforts should be put into top primary classes and early secondary classes to raise aspirations.</p> <p>CM left the meeting after her presentation.</p>	<p>Dec 2019</p>
<p>3.0</p>	<p>Minutes of meeting on 19 September 2019, matters arising and Action Log</p>	



3.1	Minutes of the meeting held on 19 September 2019 were read and approved.	
3.2	Matters arising not on the agenda:	
	ST advised that Matters Arising had been included in the Action Log.	
3.3	Action Log was reviewed with particular reference to:	
	From 30 November 2018	
	<ul style="list-style-type: none"> • Point 5 – College Lead and SEND School Lead representation. Now COMPLETED • Point 6 Decision: name for WASSH representative. A message had been received that there was no capacity for attendance at the Skills & Talent Subgroup. A representative rather than a head would be satisfactory. • Point 13 - Cold Spots. The University of Bath was undertaking the analysis and the information was reported in the Skills & Talent Subgroup, which would feed into a single Skills Plan to include A levels, STEM and progression into apprenticeships. 	
	Action: SB to cover in Skills & Talent Working Group	13 Jan 2020
	From 19 September 2019	
	<ul style="list-style-type: none"> • Point 2 and 3 - data sharing – SG advised that CEC was working towards an agreement for the same access to the same data pool. However, this would not be in force until later next year for administrative reasons. So, he advised to continue the local data sharing efforts. ST commented that about 95% of local schools were prepared to share their data, with only one SEND school in Swindon in opposition. She would be meeting with them after Christmas to clarify. • Point 5 – achieve alignment between budget and Highlight Reports - ST had met with the Finance Team in Wiltshire and would be meeting next week with Swindon. The picture was becoming clearer, but not complete. 	
	Action: email assurance to the group before the end of this month that it this had been resolved.	Dec 2019
	Action: ST to update the Action Log as per discussions.	Dec 2019
4.0	Summary of performance against target	



4.1 Careers Hub Highlight Report

ST spoke to the paper and advised that she had amended the HLR to show what activity had been undertaken and what the impact had been, which was an improvement on the previous versions. The HLR was broadly on AMBER in the paper, but PB suggested changing this to AMBER GREEN. The Finance was still difficult to interpret, but ST was hopeful that this would become clearer in future reports. Careers Hub would be attending the Salisbury Tech Event 2020, running through Salisbury Cathedral, which was believed to be in May. (There is also a Swindon Tech event, date yet unknown, but PB advised that the Careers Hub must be seen to be supporting both events.)

Action: PB and SB to discuss outside meeting.

Dec 2019

21 Compass returns out of a potential 56 had been received as of Friday last week. This was merely a snapshot of the current situation as the deadline for submission was the end of December.

https://swlep.co.uk/docs/default-source/sub-groups/skills-talent/steering-group-presentation-dec-19.pdf?sfvrsn=90920fae_4

4.2 Performance Review: Compass data from August 2019 return

ST spoke to the paper. (Presentation link in Section 4.1 refers.) SB advised that monthly meetings had been held since August with herself, SG and MT etc to check on progress with regular follow-ups to ascertain where schools were on RAG ratings and any key issues. We needed to know quickly what progress was being made. A better lens in would provide better forensic analysis, so that we could focus on the support required.

A set of training for the Enterprise Coordinators (ECs) was scheduled in three parts, the second was on working effectively with a team and there would be a third in January. ECs were to give a view on the level of achievements of the schools and compare with the information coming in from the schools themselves via Compass. SB commented that this was to make the ECs more analytical overall.

When asked whether the CEC had any more information from other LEPs, SG and RD-S stated that Swindon & Wiltshire was ahead of the game and knew what to do to achieve their results.

4.3 Careers Hub Work Plan, formerly the Implementation Plan

ST spoke to the paper. Comments made were:



	<ul style="list-style-type: none"> • the Work Plan covered what the Careers Hub should be undertaking; • SG questioned the length of the timescales and requested the determination of forecast, and to chunk them down into more manageable pieces; • to demonstrate when an activity started and when it finished; • an indication of who was responsible for the action would be helpful; and • to provide a RAG rate against the activity. <p>As clarification, the Highlight Reports reflected the top-level activity, whereas the Work Plan gave much more detail about activities undertaken.</p> <p>Action: ST to add Section 1.2 from the Terms of Reference regarding the necessary analysis into the Work Plan.</p> <p>Action: ST to make amendments as suggested.</p>	<p>Dec 2019</p> <p>Dec 2019</p>
<p>5.0</p>	<p>Review Terms of Reference (ToR) – including membership</p>	
	<p>The Terms of Reference (ToR) were reviewed with the following amendments:</p> <ul style="list-style-type: none"> • refresh membership table showing the current situation; and • remove Appendix 2 as no longer required. <p>Action: ST to make amendments as discussed.</p>	<p>Dec 2019</p>
<p>6.0</p>	<p>Funding paper – final sign off</p>	
	<p>KC spoke to the paper and explained the key themes and options together with costings, sectioned into priorities and aligned to the Gatsby Benchmarks. (Refer to presentation at 4.1.) Funding discussions included:</p> <ul style="list-style-type: none"> • kick-start funding needed to be completely allocated, but not staff against costs; • Hub funds should be more focused on hub activities; • funds were shown separately as Swindon funding and Wiltshire funding. This was historical and were in fact all one pot of monies; • £118,000 was available to spend for the good of the schools. • suggestions were made to assist with achieving targets and sustain improvement: <ul style="list-style-type: none"> • people; • training; • leadership; • community practice; 	



	<ul style="list-style-type: none"> • creating capability and capacity; and • unlocking blockages. <ul style="list-style-type: none"> • the suggestion was made not to spread the funding too thinly, but to target larger amounts where they would be most effective and improve the situation overall; • 21 schools had already bid for the £1k grant with a deadline of the end of term; • the suggestion was made to allocate £56k in the budget in case all schools eventually came through with their request against Benchmark 1. The activity would be agreed between the Enterprise Co-ordinator and the school. Receipts etc had to be submitted as proof, but these requests may leak into January; • clustering schools to specific common activity would increase value for money; and • PB commented that he thought the trio approach, peer to peer schools, required more consideration and discussion. <p>Action: further discussion by email.</p> <p>Action: to produce the Careers Lead Handbook</p> <p>Action: postpone the University of Bath offer for a career pilot, owing to the short timeframe.</p>	<p>Dec 2019</p> <p>Jan 2020</p> <p>Dec 2019</p>
7.0	Cornerstone employers' group update	
	<p>ST updated the meeting on the status of the Cornerstone Employers' Group. (Refer to presentation at 4.1.) The first meeting would take place on Tuesday, 17 December. Four employers had already signed up. These were:</p> <ul style="list-style-type: none"> • Capita; • Great Western Hospital; • Wiltshire Council; and • National Trust; <p>with three potential employers coming on board being:</p> <ul style="list-style-type: none"> • Network Rail; • Jacobs; and • Atkins. 	
8.0	Any Other Business and date of next Meeting	
	Next Meeting:	



Thursday, 13 February – 10am to 12 noon Digital Mansion Corsham, Pickwick Road, Corsham, SN13 9BL	
Future Meetings 2020 dates: Thursday, 14 May – 10am to 12 noon Thursday, 2 July – 10am to 12 noon Thursday, 17 September – 10am to 12 noon Thursday, 10 December - 10am to 12 noon	
Meeting closed at 11.20am	

Paddy Bradley
13/02/2020