



<b>Attending</b>	Paddy Bradley (PB) Scott Green (SG) Louise Stanton (LS) Amanda Walton (AW) Steve Haines (SH) Tina Pagett (TP) Shona Taylor (ST) Mandy Timbrell (MT)
<b>Apologies</b>	Sally Burnett (SB) Daniel Busson (DBu)
<b>Guest(s)</b>	
<b>Chair</b>	Paddy Bradley (PB)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Via video / telephone conference
<b>Start time</b>	1.30pm
<b>Finish time</b>	3.30pm

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and apologies, Conflicts of Interest</b>	
	PB welcomed attendees to the meeting and apologies were noted.  <b>Conflicts of Interests</b> None were declared.	
<b>2.0</b>	<b>Minutes of meeting on 17 September 2020, matters arising and Action Log</b>	
<b>2.1</b>	Minutes of the meeting held on 17 September 2020 were read and approved.	
<b>2.2</b>	<b>Matters arising transferred to Action Log.</b>  The updated Action Log from the meeting on 17 September 2020 was reviewed.  <b>RAG-rated RED item</b> <b>BM 8: Lead Practitioner and ST to prepare briefing note summarising the routes to employment for careers advisors.</b> ST commented that schools were taking on unqualified careers advisors and paying to get them trained.  <b>Action: Briefing note to be provided by next meeting.</b>	<b>11 Feb 2021</b>
	<b>RAG-rated Green item</b> <b>ST to provide updated Terms of Reference.</b> ST advised that there had been minor amendments to the existing Terms of Reference.	



	<p><b>The Swindon &amp; Wiltshire Careers Hub Steering Group: APPROVED the amended Terms of Reference (ToRs).</b></p> <p><b>Action: PB to sign updated ToRs.</b></p>	<p><b>Dec 2020</b></p>
<p><b>3.0</b></p>	<p><b>Careers Hub Activity for 2020/2021</b></p>	
<p><b>3.1</b></p>	<p><b>Benchmark 6 – experiences of the workplace</b></p> <p><b>Virtual experiences of the workplace proposal</b></p> <p>There had been a growing issue with work experience placements. The Careers Hub had met with a lot of stakeholders to ascertain the size and scale of the issue and SH had produced a pack of menu options for schools' Careers Leads. Feedback from the network was that many schools needed help and support to move into the new world of the virtual workplace. The activity needed to be impactful in order to fill the gap and progress towards an improved result for Benchmark 6. Proposal was to allocate funding to develop further workplace experience activity.</p> <ul style="list-style-type: none"> <li>• The S4S offer was free at the point of use to both schools and employers. The proposal for working with S4S was to task them to provide 2,000 placements between April and August 2021 in the Swindon and Wiltshire area. This may take place in the holidays, in the evenings or over weekends. An individual SEND project is being considered as a separate pilot which would see S4S work initially with one SEND provider.</li> <li>• GWH's events were being run across two platforms, one for mainly the medical and health sector and one for entry-level jobs. It could offer more places if helped with funding.</li> <li>• Salisbury NHS Trust had cancelled all work experience in light of Covid-19 but was considering piloting similar activity because of GWH's recommendations. NHS Salisbury was also a Cornerstone Employer.</li> <li>• Wiltshire College &amp; University Centre had proposed development of a similar scheme to S4S, but this would be a local platform and involve FE collaboration. The concept had already been shared with New College and Cirencester College.</li> <li>• Class of Your Own was a provider focused on engineering, architecture, and construction. The activity ran over five days and was certified on completion of a suitable portfolio following a project and would be suitable for promoting STEM careers.</li> <li>• EVP West Berkshire was aimed at students who did not know which sector to engage with. Employers came in and out of the activity, but this could be tailored to what we wanted for the area.</li> </ul> <p>Overall, this activity would lead to 4,700 placements at a cost of £26,400. Feedback received from Headteachers was that the activity should not interfere with any catch-up work and for it not to disturb lessons.</p>	



Comments from members were as follows:

- Would like to pilot with one SEND school to see if it would work in that environment.
- The World of Work week was taking place in March 2021. The virtual work experience would be made available to SEND schools. There were minimum details available at the moment, but more would come on launch.
- Collect examples of how virtual works in SEND, although there was still a hurdle regarding employer engagement.
- MT expressed concern that the ask of employers was already high and activity should be tied into activity already offered, not in addition.
- Marketing campaign out to local employers – field and funnel the right programme- Kickstart etc.
- Offering should be increased to add greater capacity for SEND pupils.
- Some schools would be making decisions around January/February on whether to go back to face-to-face engagement later in year.
- Year 10s to carry out virtual engagements as well as visiting sites sometime in summer.
- Year 12s and above, the engagement would be more like an internship on focussed placements.

**The Careers Hub Steering Group:**

**AGREED to allocate a sum of funding for S4S activity to allow for the Wiltshire Council’s Employment & Skills Team to support employer recruitment.**

**AGREED to allocate £3,900 to GWH for an additional 230 student placements.**

**AGREED to allocate an amount of funding, to be agreed, to provide the FE Colleges with development funding towards a sustainable BM6 activity. (£16,000 has been put aside in the Development Fund for this activity to date.)**

**AGREED to two Class of your Own activities to be planned for up to 100 students across the region, one to focus on female students and one to focus on BAME/Pupil Premium students.**

**AGREED to two EBPWB Preparing for Work Programme events to be planned to cover up to 400 student placements.**

**Finance Overview**

ST spoke to the meeting about the financial commitments to be agreed.

**Development Fund**

**Benchmark I - A stable careers programme**

3.2



Development funds over the last three years had been allocated £1,000 per school per year. Owing to Covid-19, these funds had not been spent last year and this was now mounting up and some schools and colleges had not claimed that money. There were some career leaders who were struggling to deliver careers programmes with limited time and support. To address this, ideas put forward were for careers leads to have four coaching sessions each to hone their skills to develop the careers programme, with five career leaders within priority schools being offered the option to have 1:1 coaching.

**Benchmark 2 - Learning from career and labour market information**

The Careers Hub had bought the Careers Explore licence for the website and it would be driving more traffic there. It was also developing parents' webinars.

**Benchmark 5 - Encounters with employers and employees**

- £5,000 would be used to run a county-wide careers fair, which could be linked to JobFest or STEM fair.
- Virtual workshops in every school and college.
- Within FE, there was the potential of running "meet the training provider" events with Colleges, 6<sup>th</sup> forms, and HEIs. Young people would be able to log in live and there would be re-runs in the evening for those at home with families. One to be held in National Career weeks and one in the summer term.

£13,000 remained in the development fund which could be used for Benchmark 3 (Addressing the needs of each pupil) or Benchmark 8 (Personal guidance).

Talentino was offering CPD sessions to SEND schools on a match-funded basis. The feedback about the Talentino offer was very good, but most schools had put this on hold for now and would be picking up again in the new year.

All monies in this fund had to be used before the summer and ST was confident this could be achieved.

**Sustainability Fund**

The monies in the Sustainability Fund would be used for:

- social media campaign to recruit Enterprise Advisors. There was a national campaign coming out and these needed to be tied together; and
- commissioning some impact measurement evaluations. Does the Careers Hub activity help?

SG added that these monies needed to be spent by the deadline.

**Action: PB and ST to discuss offline and item on the agenda for the next meeting.**



	<p><b>The members of the Careers Hub Steering Group: AGREED the spend for the development sustainability fund.</b></p> <p><b>Workplan 2020/2021 (updated)</b> The Workplan now reflected the activities as cited above and was for information only. The Full Compass Report was due at the start of January and ST could update the Group then.</p> <p>PB requested that this item be higher up the agenda at the next meeting in order to focus on this item.</p> <p><b>Action: ST to action in agenda for February.</b></p>	
<b>4.0</b>	<b>Progress updates</b>	
	<p><b>Compass monthly progress overview</b></p> <p>ST presented to the meeting on the status of the Hub on results received via Compass. A report was now received monthly via Compass and she would update the group as appropriate.</p> <p>Comments from the members:</p> <ul style="list-style-type: none"> <li>• Whether there was a chance for schools which had Compass experience to buddy up with new schools to lead them through the process.</li> </ul> <p>This was agreed as a good idea and the Sustainability Fund could be used for that.</p> <p><b>SEND Update</b> SH presented to the meeting. The presentation can be accessed by using the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/send-steering-group-101220.pdf?sfvrsn=5a292a78_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/send-steering-group-101220.pdf?sfvrsn=5a292a78_4</a></p>	
<b>5.0</b>	<b>Youth Voice: discussion</b>	
	<p>Ideas were discussed on getting the Youth Voice to shape direction from a user point of view on the activity of the careers provision in schools. How often do we test out on the young people themselves? And are we sure we know what they want?</p> <p>Ideas put forward were:</p>	



	<ul style="list-style-type: none"> <li>to request student governors to attend Careers Hub Steering Group meetings as necessary. If they were to come on to this group, it had to be a worthwhile experience for them. Question how much do they listen to? How much do they change?</li> <li>should they be asked to join this group or make use of existing groups?</li> <li>use Area Boards and local youth networks;</li> <li>Student Councils were a ready-made platform. The Careers Hub could offer guest appearances at their meetings and obtain ideas from them;</li> <li>hold specific discussions on School Councils; and</li> <li>give the students the problem to research and come back with a solution.</li> </ul> <p>There was emphasis from CEC to hear the youth voice, so this was an area to investigate, but overall, the Careers Hub had then to commit to listening to them.</p> <p><b>Action: this item required more testing and trailing. Work to be completed offline and tested with schools and FE practitioners.</b></p>	
6.0	<b>Virtual Careers Conference plan: “Developing an Innovative Careers Programme in a Post COVID-19 World”</b>	
	<p>ST advised that there were currently 62 signed up to the conference. The wish was for more governors to be involved.</p> <p><b>Action: PB asked Council colleagues to promote this through their governor networks.</b></p>	Dec 2020
7.0	<b>AOB</b>	
	<p>MT wanted to congratulate the Careers Hub on doing a fabulous job during Covid.</p> <p>ST added two items to AOB.</p> <p><b>CEC’s Education Leads Model</b> The presentation given at the meeting can be accessed via the following link: <a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/education-leads-model.pdf?sfvrsn=b1761da0_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/education-leads-model.pdf?sfvrsn=b1761da0_4</a></p> <p>The CEC was rolling out a scheme to bring together a community of Practice Leads to act as ambassadors to feed up into the national picture. The CEC was trying to formalise the practice which the Swindon and Wiltshire Careers Hub already had in place. This was a role which was reimbursed at £1,500 for five days’ work. Each hub would have a maximum of three leads; Amanda Walton, Tina Pagett and Louise Stanton were already leading in this area.</p>	



	<p><b>Cornerstone Employer Group</b> A Cornerstone Employer Conference was being held with CEC at the end of January. An invitation to be extended to members of Swindon and Wiltshire's Cornerstone Employer Group to join a meeting of the Steering Group.</p> <p><b>Action: potential agenda to be discussed</b> <b>Action: Cornerstone Employer Group to be added to the steering Group meeting for February.</b> <b>Action: Alison Bond, the person responsible within CEC for Employer Engagement, also to be invited.</b></p>	
	<p><b>Next Meeting:</b> Thursday, 11 February 2021 – 10am – 12 noon</p> <p><b>Future Meeting dates for 2021:</b></p> <p>Thursday, 13 May 2021 - 1pm – 3pm Thursday, 8 July 2021 – 10am – 12 noon Thursday, 16 September 2021 – 10.30am – 12.30pm Thursday, 9 December 2021 – 2pm-4pm</p>	
<p><b>Meeting closed at 3.05pm</b></p>		

*Paddy Bradley*

11 February 2021