



Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBu), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council Skills Lead	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Senior Enterprise Co-ordinator	Apologies
	Darren Barber (DBa), Lead SEND Provider, Fairfield Farm College	✓
	Louise Stanton (LS), Lead School, Malmesbury School	✓
	Shona Taylor (ST), Careers Hub Manager	✓
	Mandy Timbrell (MT), Wiltshire Council Skills Lead	Apologies
	Lead College/Post 16, New College, Swindon – to be advised	NA
Guests:	Laura Arlott (LA), SWLEP Skills Lead Tam Blaikie (TB), Lead Electively Home Educated Project – left 14.30pm Laura Hutchings (LH), SWLEP – joined at 2.35pm Jaime Williamson (JW) – Enterprise Co-ordinator - left 3.10pm	✓ ✓ ✓ ✓
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>The meeting started at 2.02pm. PB welcomed attendees to the meeting and apologies were noted.</p> <p>PB advised the meeting that Mandy Timbrell was due to leave Wiltshire Council. He was uncertain what recruitment plans were for her replacement. Mandy also acted as the Skills representative for the SWLEP at DfE and LEP Network meetings. Laura Arlott, SWLEP Skills Advisor, would now take over this role.</p> <p>Conflicts of Interests None were declared.</p>	



2.0	Review of minutes and actions from 15 September 2022	
	<p>The minutes from the meeting on 15 September 2022 were reviewed and approved.</p> <p>Matters arising transferred to Action Log. The updated Action Log from the meeting on 15 September 2022 was reviewed.</p> <p>Matters Arising were complete, in train or on the agenda.</p>	
3.0	Hub Innovation Project 2: Electively Home Educated research for 2022/23	
	<p>TB presented to the meeting outlining the progress and future activity for the Electively Home Educated project. The presentation can be accessed by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2022/08-dec-2022/ch-home-education-project-dec-2022.pdf?sfvrsn=d3c2be56_4</p> <p>Action: SC would find out the contact within CEC's Education Team to help develop resources and advise.</p> <p>Although there was budget to develop a stand-alone platform for this project, there was concern about how this would be maintained when operational and how it would be sustained in the longer-term. There was also a fundamental question about why create a stand-alone site. To this end, the decision was made NOT to operate a stand-alone website, but to establish a page within the Careers Hub on the SWLEP main site so links are maintained.</p> <p>Action: TB to link up with Tim Burghes to ensure we can contact website developers for the page.</p> <p>The Swindon and Wiltshire Careers Hub did not commission the research. ASK Research was selected by the CEC and it compiled the survey with input from the Hub. The financial questions had caused worries from parents. The aim was to reduce fear and build trust in order to gain meaningful responses for the project.</p>	<p>Jan 2023</p> <p>Jan 2023</p>
4.0	Hun Incubation Maths Project update	
	Overview of the project report from year 1 and plan for extension into year 2.	



	<p>JW presented to the meeting. The presentation can be accessed by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2022/08-dec-2022/20221208-hip-update-for-steering-group.pdf?sfvrsn=ee561296_4</p> <p>The previous project had been focussed on Year 7s and their attitude to Maths. A learning point from the first iteration of the project was that the Year 7 age group was probably too young for a project starter group. It would be better to work first with some older students and then transfer learning back to work with Year 7 students. So, the Hub had been asked to go back into schools and carry out the programme again with older year groups. For this reason, the first-year report could not be published, and the programme could not be rolled out nationally because the results had yet to be proved. The CEC had provided some additional funding to extend the project which would cover January to August 2023.</p> <p>This extension to the project would build on the first year, expanding the learning and the process could be transferred for other subject areas later, rather than just Maths. It would be a whole teacher team approach and include all students who wanted to participate. It would also tackle teacher encounters of the workplaces to address the lack of exposure to industry, as many had entered teaching straight from university with little or no experience of alternative workplaces. This would also enhance employer partnerships. The Hub needed to recruit a project lead urgently.</p> <p>PB advised the meeting that AW was attending to be made aware of items of interest from a Marketing & Comms perspective. AW was used to working with the Careers Hub and had already completed items of work, one of which was the design for the back of the bus promotion. Thanks and congratulations were offered.</p>	
<p>5.0</p>	<p>Your Placement Project</p>	
	<p>Update on partnership and progress to date Overview of platform development for phase I</p> <p>ST and DB presented to the meeting and the presentation can be accessed by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2022/08-dec-2022/your-placement-presentation-dec-2022.pdf?sfvrsn=208b43d8_4</p> <p>ST outlined the background to the project which was set up to establish a platform where employers could offer work experience and students could submit their interest. Wiltshire College & University Centre was no longer able to continue as the education partner for the project, so the education</p>	

	<p>lead partner for the next two years would be Ridgeway School in Wroughton. The school would manage the budget and provide administrative resource to co-ordinate the onboarding of schools and colleges to the platform. The school was looking to establish an apprenticeship role as part of this work.</p> <p>DBu then outlined the technical aspects of the platform showing screen shots of its capability. It was hoped that he would be able to show a live demonstration at the next meeting. There could even be event bookings which would go out to the employer market.</p> <p>Meeting attendees were impressed by the look and feel of the Platform and its overall aims. Many stated that they would prefer to use the Platform rather than what they were currently using and could see its potential, particularly making it easier for employers to engage. Communication between employers and students would be monitored by the school at all stages, and the necessary paperwork to protect students, such as Health & Safety checks etc, could be provided by the Platform releasing the schools from administrative tasks.</p> <p>Malmsbury School was part of the pilot group to test this Platform and it was also suggested that there be a particular session for SEND schools and colleges for them to ascertain whether it suited their needs and was accessible.</p> <p>DBa advised of a document called Worldwork Agreement which the college used for its placements and offered to provide a sample as potential documentation for the Platform.</p> <p>Action: DBa to send copy of the agreement to DBu as an example.</p> <p>The Careers Hub was keen to share the information about the Platform with employers and encouraging them to come on board and be part of the project.</p>	<p>Dec 2022</p>
<p>6.0</p>	<p>Careers Hub Evaluation of impact</p>	
	<p>Discussion to agree on the way forward to scope and resource a full evaluation of the impact of the Careers Hub to network users, young people and families.</p> <p>The Swindon and Wiltshire Careers Hub was performing well. After five years of operation, it was felt that the time was right to carry out an evaluation to ascertain how impactful the interventions had been, to highlight where the Hub was making a difference and where there may still be gaps in the service.</p>	



	<p>The meeting was supportive of the suggestion for an evaluation, being reflective of geography. Tailoring the evaluation to the different stakeholders was crucial as students, parents, schools, and teachers may have different perceptions of aspects of the service provided.</p> <p>The evaluation should be carried out by an external company to be fully independent, and funds could be found from the Sustainability Fund for this.</p> <p>Action: a scoping document to be drafted and circulated to the Steering Group for input.</p>	<p>Jan 2023</p>
<p>7.0</p>	<p>AOB</p>	
	<p>Update on New College Lead College/Post 16 representation Amanda Walton from New College, Swindon, had attended these meetings in the past as the lead representative of the College/Post-16 sector. She was not attending the meeting today because she was due to move on from New College. There was currently no replacement appointed to her role, so there would be a gap in attendance. The meeting was asked whether the group should continue with New College as the lead college, or to ask another college/6th form if they wished to take part.</p> <p>Action: PB suggested a push to get New College and a stand-alone 6th form college to be part of the Steering Group.</p> <p>Cirencester College, Glos Significant numbers of students from the Swindon and Wiltshire area chose to attend Cirencester College for their further studies and the college was listed as one of the area's institutions in the list for Swindon and Wiltshire Careers Hub. The Gfirst Careers Hub was now questioning this situation.</p> <p>Although technically Cirencester College was within the boundary of Gloucestershire, it liked being an active participant of the Swindon and Wiltshire Careers Hub. The Careers Hub had built a very strong relationship with the college from the start of the programme, and it would be detrimental if it changed Hubs. It was also a local T-level provider.</p> <p>As Cirencester College was a high performing college, it made sense that both Swindon and Wiltshire and Gfirst Careers Hubs would like it to be under their remit. CEC did not want to influence this decision, but just needed to know that the issue had been resolved.</p> <p>The meeting agreed that it wanted to retain Cirencester College, but that a discussion with them was timely and to continue discussions with Gfirst Careers Hub on aspects of cooperation.</p>	<p>Jan 2023</p> <p>Dec 2022</p>



<p>Action: ST to initiate discussions with Cirencester College to ascertain whether it wanted to change its existing relationship with the Swindon and Wiltshire Careers Hub.</p> <p>Relationship with Careers Hubs of EnterpriseM3 LEP and Gfirst LEP</p> <p>The CEC had been holding discussions with EM3 LEP and Gfirst LEP about their capacity and identifying if there might be need for support in the future. Swindon and Wiltshire Careers Hub had previously expressed a willingness to engage in a supportive way with the two Careers Hubs if requested by the CEC.</p> <p>The Enterprise M3 LEP crossed both Hampshire and Surrey boundaries. Surrey wanted a Devolution Deal for the county which, if it were successful, would break up EM3’s Careers Hub and it would be too small to operate alone. This could be an opportunity for Swindon and Wiltshire Careers Hub to combine its work with EM3 and support the large grouping of schools. This situation would also be the same for Gfirst LEP.</p> <p>SWLEP was committed to the Careers Hub and was willing to support other areas and this would help SWLEP’s long-term sustainability. SWLEP was holding a watching brief over these developments.</p>	
<p>Next Meeting Thursday, 9 February – 2pm to 4pm</p> <p>Meeting dates for 2023: Thursday, 11 May – 10.30am to 12.30pm Tuesday, 11 July – 9am to 11am Thursday, 14 September – 10.30am to 12.30pm Thursday, 7 December – 10.30am to 12.30pm</p>	
<p>Meeting closed at 3.40pm</p>	

