

AGENDA

Swindon and Wiltshire Careers Hub Steering Group Meeting

Tuesday, 7 June 2022
1pm – 3pm

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Daniel Busson (DBS), Lead Employer, Capita WFM	Tentative
	Vicky Dunncliffe (VD), Lead SEND Provider, Fairfield Farm College	✓
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	Apologies
	Louise Stanton (LS), Lead School, Malmesbury School	
	Shona Taylor (ST), Careers Hub Lead, 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), Skills Adviser, SWLEP	✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.	1pm	Welcome, introductions and apologies	Verbal	PB
2.	1.05pm	Review of minutes and actions from 10 February 2022. Actions: <ul style="list-style-type: none"> PB to draft letter to chairs of SASH and WASSH. LS to mention to her Headteacher about a joint letter Update: Letters written and countersigned by Headteacher at Malmesbury School. Sent on 25 February 2022 <ul style="list-style-type: none"> Compass: to produce a flow chart showing who received what type of information and when it was issued. Update: Action ongoing	Paper 2.1 Paper 2.2	PB / ST

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> Electively Home Education: SG, MT and ST to discuss potential CEC support ST to follow up with SC and KG to move the item forward. Home-educated item on agenda for next meeting. <p>Update: A Hub Incubation Project bid was submitted to the CEC about researching how best to support parents of electively home educated young people to ensure they have a good careers programme as part of their curriculum. Outcome of the bid is expected by 10 June 2022.</p>		
3.	1.20pm	Careers Hub progress to date and impact and targets for 2022/2023	Presentation Paper 3.0	ST
4.	1.40pm	Stakeholder discussion: <ul style="list-style-type: none"> key issues what is working well for stakeholders the Careers Hub's role in resolving these. <p>Link to padlet: Steering Group Priorities (padlet.com)</p>	Discussion	All
5.	2.30pm	Key strategic themes for 2022/2023	Discussion	All
6.	2.50pm	AOB	Verbal	All
7.	3pm	Close		
		<p>Next Meeting: Monday, 11 July – 11am to 1pm To be confirmed</p> <p>Future Meetings: Thursday, 15 September – 9.30am to 11.30am Thursday, 8 December – 2pm to 4pm</p> <p>All meetings to be held virtually unless otherwise specified.</p>		