

AGENDA

Swindon and Wiltshire Careers Hub - Steering Group Meeting

Thursday, 14 September 2023

10.30am – 12.30pm

Venue: via conference call

Steering Group	Laura Arlott (LA), Skills Adviser, SWLEP Skills Lead	✓
	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	✓
	Andrew Best (AB), Wiltshire Council	✓
	Sally Burnett (SB), Swindon Borough Council	
	Matthew Butcher (MB), Lead College/Post 16, New College, Swindon	✓
	Daniel Busson (DBS), Lead Employer, Capita WFM	Apologies
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	Tentative
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	
	Suzy Wright (SW), Regional Lead CEC	✓
	Debby Skellern (DS) – Acting CEO, SWLEP	✓
	Louise Stanton (LS), Lead School, Malmesbury School	
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
Guests:	Richard Hanks (RH) Martin Wright (MW) – Martin Wright Design SWLEP Comms	✓ ✓
Chair:	Debby Skellern (DS)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	10.30am	Welcome, introductions and apologies	Verbal	DS
2.1	10.40am	Review of minutes and actions from 11 July 2023.	Paper 2.1	DS
2.2		Actions Log: <ul style="list-style-type: none"> ST to contact Amy and Tim with a press release for the EHE platform and launch. <i>Action complete</i> ST to put Daniel Busson and Martin Wright in touch with Sarah Green and Suzy Wright. <i>Action complete</i> PB to introduce the University of Bath to DBu. <i>Action complete</i> DBu, MW, ST, PB and DS to hold a follow-up meeting. <i>Action complete</i> 	Paper 2.2	ST

Item	Timing	Topic	Paper	Lead
3.0	10.50am	Benchmark performance review 2022/2023	Paper 3.0	ST
4.1 4.2	11.05am	Strategic plan for 2023/2024 Finance report	Paper 4.1 Paper 4.2	ST
5.0	11.30am	Scene setting for 2023/2024 <ul style="list-style-type: none"> • Funded projects - Teacher Encounters and Start Small; Dream Big, primary careers • Projects linked to KPIs: Work experience Transitions Apprenticeships 	Presentation	ST
6.0	11.45am	Your Placement: Update	Presentation	MW/ST
7.0	12 noon	Electively Home Educated project: Update	Presentation	ST
8.0	12.10pm	LMI: how to make it relevant for the Group's needs	Discussion	DS
9.0	12.20pm	AOB	Verbal	All
	12.30pm	Close		
		<p>Next Meeting: Thursday, 7 December – 10.30am to 12.30am</p> <p>Meetings for 2024: Tuesday, 20 February – 2pm to 4pm Further meetings to be confirmed</p> <p>All meetings to be held virtually unless otherwise specified.</p>		