



Steering Group	Laura Arlott (LA), SWLEP Skills Lead	✓
	Darren Barber (DBa), Lead SEND Provider, Fairfield Farm College	✓ - left at 12 noon
	Andrew Best (AB), Wiltshire Council	✓
	Sally Burnett (SB), Swindon Borough Council Skills Lead	✓
	Daniel Busson (DBu), Lead Employer Capita WFM	Apologies
	Matthew Butcher (MB), Lead College/Post 16, New College, Swindon	Apologies
	Suzy Wright (SR), Regional Lead CEC	Apologies
	Dr Sarah Green (SGr), NHS Bath, Swindon & Wiltshire Academy	✓ joined at 11am
	Steven Haines (SH), Senior Enterprise Co-ordinator	✓
	Louise Stanton (LS), Lead School, Malmesbury School	
	Debby Skellern (DS), SWLEP Chief Executive	✓
	Shona Taylor (ST), Careers Hub Manager	✓
Guests:	Tim Burghes (TB) - SWLEP Careers Hub Team Annette Holdsworth (AH) Alison Samways (AS) Leanne Weston (LW) Jaime Williamson (JW)	✓ Joined the meeting at 10.50am
Chair	Debby Skellern (DS)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	10.30am	
Finish time	12.30pm	

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	



	<p>The meeting started at 10.32am. DS welcomed attendees to the meeting and apologies were noted.</p> <p>Conflicts of Interests None were declared.</p>	
2.0	Review of minutes and actions from 14 September 2023	
	<p>The minutes from the meeting on 14 September 2023 were reviewed and approved.</p> <p>The updated Action Log from the meeting on 14 September 2023 was reviewed.</p> <ul style="list-style-type: none"> Funding situation to be checked with CEC (ST). Update: CEC is in discussion with DfE, and outcome expected by April 2024. <i>In the meeting, ST gave a further update received since the papers had been issued. The funding for the CEC for next year would be confirmed by February 2024, not April as previously. It was believed DfE was trying to establish the programmes ahead of potential elections. The ASK Programme was being informed about its funding at the moment, which was also earlier than usual.</i> <p>Other Matters Arising were completed or on the agenda.</p>	
3.0	Staffing/structure update for Careers Hub	
	<p>This meeting was the last for ST as Lead for the Swindon and Wiltshire Careers Hub as she was moving on to take up a role with UCAS, with her last day being 20 December. AB, SB and DS offered their thanks for the work she had undertaken. AB advised that Wiltshire Council was looking at an interim acting up arrangement in the lead role until the end of February, expressions of interest for which had to be submitted by noon on 7 December and interviews would take place on 13 December. When in place, the Council would then look at a longer-term interim role or permanent position moving forward. ST also advised that she was happy to be contacted with enquiries etc in the short term.</p> <p>Other staffing changes within Wiltshire Council's Skills Directorate were that AB was leaving his post at the end of January, and Helean Hughes was leaving her post mid-January. Kathryn Davis had been appointed to Helean's role as an interim. AB's interim replacement would be known by the end of December. Although there were a lot of changes, SB, SH and CEC's new regional lead, Suzy Wright, had been with the programme from the beginning, and the CEC onboard new hub leads all the time and there was a supportive and knowledgeable environment.</p>	



	<p>Wiltshire Council was in the process of changing its systems and moving over to Oracle which was a significant piece of work. There had been impacts on processing and the migration had taken longer than expected.</p> <p>ST advised of some additional information:</p> <ul style="list-style-type: none"> • Steve Haines had been a finalist in the Wiltshire WOW awards, and shortlisted as an inclusion champion. He and AH had attended the dinner at County Hall; and • Compass self-assessment submissions were being tracked daily, with 20 submissions received so far; six were stable, seven had gone down, and seven had gone up. 	
4.0	Project Review: Start Small; Dream Big – primary careers pilot	
	<p>AH presented to the meeting on the format and progress of the project. The presentation can be accessed via the link below. (Item 4.0 Slides 2-5)</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2023/07-dec/steering-group-presentation-on-projects-december-2023.pdf?sfvrsn=c2cd6d67_3</p> <p>Wave 1 of the project had been carried out in Cornwall. Swindon and Wiltshire was part of Wave 2, together with six other Careers Hubs which communicated regularly. Most of the participating schools were in Swindon, because the town was designated as an education investment area, with only two schools in Wiltshire.</p> <p>The project had started in September with 25 primary schools, and AH had met personally with 21 of them. Each had a nominated lead teacher undergoing 35 hours of CPD with Teachfirst. Some considered this CPD element high but were encouraged to continue with the programme. The remaining four schools had been harder to engage.</p> <p>The anticipated output was that each school would participate in at least one employer encounter to help students understand the world of work, raise aspirations and dispel stereotypes. The live encounters would be videoed and would be made available to every school across Swindon and Wiltshire.</p> <p>Other aspects included:</p> <ul style="list-style-type: none"> • developing project with Learn Live to ensure all schools have a least one encounter; and • working with Primary Futures on a business engagement webinar. <p>Engaging with businesses was crucial to the success of this project and there was always constraint on schools’ timetables. One solution would be to include a business element within school trips which were already timetabled.</p>	



	<p>For example, a trip to Stonehenge could be combined with a session on understanding how English Heritage operated as a business.</p> <p>AH was thanked on progress made. SB advised of a Raising Aspirations Conference for March organised by Swindon Borough Council which would be open to a wider audience than just headteachers. It would be good to have the primary work as part of that conference.</p> <p>Action: SB, AH and Steve Bogg, Swindon Borough Council’s Head of School Effectiveness, to hold a meeting offline to maintain momentum at high profile.</p>	
<p>5.0</p>	<p>Project Review: Teacher encounters</p>	
	<p>AH presented to the meeting on the progress of the project which provided careers education for teachers through encounters with employers. The presentation can be accessed via the link at Item 4.0, viewing slides 6-8.</p> <p>Last year, three webinars had been coordinated, with partners Teachfirst, on Maths, English and Science working with three departments within Wiltshire Council, Qinetiq and Ramsbury Estates. The schools were then invited into the business for a visit to their premises. However, allowing teachers to take that time out from lessons had been an issue for some, but teachers that had participated thoroughly enjoyed the experience and could see the benefit.</p> <p>This year there was a need to reach more teachers across a wider subject base such as geography, humanities, and the creative subjects. Four webinars were planned for Spring 2024 across the sectors of:</p> <ul style="list-style-type: none"> • construction; • health and social care; • manufacturing production and distribution; and • the creative sector. <p>The target last year was for 50 encounters, but 69 individual encounters in 12 face-to-face visits had been achieved. The target given by CEC again this year was for 50 individual encounters, but the Careers Hub would be reaching out to more businesses to develop the programme together and was hoping for a minimum of three face-to-face encounters. It was hoped that businesses would be invited into schools during teacher training days to run a series of workshops and encourage teachers offsite for employer visits.</p> <p>SG mentioned that large employers such as the NHS, did not just offer health and social care roles, but sectors such as digital and creative were also covered in this environment. A lot of positions would be out in the community and not just in hospitals. The large span of job roles should be recognised.</p>	



	<p>The Growth Hub newsletter was offered as a means for promoting these events and encouraging businesses to become involved.</p> <p>Action: Careers Hub Team members to liaise with SWLEP Comms as appropriate.</p>	
6.0	Project Review: Experiences of the workplace	
	<p><i>KPI: provide more high-quality experiences with employers for students and teachers with a focus on current 'cold spots' to include discussion and sign off a change to allocated funding.</i></p> <p>ST explained the background to this project. With the cancellation of the Your Placement platform project, there was now a surplus £28,500 in the budget.</p> <p>JW presented to the meeting and outlined the proposed project to provide encounters with employers for those students who miss out on an employer experience. The presentation can be accessed via the link at Item 4.0, viewing slides 9-11.</p> <p>Last year, Challenge Days had been established for those students who could not get off site with businesses being invited into schools. This worked particularly well with larger employers. Building on last year, the new element of this would be Insight Days, which would be similar to Challenge Days but happening in the workplace with a group of students. Most of the schools would have a cohort of students who were left behind because they did not have the contacts or assistance to find their own placements or were not able to get off school premises for a variety of reasons. The CEC would like the Careers Hub to test this model.</p> <p>The funding would be used to employ a company to work on this as the delivery partner, and would take place in the summer term and a report drafted.</p> <p>There would also be an element of upskilling those staff who supported SEND students to engage with employers and set up those successful placements. Fairfield School was heavily involved in developing this resources package for this with the team.</p> <p>The Your Placement platform had been stalled because of insufficient numbers from the business community to make it work. The question was raised whether there was another area which had the resources to move this project forward and potentially for the DfE to take on nationally. ST advised that at a recent meeting of South West Hubs some areas had received funding from CEC with movement around work experience. Susy</p>	



	<p>Wright, the new CEC area lead, was very aware of the platform and what it was capable of.</p> <p>The Careers Hub Steering Group: AGREED the re-aligned budget for Priority 2 and APPROVED the Insight Day Research/Evaluation proposal for commissioning.</p> <p>ST advised of an error in the report for this item. This had been corrected and would be re-issued.</p> <p>Action: DKH to re-issue.</p>	<p>Dec 2023</p>
7.0	Project Review: Transitions	
	<p><i>KPI: deliver activity to support young people in making effective transitions via "Positive Destinations".</i></p> <p>LW presented to the meeting. The presentation can be accessed via the link at Item 4.0, viewing slides 12-17.</p> <p>Current activity:</p> <ul style="list-style-type: none"> • What Works: Careers Live Broadcasts were being viewed increasingly year-on-year both at live events and on-demand. <p>Future events:</p> <ul style="list-style-type: none"> • Apprenticeship Showcase - 15 March 2024 • Amazing Applications - 4 July 2024 <p>'This time next year' - Mentoring and transitions project</p> <p>The project was aimed at linking students who were at danger of being NEET with mentors to encourage them to go into FE. The project was due to start in January to get students ready for their next steps.</p> <p>The Careers Hub was working with Fernbrook School and New College Swindon. Although New College was a partner in this project, the question was raised on how to search for other options as this environment would not suit all students.</p> <p>New College was also looking at part-time options for those students who were not ready for full time education, but it may also need to revise its admissions panel process to be more appropriate to these students and alter its visit programme as these were halted in March.</p>	
8.0	Project Review: apprenticeships	
	<p><i>KPI: deliver at least one initiative to improve the ability of young people to take up Apprenticeship and Technical education pathways under the CEC's ATE Framework.</i></p>	



	<p>AS presented to the meeting on the progress of the project for Apprenticeship and Technical Education (ATE). The presentation can be accessed via the link at Item 4.0, viewing slides 18-21.</p> <p>The number of events planned had increased from two last year to five for this year partnering with other organisations across the county to ensure that every young person would receive similar experience at all the events.</p> <ul style="list-style-type: none"> • Supply Train was the lead partner in Salisbury, together with the 6th form college, and students would move between the two sites on the day; • Wiltshire College & University Centre was lead partner in Trowbridge and Chippenham with New College Swindon University Centre in Swindon; • VIP invites were being prepared for the events; • adverts and comms would be issued to all students in the county to allow them to attend the location best for them; and • twilight sessions were also available to enable parents and careers to attend with their young people. 	
9.0	Dates of meetings for 2024	
	See below.	
10.0	AOB	
	<p>Items for the next meeting:</p> <ul style="list-style-type: none"> • Labour Market Intelligence; • data update from Compass would be available; and • feedback on the first three Apprenti-fest events. <p>This was AB's last Careers Hub Steering Group before he moved on and thanks and farewells were given to ST for 6.5 years in post leading one of the best performing Hubs in the country.</p>	
	<p>Next Meeting</p> <p>Meeting dates for 2024: Tuesday, 20 February – 2pm to 4pm</p> <p>Further meetings to be confirmed.</p>	
	Meeting closed at 12.13pm	



D. Stollen

20 February 2024