



Attending	Paddy Bradley (PB) Sally Burnett (SB) – left the meeting at 2.30pm Daniel Busson (DBS) – joined at 2.05pm Steve Haines (SH) Shona Taylor (ST) Mandy Timbrell (MT)
Apologies	Scott Green (SG) – CEC Tina Pagett (TP) - Lead SEND Provider, Fairfield Farm College Louise Stanton (LS) - Lead School, Malmesbury School Amanda Walton (AW) - Lead College/Post 16, New College, Swindon
Guest(s)	Dragana Houston (DH)
Chair	Paddy Bradley (PB)
Minutes	Deborah House (DKH)
Venue	Via video / telephone conference
Start time	1pm
Finish time	3pm

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	
	PB welcomed attendees to the meeting and apologies were noted. Conflicts of Interests None were declared.	
2.0	Minutes of meeting on 2 June 2020, matters arising and Action Log	
2.1	Minutes of the meeting held on 2 June 2020 were read and approved. ST advised that she would be updating the Terms of Reference since the appointment of Steve Haines and removing Katie Cross. She would provide as soon as possible. Action: ST to provide updated Terms of Reference	Sept 2020
2.2	Matters arising transferred to Action Log. The updated Action Log from the meeting on 2 June 2020 was reviewed. Benchmark (BM) 6 and Employer Engagement: dedicated resource needed to develop a platform to promote. SH had worked with Tim Burghes to develop a mini site within the main SWLEP website. (This would be covered later in the agenda.)	



	<p>Benchmark 6: produce an overall picture (one-pager) of what the journey looks like:</p> <p>Action: ST to provide to be emailed to group prior to the next meeting.</p> <p>Team members to take forward with their schools the actions which were currently RAG Rated Red or Amber Red and to ensure an action plan was in place for Benchmarks 1, 5 and 6.</p> <p>Benchmark 8 – this was a standing item on the lack of suitably qualified career leads in schools. This was seen as a blocker to progress. There was a lack of qualified people in the sector in the Swindon and Wiltshire area with several vacancies and even some schools not employing Careers Advisors to carry out the interviews with learners.</p> <ul style="list-style-type: none"> • The Careers Hub needed to work with Headteachers and governors stressing their statutory responsibility with Benchmark 8. • Education Departments of both Councils should promote and encourage this statutory responsibility for Benchmark 8 in their communications for governor training. • A reminder could also be included in regular communications to schools and Directors of Education could put their names to a letter. 	10/12/20
3.0	Summary of performance against target	
	<ul style="list-style-type: none"> • Careers Hub March 2020 Dashboard and • Compass analysis March 2020 <p>ST presented the latest status to the meeting. The presentation can be accessed via the following link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/steering-group-slides-september-2020.pdf?sfvrsn=f185d497_4</p> <p>Benchmark performance was now available on a monthly basis and showed the latest status as follows:</p> <ul style="list-style-type: none"> • Benchmarks 1,2, 4 and 5 were above the national average; • Benchmarks 3,6, 7 and 8 were behind the national average; and • Benchmark 1 was a new target for this year. <p>The Careers Hub was starting afresh and now supporting schools in the virtual world, although the hub was short-staffed, for example, SH was carrying two caseloads at present.</p>	



	<p>The CEC Review date was set for 7 October. We would push to hit the targets before that date, but as there were no further Steering Group Meetings before then, communication would have to be via impromptu meetings or email exchange. The Hub had not pushed the EAs in the last year, but post-Covid, they would be tasked for more action. Escalation was now better at monthly EC meetings and liaison with the School Effectiveness Managers within Wiltshire Council and Swindon Borough Council was now much improved.</p> <p>PB stressed that there was a need to see what the data was telling us.</p> <p>Action: ST to send monthly report on status to the Steering Group.</p>	When available
4.0	Virtual Employer Conference: feedback and lessons learned	
	<p>The Virtual Employer Conference held on 15 September was deemed a success and the Careers Hub needed to capitalise on this.</p> <ul style="list-style-type: none"> • 77 delegates had logged in • 68 were still online at conference close at 1pm • Meeting on 30 September to discuss lessons learned with the team and plan next steps for the next conference • Strength and quality of the speakers was the top feedback • An evaluation form had been issued • Cornerstone Employers' Meeting next week and Jacobs was invited to join the group • Next event would be SEND specific and go into more detail regarding the Talentino presentation given at the Virtual Employers' Conference • Planning a Career Leaders' Conference Event bringing in headteachers and governors which would be scheduled for end November / start December to include Jacobs as an example of best practice. The ambition was to invite the Head of Gatsby to speak. • Video clips on the website would be a good tool. Liaise with Joe Palmer on face-to-face clips. • "Give an hour" scheme could be circulated to BROG members for inclusion on their membership communications. • A previous day spent on LinkedIn, posting and sharing on social media had led to numerous EA enquiries. • Use SWLEP contacts Joe Palmer and Tim Burghes to put up articles on website <p>The question was raised about how resources could be used to encourage and enable a wider group of employers to undertake virtual work experience. Using the Cornerstone Employers Group, with the likes of Jacobs as a very good example of running virtual placements, would give others ideas to follow. Jacobs had shown very good leadership buy-in and was a high-level example of</p>	



	best practice. The Cornwall team had put together a pilot to roll out over the South West where the bursary was issued to the employer to develop and become involved, rather than being given to the student.	
5.0	Website update & Careers Explorer update	
	<p>PB welcomed SH to his first meeting. SH shared his screen showing the work carried out so far on the website for the Careers Hub which would sit under the main SWLEP website.</p> <p>This site would be available to anyone, be they parents, young people, employers, or teachers. Labour Insights would be the platform for the information provided. It was hoped the site would be functional by the end of the month, as there were cohorts of students that had missed out on careers advice. A Governance Section would be linked through to the main website to share Steering Group meetings etc.</p> <p>Promotion of the site via:</p> <ul style="list-style-type: none"> • A link be issued to parents and / or a demonstration of the site run at parents' evenings. <p>http://swlep.careerexplorer.co.uk/home.aspx</p> <ul style="list-style-type: none"> • Issued to school governors • Link given to WorkWiltshire • Published in Newsletters etc 	
6.0	Year 3 implementation	
	PB requested that this item be higher up the agenda for a more detailed discussion, particularly on AMBER rated items.	
7.0	Finance	
	<p>CEC Transitions Fund activity and Development Fund Year 3 Q2 I&E</p> <p>The meeting discussed:</p> <ul style="list-style-type: none"> • the remaining budget for 2019/2020, • the expected income for 2020/2021; and • proposed expenditure for future activity. <p>Detailed discussion included:</p> <ul style="list-style-type: none"> • The Careers Hub had been allocated £20k Transition Fund to work with reducing NEETs. • Use the money for consultancy to put together an employer model with a menu of activities. 	



	<ul style="list-style-type: none"> • This was needed now; speed was of the essence. • FE college and virtual work experience to amalgamate into one pot of money. • PB would prefer a focus on the distance there was still to travel to reach the target on Benchmarks • Benchmarks 3, 7 and 8 were outside our formal targets given by CEC, although as Benchmark 7 was Encounters with FE, ST believed this was an easy win if colleges were to do Virtual Open Days. <p>Action: ST to revert with depth of details on budget figures and issue to group via email to avoid delays.</p> <p>Action ST to add column with date of implementation.</p> <p>School budget planning was underway at present. If this were not put forward by half term, we would be struggling to get this included into school budget planning for the year. We needed to give clarity to schools by October half-term about the amount of funding they would be receiving from the Careers Hub.</p>	<p>Sept 2020</p> <p>Sept 2020</p>
9.0	Any Other Business and date of next Meeting	
	<p>Future Meetings 2020 dates: Thursday, 10 December - 10am to 12 noon</p> <p>Proposed Future Meeting dates for 2021:</p> <p>Thursday, 11 February 2021 – 10am – 12 noon 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 – timing to be advised</p>	
Meeting closed at 2.55pm		

Paddy Bradley

14 December 2020