



Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBs), Lead Employer Capita WFM	✓ - arrived 11.08am
	Sally Burnett (SB), Swindon Borough Council	✓
	Scott Green (SG), Regional Lead CEC	✓ arrived 11.45am
	Steven Haines (SH), Wiltshire Council	✓
	Vicky Dunncliffe (VD), Lead SEND Provider, Fairfield Farm College	
	Louise Stanton (LS), Lead School, Malmesbury School	Apologies
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	Apologies
Guests:	Laura Arlott (LA), SWLEP Brea Woods (BW), Swindon & Wiltshire Cyber Cluster Jaime Williamson (JW), Careers Hub HIP	Apologies ✓ left 12.27pm ✓
Chair	Paddy Bradley (PB)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	11am	
Finish time	1pm	

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	
	<p>The meeting started at 11.04am. PB welcomed attendees to the meeting and apologies were noted.</p> <p>Conflicts of Interests None were declared.</p> <p>The Hub needed input from leading organisations, so if the named representative was unable to attend, they should be able to send a deputy. It may be the appropriate time to relook at attendance.</p>	
2.0	Review of minutes and actions from 7 June 2022	



	<p>The minutes from the meeting on 7 June 2022 were reviewed and approved.</p> <p>Matters arising transferred to Action Log.</p> <p>The updated Action Log from the meeting on 7 June 2022 was reviewed.</p> <ul style="list-style-type: none"> Senior Enterprise Co-ordinator, that is, Steve Haines was working with developers on providing LMI data for SEND students which had been costed at £4,000. Funded by the CEC. ST to check whether this licence was also with EMSI. <p><i>Update: SH would work with SWLEP to ensure that the LMI was taken from the same source. However, the majority of content would be in case study format and not data led.</i></p> <p>An update was given at the meeting. SEND students were categorised into two groups; Group 1 were students not expected to take GCSEs, whereas Group 2 was expected to sit GCSEs. The website was aimed at Group 1 and held 21 sector profiles which were linked to the indeed recruitment platform with a search facility. SH was due a meeting with SWLEP's Amanda Peach this week, although AP she was currently off sick. A meeting with Laura Arlott was scheduled for next Monday, 18 July to populate.</p> <p>The website template had been developed by Talentino.</p> <p>The question was asked on what the SEND community thought of this categorisation? Engagement with SEND voice groups, such as the Wiltshire Parent Carer Council, would give insight to this. As the model had been going for a while, these groups should be aware of it, but our role was to ensure our parents knew.</p> <p>Action: SH would investigate and report back to the meeting.</p> <p>Other Matters Arising were on the agenda.</p>	<p>August 2022</p>
<p>3.0</p>	<p>Careers Hub update against targets</p>	
<p>3.1</p>	<p>Careers Hub update against targets</p> <p>ST spoke to the meeting and detailed the following on performance:</p> <ul style="list-style-type: none"> 19 new Compass admissions had now been received, which meant that 50% were now in for the end of year report; although Benchmark 1, A stable careers programme, had plateaued in Swindon and Wiltshire, it was still above the national average. It was currently at 74% when the target was 80%, which would hopefully be achieved by the end of the year; 	



	<ul style="list-style-type: none"> • Benchmarks 4, Linking curriculum learning to careers, and 5, Encounters with employers and employees, were showing slow and steady improvement • funding had been found to provide sessions for students for Benchmark 5; • Benchmark 6, Experiences of workplaces, had moved from 31% to 68%, which was showing significant progress; • work was now underway to develop different models of engagement both virtually and face-to-face; • Cornerstone Employers to lead a lot of the work in Benchmarks 5 and 6; • SH was the lead on Benchmark 1, but this had suffered with Careers Leads leaving post and no proper hand over being undertaken; • check list needed for incomers which would show what was necessary and how to obtain it if it were missing; • about a year ago the Hub had instigated Benchmark Champions which had worked well. This year, the Hub would start Careers Leads and Enterprise Advisors (EAs) as Benchmark Champions; • the EAs we did have were already matched to schools, but there was a list of EA vacancies. In an attempt to fill these gaps, the Hub would be holding face-to-face employer events; and. • one school had indicated it may be leaving the Careers Hub. Wiltshire Council’s Director of Education and Skills was in discussion with the headteacher. • SBC had undertaken a mini survey on customer voice for SEND students. <p>Action:</p> <ul style="list-style-type: none"> • Send new reports to Multi-Academy Trusts as well individual schools to show school and Trust-level performance against the Gatsby Benchmarks in comparison with the area and nationally. Reports to go out at the beginning of the Autumn Term and be sent to the headteacher, named governor for careers education and if this is not known, then the Clerk to the Governors for the attention of the Chair of Governors. • ST to update the Steering group of the outcome of the meeting involving the Director of Education and Skills and the school potentially planning to leave the Careers Hub. <p>SBC to share results of the mini survey of the views of SEND students at next meeting.</p>	<p>Sept 2022</p> <p>Sept 2022</p> <p>Sept 2022</p>
<p>3.2</p>	<p>Staffing update:</p> <ul style="list-style-type: none"> • Nicola Randy was on secondment until the end of October; • Alison Sandways had been taken on as temporary staff to cover Nicola’s absence and was currently being inducted; 	



	<ul style="list-style-type: none"> • Jaime had picked up the role as EC for South Wiltshire and was also holding the HIP project; • Katie Cross would be coming back to the Careers Hub at the end of week to write the report and data analysis of the project; • recruitment was underway for the new Hub Incubation Lead for electively home school educated project on a fixed term one year contract. Several people had already shown interest; and • Auriel was leaving the Careers Hub on Friday, 15 July as she took up her new role at Swindon Borough Council. 	
4.0	Hub Incubation Project updates	
4.1	<p>Maths project 2021/22 update JW presented to the meeting and highlighted the current status for the Hub Incubation Project. The presentation can be accessed via the following link: https://swlep.co.uk/news/news-story/upcoming-meeting-of-careers-hub-steering-group---11-july-2022</p> <p>The project sought to encourage girls to have a more positive attitude towards maths and be able to make direct links with STEM/STEAM careers by embedding employer enriched careers activities into the Year 7 maths curriculum. Eight maths teachers and eight employers were recruited to develop activity with a real-world context. Employers came back with the activities for the teachers to deliver. Seven schools were selected for this project which were previously doing little to link careers opportunities with ability and interest in mathematics. Therefore, the results demonstrated a great distance travelled by these schools.</p> <p>The project had been in delivery mode since February half term. There had been a lot of teacher involvement, but the tasks had to feel like a real-world problem. The best engagement was of a real task by a real employer, which was then presented to that employer, which then gave the students feedback. This exercise went beyond just maths, but also demonstrated the other skills necessary to be successful. As a reward the students had been invited into their employers' workplaces.</p> <p>The Hub was now reviewing the lessons learned and would provide a resource pack. Good feedback had been received from teachers, employers and students alike.</p> <p>Action: CEC would be analysing the results over the summer and the data would be shared at the next meeting in September.</p> <p>The Multiply programme was funded by the UK Shared Prosperity Fund for learning for adults aged 19+ years to reach Level 3 in maths. MT advised that Katie Cross was the Multiply lead for Wiltshire Council and was sharing findings with Swindon Borough Council's Lead.</p>	Sept 2022

<p>4.2</p>	<p>A link could also be made to the Raspberry Pi competition giving students more options for use of maths in STEM subjects.</p> <p>If CEC picked it up, it would be included on its website and anyone could make use of the resources and process, enabling the project to be rolled out nationally.</p> <p>Electively Home Educated 2022/23, outcome of bid</p> <p>The Careers Hub was delighted to have been successful in a bid for a further Hub Incubation Project. The Hub was in the process of advertising for a member of staff. Preparation calls had already been held with CEC to outline the structure of the project and three more calls would take place across the summer. Conversations had now started with Local Authorities. JW had been in touch with Heart of the South West LEP to share learnings.</p>	
<p>5.0</p>	<p>Cyber discussion</p>	
	<p>BW outlined the scope and reach of the Swindon & Wiltshire Cyber Cluster. A conference titled Cyber ICE (Innovate, Collaborate, Educate) had been held on 30 June with international speakers, including Katie Stebbins from Global EPIC live from the University of Boston. 75 businesses had registered for the event, with 35 attending in total both virtually and in the room.</p> <p>SWLEP was looking to encourage the link between Careers Leads in schools and the cyber industry. There were great opportunities within the cyber industry, but it was very much a male dominated sector. BW suggested building an event around students from Years 8, 9 and 10 for a visit to the Business Cyber Centre to demonstrate the world of cyber with a guest speaker, for example from the UK Cyber Security Council, to show opportunities and career pathways. It was suggested that a joint conference with Gfirst LEP may be a good idea as cyber was an important sector for both. Care should be taken on language used on messages about cyber/STEM subjects to female students and part of JW's work was how to engage girls in traditionally male topics.</p> <p>Action: JW to share work with BW on how to pitch to female students.</p> <p>Build the relationship between the cyber cluster and the Careers Hub over the summer to the benefit of the students.</p> <p>Being clear on what issues we wanted to solve was fundamental to the Hub, for example,</p> <ul style="list-style-type: none"> • break down the barriers that girls were encountering; • try to address the issue of young people understanding digital / cyber careers; and 	<p>August 2022</p>



	<ul style="list-style-type: none"> was the delivery and receiving that experience making a difference on how the young person was thinking about their future. <p>Activity should be targeted to address these.</p> <p>The SWLEP conference “Doing business brilliantly” was scheduled for 6 October with a topic around cyber. The Careers Hub could be involved around the theme.</p> <p>ST commented that Y11 students this September were Year 7 students when the Careers Hub had started, that is, the Hub could think about measuring its impact over this time.</p>	
6.0	Careers Hub Strategic plan for 2022/2023	
	<p>ST spoke to the meeting. The Careers Hub was now in its fifth year, so what was the impact on young people of the targets the CEC had set?</p> <p>The Plan had been drafted to match the CEC’s co-ordinated actions to the effect on young people. An in-depth view of one section was discussed to highlight the process.</p> <p>SG commented that the integration of CEC’s practical KPIs and the contractual obligations had been difficult, but that it appeared this had been achieved within this document. This was a significant and highly valuable piece of work.</p> <p>Ascertaining the impact of the Hub from its customers, students, parents / carers, and schools, was crucial. Were schools which performed well against the Gatsby Benchmarks getting better destinations for their students? And vice versa? Looking at the progress from Year 7 to Year 11 students would be a firm marker. Moving from concept to survey and repeating year after year would give a clear indication of the level of progress.</p> <p>There was a new team at the Careers Hub this year and there would be a capacity issue whilst team members were embedded, so ST did not want to over-stretch them too far.</p> <p>The structure of the document was well-received.</p>	
7.0	AOB	
	<p>After the Careers Hub Conference at the Business Cyber Centre on 16 June, Lydiard Park Academy had approached PB to give a talk to the 6th Form and this had been scheduled for 13 July.</p> <p>PB advised the meeting that SWLEP staff would shortly be moving out of the Digital Mansion Corsham to the Business Cyber Centre in Chippenham.</p>	



	Next Meeting Thursday, 15 September – 9.30am to 11.30am	
	Future Meeting dates for 2022: Thursday, 8 December – 2pm to 4pm	
	Meeting closed at 12.50pm	

Paddy Bradley

15 September 2022