



Minutes for Board meeting held at Petroc on Tuesday 16th October 2018 - 4pm

Attendees

Mike Matthews (Chair) - Lineal
Janet Phillips – Anew/NDMA
Phil Byers – Project (SW) Ltd
Bill Blythe – Vice Principal Petroc
Dominie Dunbrook - NDC
Michael Titchford - NDC
Chris Fuller - TDC
Nicola Williams (ESB Co-ordinator)
David Avery

Apologies

Tony George – DWP
Sean Kearney – TDC
Trudi Spratt – Anew/Barnstaple Chamber of Commerce
Phil Scotcher - TDK Lambda

Mike thanked Bill and Petroc to enable this meeting to take place and to get this ESB meeting again. Bill confirmed that Petroc will continue to look for funding opportunities to support the post of ND ESB Co-ordinator.

1) Introduction of Nicola Williams (ESB Co-ordinator)

Nicola gave an introduction to herself and past job roles to the board. Nicola informed the board that she works Monday to Friday, 30 hours a week, term time only and is based at Petroc. She can be contacted on 01271 852428. Email - nicola.williams@petroc.ac.uk

2) The Board

In the past there has been up to 30 people facilitating on the board.

Mike confirmed that everyone had been sent a copy of the Strategy Business Plan which covers the key priorities and the purpose of the board. The board are looking to fulfil Strategic priority Four (blue section). The ambitions this year are to 'join up' employers and education. There are groups such as STEM, the SEED Project at Petroc and other similar groups who are also trying to convey the same message of raising skills and employment opportunities in Northern Devon, which we can work alongside. The ESB will not deliver but can bring together as many people and organisations together so that all are aware of events. i.e., Petroc Open Days and Apprenticeship events, Local Authorities, NDMA, DWP events. Local employers and education providers will have the opportunity to know what is being

organised in our area, via a diary of events. Also employer organisations, such as the NDMA, FSB, Chamber of Commerce, will be updated with events in regards employment and skills opportunities.

The aim is to provide a plan for the next 5 to 10 years so that we can deliver the rest of the ESB Key Priorities.

Janet went through a list of past members of the board and it was agreed that the following would be invited to return.

Rachel Allen - Group Financial Controller and Head of HR, Beran Instruments
John Ems – Bideford Chamber of Commerce
Anne Sutton – HR Manager, TDK Lambda
Paul Knox – Director, Pearce Construction
Andrew Mosedale – Head of HR and Principle of Brends Training Academy, Brend Group
Gail Richards – Workforce Development Facilitator, Northern Devon Healthcare Trust
Michelle Rose – HR Manager, North Devon Homes
Trudi Spratt – Anew Recruitment and Barnstaple Chamber of Commerce.
Peter Wilcox – Community Life Champion, Asda
Sharon Robbie – Managing Director, Devon & Cornwall Training Provider Network
Graham Stevens, North Devon Plus

After discussions, it was agreed that Nicky would also approach the following.

Craig Bully, Centre Manager, Green Lanes Shopping Centre
Sahara Stockwell, DWP Bideford Job Centre
Simon Spiers, Virador
Lisa Whitrow, N D Journal

A new contact needs to be sourced for Actavis, Eaton Aerospace and the National Apprenticeship Service. Bill stated that there may no longer be a local representative for NAS. Bill will attend the next NORDAB meeting to get them to nominate a representative to attend the ESB meetings.

It was confirmed that the named above will be invited to the next board meeting.

Dominie proposed that we have a small, core Board that would meet to support the co-ordinator and the delivery. In addition, there would also be a wider ESB Advisory Group.

This was agreed.

The main Board would consist of:

Mike Matthews (Chair) - Lineal
Janet Phillips - NDMA
Phil Byers – Project (SW) Ltd
Bill Blythe – Vice Principal, Petroc
Dominie Dunbrook - NDC
Chris Fuller – TDC
Tony George - DWP
Trudi Spratt – Anew/Barnstaple Chamber of Commerce
Nicola Williams - ESB Co-ordinator

There will be representatives from both Local Authorities. Phil and Trudi will be the representatives from the Barnstaple Chamber of Commerce.

Discussions were made on a rep from Bideford Chamber of Commerce.

The ESB Advisory group would consist of up to 30 members, starting off with the named, as above, and will meet termly, 3 meetings per academic year.

Janet noted the ESB Terms of Reference is now out of date.

Nicola will look at updating this document

Dominie will send over a copy of a Terms of Reference that she has been working on for the Innovation Board to use as template.

Phil asked if the ESB work can be feed into the LEP People Group. Mike added that in the past the ESB automatically had a seat at the LEP. Bill confirmed that LEP supported groups are being reviewed. Bill confirmed that he represents Northern Devon on the People Group and that in the future this group could change to a Skills Advisory Panel Board. Bill will make sure that the LEP are fully aware of the ND ESB and share the Terms of Reference and membership with them. After discussions, it was confirmed that Bill would take ESB information to the Peoples Group and return with information which will be added as an agenda item on future board meetings.

Phil also added that he will pass Nicky's contact details to the South West Business Council's Skills Group.

3) The Year Ahead – Calendar of events

Nicola will start to collate the Calendar of Events and will distribute. Then ESB is also willing to help co-ordinate other calendars to help maximise events and reduce duplication.

4) David Avery – Robotics

David discussed with the Board his ideas behind a Stem Coding and Robotics competition which local schools will be invited to enter. It is planned to be held at Petroc, during February/March 2019. This Robotics competition will be communicated to education providers and businesses going forward and advertised through the ESB calendar.

5) Future Meetings

It was discussed and confirmed that the frequency of the Board meetings will be half-termly, 6 meetings per academic year. (September, November, January, Feb/March, late April and mid-June). These meetings would last no more than an hour and held at various meeting locations.

The frequency of the ESB Advisory Group will be termly, 3 meetings per academic year.

The meetings will be held in the afternoons, 2-4pm at various meeting locations.

6) Any other Business

Dominie suggested if the ESB's Strategic Priorities key objectives, in the blue column, could be broken down further in yearly action plans and so it is easier to measure. Dominie is keen to make the Advisory panel work and asked about how we can make those meetings useful to

those that attend and to draw information from others but also to give them something back too.

Phil asked about how we can involve, inform and educate parents along with just the education providers. This is something we need to be aware of and is an item to bring up at further meetings. Perhaps we can send our activity details/calendar to various PTA's.

Bill suggested we could use a more general marketing campaign or use social media mediums like Facebook or Twitter.

Phil suggested whether we should release a statement announcing the reformation of the ESB. This would be best completed when we have agreed on the members of the Advisory Group. Bill suggested that it would be good if the announcement came from the Local Authorities. Nicky is to liaise with Dominie and Chris and a copy of it to be distributed to the board before it is released.

Nicky confirmed that after a recent meeting with Lisa Whitrow from NDJ has offered the board any marketing help that is required.

Bill asked about getting Nicky engaged with Careers South West. They have engagement with employers and schools with their Careers Hubs and Digital Skills Pilot etc. Janet confirmed that she will be able to introduce Nicky to these various areas. Nicky will liaise with Janet in regards to these introductions.

Bill discussed a new project that Petroc has been successful on through the Education and Training Foundation in a bid called Taking Teaching Further. The ESB has been named in this bid ensuring that teaching in the area is relevant to the skills needs of a business and linking in teaching in with industry professionals to create a two way relational. So that teachers can support industry and industry can support teachers. Bill proposed that Petroc will use employer linking bodies, like the ESB, to create a link between professional teaching staff in schools and colleges with real industry in the local area and that programmes are developed to develop real skills that are needed.

This will also cover the subject of recruitment and it was discussed that we may source information from Job Centre Plus to gain the information of what are the skills shortages coming from employers. This may be something we can also source from the ESB Advisory Group.

Bill wanted to clarify that Nicky was able to carry out duties for the above, as well as her role as ESB Co-ordinator and to provide funding for her roles.

7) Date of next meeting

Proposed date Tuesday 11th December 3pm at Petroc