

AGENDA

Swindon and Wiltshire Careers Hub Steering Group Meeting

Thursday, 15 September 2022
9.30am – 11.30am

Venue: via conference call

Steering Group	Laura Arlott (LA), Skills Adviser, SWLEP	✓
	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Daniel Busson (DBS), Lead Employer, Capita WFM	Apologies
	Vicky Dunncliffe (VD), Lead SEND Provider, Fairfield Farm College	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	
	Louise Stanton (LS), Lead School, Malmesbury School	Tentative
	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	✓
Guests:	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	Tentative
	Tam Blaikie, Project Lead for Hub Incubation Project (EHE)	✓
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	9.30am	Welcome, introductions and apologies	Verbal	PB
2.1	9.35am	Review of minutes and actions from 11 July 2022.	Paper 2.1	PB / ST
2.2		Actions: <ul style="list-style-type: none"> SEND Groups 1 & 2 SH would investigate and report back to the meeting on how this categorisation is viewed by SEND Voice Groups. <i>Update: SH is trying to secure feedback from Talentino but the model as widely accepted at the S&W</i>	Paper 2.2	



		<p>conference and is used by SEND schools as the accepted model.</p> <ul style="list-style-type: none"> • Hub team to share termly reports with Multi-Academy Trusts as well individual schools to overall performance and comparison with the area and nationally. Reports were to be sent to the headteacher, named governor for careers education and/or Clerk to the Governors FAO the Chair of Governors. <p><i>Update: reports were sent on 1 September to headteachers. We do not have enough information for copies to MATs and governing bodies. Work is underway and we will complete this by end September.</i></p> <ul style="list-style-type: none"> • ST to update the outcome of the meeting involving the Director of Education and Skills and the school potentially planning to leave the Careers Hub. <p><i>Update: Email was sent from Helean Hughes in July 2022. No response from school as yet. Follow up will take place in the early autumn term.</i></p> <ul style="list-style-type: none"> • SBC to share results of the mini survey of the views of SEND students at next meeting. <p><i>Update: summary paper of outcomes included in meeting papers and discussion will take place alongside the Apprenticeship and Technical Education paper on the agenda.</i></p> <ul style="list-style-type: none"> • HIP: CEC would be analysing the results over the summer and the data would be shared at the next meeting in September. <p><i>Update: CEC timeline is now late October and details will be shared in the December meeting.</i></p> <ul style="list-style-type: none"> • Cyber discussion: JW to share work with BW on how to pitch to female students. <p><i>Update: action complete</i></p>		
3.0 3.1 3.2 3.3	9.50am	<p>Hub Incubation Maths Project Update</p> <ul style="list-style-type: none"> • draft evaluation key points • videos (link available via: Careers in Maths Project - YouTube) • next steps for roll out 	Verbal	ST
4.0	10.10am	<p>Presentation on the role of Bath, Swindon & Wiltshire Academy from Dr Sarah Green and discussion</p>	Presentation	Dr Sarah Green
5.0	10.35am	<p>Overview of Electively Home Educated research for 2022/23</p> <ul style="list-style-type: none"> • Introduction of Tam Blaikie, Project Lead for Hub Incubation Project (EHE) 	Verbal	ST

Item	Timing	Topic	Paper	Lead
6.0	10.40am	Careers Hub		ST
6.1		<ul style="list-style-type: none"> Progress against targets 	Paper 6.1	
6.2		<ul style="list-style-type: none"> Staffing update 	Verbal	
7.0	11am	Apprenticeship and Technical Education report		
7.1		<ul style="list-style-type: none"> Summary report and presentation 	Paper 7.1	SH / ST
7.2		<ul style="list-style-type: none"> SBC survey summary report 	Paper 7.2	ST
7.3		<ul style="list-style-type: none"> Discussion 	Verbal	All
8.0	11.25am	AOB	Verbal	All
	11.30am	Close		
		<p>Next Meeting: Thursday, 8 December – 2pm to 4pm</p> <p>Meetings for 2023: Thursday, 9 February – 2pm to 4pm Wednesday, 10 May – timing to be advised Tuesday, 11 July – 9am to 11am Thursday, 14 September – 10.30am to 12.30am Thursday, 7 December – 10.30am to 12.30am</p> <p>All meetings to be held virtually unless otherwise specified.</p>		