



Steering Group	Laura Arlott (LA), SWLEP Skills Lead	✓
	Darren Barber (DBa), Lead SEND Provider, Fairfield Farm College	Apologies
	Andrew Best (AB), Wiltshire Council	Apologies
	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	✓
	Suzy Wright (SR), Regional Lead CEC	Apologies
	Dr Sarah Green (SGr), NHS Bath, Swindon & Wiltshire Academy	
	Steven Haines (SH), Senior Enterprise Co-ordinator	✓
	Louise Stanton (LS), Lead School, Malmesbury School	Apologies
	Debby Skellern (DS), SWLEP Acting Chief Executive	✓
Shona Taylor (ST), Careers Hub Manager	✓	
Guests:	Tim Burghes (TB) - SWLEP Richard Hanks (RH) – representing Andrew Best, Wiltshire Council Martin Wright (MW) – Martin Wright Design	✓ ✓ - left at 12noon ✓
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	
	The meeting started at 10.32am. DS welcomed attendees to the meeting and apologies were noted. The meeting was the first one for DS as Chair since Paddy Bradley's retirement on 27 July 2023. Conflicts of Interests None were declared.	



2.0	Review of minutes and actions from 11 July 2023	
	<p>The minutes from the meeting on 11 July 2023 were reviewed and approved.</p> <p>The updated Action Log from the meeting on 11 July 2023 was reviewed.</p> <p>Matters Arising were completed.</p>	
3.0	Benchmark Performance Review	
	<p>ST presented to the meeting on Benchmark performance for the last year. The presentation can be found by following the link below. (Slides 1 – 7)</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2023/14-sept/steering-group-update-september-2023.pdf?sfvrsn=3b0f3a99_3</p> <p>Points made included:</p> <ul style="list-style-type: none"> • good performance overall with five out of the six Benchmarks exceeding the national average. Although Benchmark 8, personal guidance, was below the national average, its score had improved on the previous year; • most targets had been met or exceeded and really good progress had been made over that last five years; • one target not achieved was that every school should hit three Benchmarks. Three schools were RAG-rated at RED and nine at AMBER. These schools would receive extra support; and • there were lots of activity and events among the highlights, including apprenticeship fairs and teacher encounters. <p>The question was raised on whether face-to-face interaction with EAs had more impact than virtual. This would be monitored but it was highlighted that virtual engagement was now considered the norm by students, even for first stage interviews etc.</p>	
4.0	Strategic plan for 2023/2024 and Finance Report	
4.1	Strategic plan for 2023/2024	
	<p>ST presented to the group on the Strategic Plan and Slides 8 - 12 can be found by using the link given at item 3.0.</p> <p>New targets had been set by CEC for 2023/2024 and ST outlined the key priorities:</p> <ul style="list-style-type: none"> • improve careers provision in schools and colleges; • high-quality experiences with employers for students and teachers; 	



- amplify apprenticeships, technical and vocational routes;
- target interventions for economically disadvantaged young people; and
- connect careers provision in schools and colleges to the needs of local economies as per Local Skills Improvement Plans (LSIPs).

with a breakdown of the targets and the activity planned to achieve these priorities with the budgets assigned.

Activities included:

- colleges and training providers taking ownership of events, for example, Wiltshire College & University Centre together with Salisbury Chamber on 24 January in Salisbury;
- at Lackham campus for those particularly interested in AgriTech;
- the team was working on online work experience models for SEND students, and were producing a video for these students to access Apprenticeship & Technical Education (ATE);
- Apprenticeship Week taking place at Swindon's STEAM;
- employer encounter events would be co-designed with schools and with the particular employer for their skills needs;
- teacher encounters would be extended; and
- a mentoring project in association with EOTAS for Year 11s struggling to access post-16 education.

There was a brief conversation regarding triangulating benchmarks with outcomes and issue identification and whether there was sufficient funding to address the key issues. The handover of changing Careers Leads was flagged as well as the evidence base and process to measure effective mentoring outcomes. The lack of time available for Careers Leads to perform their role was highlighted including the wider issue of site and employer visits. The best performance tended to be where this activity was included within the School Plan.

Action 1: SB/RH to facilitate a discussion between both local authorities to ascertain what would have the most effect on P4 vulnerable groups and feedback to ST.

30 Nov 23

4.2 Finance Report

ST presented the finance paper to the group. There had been some payment and budget issues in the accounts, with overpayments and underpayments, which were now sorted. It had been complicated to unravel, and ST was thanked for her efforts.

There were some staffing reassignments in the Hub as the CEC had ceased to fund the Employer Engagement role. This staff member had now been



	<p>reassigned as the lead for the Primary Project, mainly in Swindon, and Teacher Encounters which was operating again this year.</p> <p>It was not yet known what the future funding arrangements for the Careers Hub would be, and it was anticipated that the team could shrink further next year. This was raised by ST as an ongoing risk and concern for 2024/25 onwards. The Careers Hub employer organisations would need to make provisions to manage any gap in funding.</p> <p>Action 2: ST to check funding situation with CEC.</p>	Sept 2023
5.0	Scene setting for 2023/2024	
	<p>ST outlined the funded projects:</p> <ul style="list-style-type: none"> • Teacher Encounters; and • Start Small; Dream Big, pilot programme in primary schools. <p>Slides 13 - 17 can be found by using the link given at item 3.0.</p> <p>Teacher Encounters had been well received last year (Wave 1) and would finish on 31 October, so it was being repeated this year Wave 2 with the aim of involving a further 50 teachers.</p> <p>The Careers Hub was in the process of recruiting the 50 primary schools necessary for The Start Small, Dream Big programme. A total of 25 memorandums of understanding has been agreed to date with a further five in progress.</p>	
6.0	Your Placement update	
	<p>ST gave a brief background to the Your Placement project, which had also been discussed at the meeting in July. Martin Wright from the project team joined the meeting for these discussions. The platform had been developed but only eight vacancies had been posted from 23 employers signed up to date.</p> <p>The Ridgeway School had agreed to administer the project and received £10,000 for staffing costs of an Administrator. Unfortunately, not enough employers had been onboarded to the platform, the Administrator had left the school, and the school's Career Lead was on maternity leave.</p> <p>The Chair advised that whilst SWLEP could implement generic promotion of the platform, it did not have the capacity to take on anything more in-depth in terms of large scale work placement identification. Given the circumstances, the developers had proposed shutting down the company in</p>	



	<p>the short term and take the platform offline. It was a difficult time for employers and the company and platform could be resurrected if the funding environment changed to support a business relationship manager to undertake an intensive programme of work.</p> <p>Decision: the decision was made to close the Your Placement project at present.</p>	immediate
7.0	Electively Home Educated project update	
	<p>ST presented to the meeting about the launch event for the Electively Home Educated website held in Devizes in August. More development work was planned, alongside an evaluation.</p> <p>https://homeeducationfutures.co.uk/</p> <p>Slides 18 - 19 can be found by using the link given at item 3.0.</p> <p>The Careers Hub would have editing rights to the website and a Newsletter would help to build a Community of Practice and would need to link to partners' sites. The CEC was interested in using the Swindon and Wiltshire Careers Hub's template to build out into other specific areas of the Electively Home Educated taking it into a national picture. A paper would be going to Parliament next month to which the Careers Hub had been asked to contribute about setting up a National Community of Practice.</p> <p>The question was raised on how this resource could be promoted by the local authorities and integrated into their statutory role, as this would be a good resource to use with families.</p> <p>Action 3: SB, RH and ST to meet to ascertain how to make optimum use of this resource within their respective organisations.</p>	30 Nov 2023
8.0	LMI: how to make it relevant to the Group's needs	
	<p>DS opened the item and attendees were asked:</p> <ul style="list-style-type: none"> • what type of Labour Market Intelligence (LMI) would be useful to add value; and • how often they wished to receive it. <p>In response, attendees would like information on:</p> <ul style="list-style-type: none"> • growth sectors and occupations, including green jobs; and • apprenticeships vacancies, with guidance. 	



	<p>Every six months was the requested frequency. This could also be issued in the form of a blog on the website and signposted to parents.</p> <p>Action LA: bring LMI report to the next meeting</p>	Feb 2023
9.0	AOB	
	<p>ST advised the group that in September 2023, the CEC had published its report regarding the Apprenticeships and Technical Education 'ATE'. Roundtable discussions had taken place in May for the Swindon and Wiltshire area and the findings had been fed into the overall report. The CEC was looking to undertake this process again next year.</p> <p>The report can be found by using the link below.</p> <p>https://www.careersandenterprise.co.uk/our-evidence/evidence-and-reports/conditions-for-transition-supporting-young-people-onto-apprenticeships-and-technical-pathways-a-regional-analysis/</p>	
	<p>Next Meeting Thursday, 7 December – 10.30am to 12.30pm</p> <p>Meeting dates for 2024: Tuesday, 20 February – 2pm to 4pm</p> <p>Further meetings to be confirmed.</p>	
	Meeting closed at 12.30pm	