



Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBs), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Wiltshire Council	✓
	Vicky Dunncliffe (VD), Lead SEND Provider, Fairfield Farm College	✓ - left at 3pm
	Louise Stanton (LS), Lead School, Malmesbury School	✓ - left at 3.30pm
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	✓
Guests:	Enterprise Co-ordinators: Auriel Chandarana (AC) ✓, Nicola Randy (NR) ✓ and Rose Hiron-Grimes (RHG) ✓ Dragana Houston (DH), SWLEP Sarah Pearce (SP), SWLEP – digital marketing apprentice who was observing as part of training	✓ ✓
Chair	Paddy Bradley (PB)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	
	<p>PB welcomed attendees to the meeting and introductions were made. The Enterprise Co-ordinator team was attending the meeting today because it was the start of the academic year. The meeting would demonstrate what they were working on. Particular welcome was extended to Vicky Dunncliffe as the new Principal of Fairfield Farm College and the SEND lead on this group. Apologies were noted.</p> <p>Conflicts of Interests None were declared.</p>	



2.0	Review of minutes and actions from 8 July 2021	
	<p>The minutes from the meeting on 8 July 2021 were reviewed and approved.</p> <p>Matters arising transferred to Action Log. The updated Action Log from the meeting on 8 July 2021 was reviewed.</p> <p>Youth Voice proposal A paper had been provided in advance of the meeting. The Careers & Enterprise Company (CEC) had just started up its Youth Group. The Careers Hub did not want to have a token young person on the team, so had developed a three-stage strategy. The first term would be spent talking to schools about their student bodies and asking them to complete a survey. Stages 2 and 3 would move that information forward and focus groups would be set up. The CEC group will be fully in place by the end of the year and the Hub would feed information upwards to that. Wiltshire Council had just launched its Shadow Youth Cabinet activity, with students being put forward for elections. The Careers Hub youth activity would also feed into that. It was still a Work in Progress, but this was the proposed outline.</p> <p>Evaluation of the Careers Hub proposal CEC continued to carry out its annual evaluation and feedback at a local level. At end of the meeting, the Hub was informed of the change in strategic direction by CEC. With the assistance of SG, the Hub was developing a new strategic plan which covered the seven co-ordinated actions for next year.</p> <ul style="list-style-type: none">• Amplifying technical and vocational routes• A self-improving system• Effective transitions• Removing barriers• Building leaders for the system• Careers education as part of economic recovery and growth• Employers build long term sustainable, mutually beneficial partnerships with schools and colleges <p>Rather than undertaking an evaluation looking backwards on performance as had been proposed at the last meeting, the Hub was looking to undertake an independent evaluation over the next few months on its preparedness on making the move to the shift in strategy by identifying what the Hub was good at and what not. Using £8,000 from the Sustainability Fund the Hub would put resources into assessing the Careers Hub's ability to make that shift in focus.</p> <p>The question was raised on whether there was anything which assessed the customer experience but was advised that this was not included in the CEC evaluation. This aspect would be addressed in the proposed evaluation programme for 2020-21 for the Careers Hub.</p>	



	Other actions had been completed or were in train.	
3.0	CEC change in direction update	
	<p>SG spoke to the meeting and advised of the CEC's new Chief Executive and the ensuing change in focus. CHs had shown themselves to be successful over the past couple of years, but now they were being asked to look beyond the Gatsby Benchmarks. The change in mission was "to help every young person to find their next step".</p> <p>Hubs were now being asked to delve into the impact and narrative behind the data to ascertain what difference they had made. The Careers Hubs' strategic plans were being amended to get them in a position to drive change in careers provision and improve the profile of the Careers Hub and the Careers Hub Lead in the local agenda.</p> <p>The CEC was due to launch a Future Skills survey which would give schools a detailed picture of what was working for the young people.</p> <p>The new approach was welcomed by the meeting.</p> <p>Action: a longer session at the next meeting about what we do and how we do it.</p>	
4.0	Year 3 report, forward plan for Year 4, structure to track progress, team performance and monitoring of information	
	<p>ST spoke to the meeting with the presentation which had been included in the packs. The presentation can be accessed by following the link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2021/28-sep-2021/careers-hub-presentation.pdf?sfvrsn=7ab883e7_4</p> <p>Year 3 Report (Slides 1-5 in the presentation above.)</p> <p>Benchmark 3, <i>Addressing the needs of each student</i>, was currently performing under the national average, although it was on the right path and moving towards the national average.</p> <p>Benchmark 6, <i>Experiences of workplaces</i>, was causing a problem. A lot of work had been carried out and commitment sought to run virtual experiences of the workplace. However, schools did not come back after Christmas and then their focus had been about testing, teacher assessed grades and forming bubbles etc, so schools had not had the capacity to participate, although good events took place with Speakers for Schools and a workshop with the Great Western Hospital.</p>	



	<p>It was a picture which was matched across the country.</p> <p>Forward Plan for Year 4 (Slides 6-12 of the presentation above.)</p> <p>Although the Careers Hub did not achieve its targets last year, it was a fractional miss as a result of the pandemic. Year 4 targets had now been set for this academic year, with some being reduced. However, the aim was to go above national targets and exceed expectations.</p> <p>Careers provision was a significant part of the new Ofsted Framework and there was statutory guidance. If there were a lack of SLT engagement, LS offered to be contacted for 1:1 conversations on best practice.</p> <p>The schools within the Careers Hub area had been RAG rated and priority schools had been identified. Focus was therefore on the priority schools which needed extra support. Team meetings were held once a month, and MT, SG and SB also attended when possible. It was hoped that by January the 24 schools would have moved off the list completely or reduced in number.</p> <p>PB advised the meeting that the DfE had introduced trial programmes which would see LEPs removed from the skills agenda. The DfE was yet to confirm its policy on this issue. Despite this uncertainty, SWLEP had committed to refresh its apprenticeship strategy, with the aim to encourage more businesses to take on apprentices. SWLEP was committed to the Careers Hub, increasing the use of LMI data to give live information on what we did.</p> <p>Action: the following dates to be added to the Skills & Talent Subgroup planner.</p> <p>9 October 2021 – Your Choices 9 March 2022 – Amazing Applications 30 June 2022 – WoWFest</p>	
5.0	Financial plan for 2021/2022	
	<p>ST spoke to the paper and outlined the financial plans for this academic year.</p> <p>The full budget had not yet been allocated, but it was good to have some for contingencies. For example, it may wish to carry out additional surveys as part of the evaluation process.</p> <p>MT raised the subject of having a particular slot for looked after children at the careers conference and to use some of the unallocated money for that.</p> <p>Thanks were extended to LS for her contribution to the meeting as she left for bus duty.</p>	
6.0	Hub Incubation Project	



	<p>RH-G presented to the meeting and outlined the structure and format of the Hub Incubation Project (HIP) to track girls' attitudes to maths in Year 7. The presentation can be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2021/28-sep-2021/hip-slides-sept21.pdf?sfvrsn=fd9b26b2_4</p> <p>The Swindon and Wiltshire Careers Hub was one of ten Hubs chosen by the Careers & Enterprise Company to run pilot schemes in the academic year 2021/22.</p> <p>The provision of the study had been explained to students and parents and it would operate under a series of MOUs. PB stressed that more communication to the parents was necessary to explain the difference between the control group and the non-activity group and that students would not be missing out on their usual maths programme.</p> <p>Thanks were given to RH-G and SH for the work they completed over the summer to develop the project outline. PB added his thanks.</p>	
7.0	YourPlacement / Wiltshire College virtual work experience platform update	
	<p>DBu and ST spoke to the meeting about the virtual work experience platform YourPlacement.</p> <p>A meeting was held last week with Wiltshire College's project team and the YourPlacement team. The Principal of the college, Iain Hatt, also joined the meeting. YourPlacement was now a registered business. Backing was received in principle from Iain to continue work as a joint venture with Wiltshire College as the lead as it was the mature organisation.</p> <p>A workshop would be held to develop the brief on what the project would set out to accomplish with an agreement between the two organisations about developing this product.</p> <p>ST had also spoken to the Growth Hub Manager about recruiting employers for this project so they would be lined up when the project was ready.</p>	
8.0	AOB	
	<p>Items for next meeting:</p> <ul style="list-style-type: none"> • updates on the Hub Incubation Project; and • continuing track of Careers Hub progress. <p>ST advised that she would brief the next meeting on the Compass data which had been submitted by the meeting date, although the full input would not be available until January.</p>	



	<p>Next Meeting: Thursday, 9 December 2021 – 2pm-4pm</p> <p>Future Meeting dates for 2022: Thursday, 10 February – 2pm to 4pm Thursday, 12 May – 9.30am to 11.30am Monday, 11 July – 11am to 1pm Thursday, 15 September – 9.30am to 11.30am Thursday, 8 December – 2pm to 4pm</p>	
	<p>Meeting closed at 3.45pm</p>	

Paddy Bradley

9 December 2021