



**Minutes for Northern Devon Employment and Skills Board Advisory Group meeting  
held at Petroc on Tuesday 22<sup>nd</sup> January 2019 - 3pm**

**Attendees**

Andy Parsons (AP) – Aspire Leader, Braunton Academy  
Alex Boardman (AB) – Teacher and Lead of IAG, Atlantic Academy  
Sandra Peters (SP) – Personalised Learning Manager, Great Torrington School  
Lauren Deacon (LD) – Head of HR, TCI Bideford  
Anne Sutton (AS) – Training and Development Officer, TDK Lambda  
Andrew Mosedale (AM) – Group HR Manager, Brends Academy  
Simon Spiers (SS) - Territory Manager, Virador  
Lisa Whitrow (LW) – Field Sales Director, Reach PLC  
Hilary Prouse (HP) – HR Manager, Pearce Construction  
Pete Wilcox (PW) – Community Champion, Asda Bideford  
Andy Branston (ABr) –Senior Youth Support Worker, DYS Space Ltd, Bideford  
Graham Woolcook (GW) - Programme Delivery (Business) Officer, North Devon Plus  
Ben Mitchell (BM) - Enterprise Co-ordinator, The Careers & Enterprise Company  
Sahara Stockwell (SSt) - Support for Schools and Employer Advisor, DWP Bideford  
Chris Fuller (CF) - Economic Development Officer, TDC  
Dominie Dunbrook (DD) – Senior Economic Development Officer, NDC  
Bill Blythe (BB) – Vice Principal, Petroc  
Mike Matthews (MM) – Lineal Software Solutions (Chair of ESB)  
Nicola Williams (NW) - ESB Co-ordinator

**Apologies**

Janet Phillips – North Devon Manufacturing Association  
Craig Bulley – Green Lanes Centre Manager  
Heather Cox – Careers Admin, Bideford College  
Serena Thomas – Careers, Work experience and Alumni Co-ordinator, Park School  
Michelle Rose – HR Manager, North Devon Homes

**1) Welcome**

MM welcomed all attendees to the new Northern Devon Employment and Skills Board Advisory Group and thanked Petroc for hosting.

## **2) Introductions**

MM introduced himself as Chairman of the ND Employment and Skills Board. The Advisory Group meetings will be held 3 times a year, term time only.

Nicola introduced herself as the ND ESB Co-ordinator. She has been in post since September 2018. Nicola works 30 hours per week, term time only.

## **3) Introduction from Attendees**

Introductions from the attendees with name and company worked for. (Details listed above).

## **4) Why are we here?**

MM discussed that the purpose of the Employment and Skills Board which is to raise the skills and opportunities within Northern Devon. Our ambition is to raise talent levels, keep talent in Northern Devon and create opportunities.

The Business Strategy was discussed to understand what the Board's priorities are. The coloured Priority section, list areas to be covered in priority areas, we are currently focusing on the blue Strategic Priority 4.

One of the main criteria is to produce a diary of events. If you are hosting an event then we can collate this to make sure there are no duplicates or clash of events in the area. Also this will help to promote the events and hopefully produce more opportunities and help with the attendance. All information in regards to events need to be passed to NW so that she has time to collate. Also MM and NW are more than happy to attend any of your events, to bring information back to the board and spread the word.

The ESB will not be able to host events, as they had done in the past, as we do not have the resources to do so, but we may be able collaborate with others and promote.

Open discussions were held around the table.

### **Apprenticeships**

The opportunities and issues for apprenticeship recruitment, especially from the age of 16 and how we get information into schools were discussed. It was confirmed that work experience is a key opportunity for a young person to work with and to build up a relationship with an employer, with an end result of an apprenticeship. Perhaps some work experience opportunities should start before the normal YTR 10 activity.

It also came to light that parents are unaware of what Apprentice opportunities and vacancies are available. This can be an area we can focus on in making sure this information is freely available to all.

Certain industry areas (Waste Management and Construction, Manual Trades) are having issues in recruiting apprentices.

BB confirmed that Petroc would be happy to come out to any school to talk about Apprenticeship opportunities in the area.

During the meeting it was clear through discussions, that there is a shortage of information messaging between businesses and schools. It proves that the ESB can help to bring all these opportunities together and help to fulfil them.

An area to be discussed at the next meeting is work experience linked I with the newly introduced T Levels.

### Employability

Discussions were made on making young people 'work ready' and what does it mean. More work experience during school year is key to teach them those key skills plus the YP offering to volunteer to gain experience.

What do employers need from the YP to make them work ready? Can the employer give them a good work experience, giving them the tools and information they require? It's about educating the employers and informing students what they need to do to be presentable for work. Parents (and extended family) also need to be educated and involved in this. As an Employment and Skills Board we can try to address these issues in our area.

AM did confirm, that as an employer, they are involved in offering PEEP (Pupil Employer Engagement Programme) days. Where students attend a day at one of the Brend hotels giving them an insight into the workplace and hopefully, from that, the YP would take up their work experience place there. Brend Hotels offer 140 work placements, over the whole group, for work experience. As an employer, you need to be proactive in schools in offering that information to students and parents.

A suggestion was made that an event could be held for local small businesses (via the FSB) so they can meet schools representatives to make connections and arrange school/industry links and to get some feedback. AM is very happy to talk to any business about how apprenticeships work and its benefits.

SSt aim is to make the connection between local schools and businesses and confirmed that the majority of businesses (large and small) are keen to make connections with schools and to offer support and advice and Sahara is working on building a database of employers who can offer their services. Her service is free for schools to use.

### Employer Fayre

Petroc will be hosting an employer fayre in May (date to be confirmed). Would be beneficial for all feeder schools to be able to attend this event. ESB will be involved in the organisation of this event.

### Schools

One of the main aims is to reach their Gatsby benchmark. Schools are keen to make as many links and relationships with local employers as possible. Ideas of setting up a Mentoring Scheme between students and local business, to build aspirations and awareness.

BB has been promoting the ESB at recent meetings of NORDAB (Northern Devon Academic Board) as an organisation to be involved in. BB did confirm that there is an

opening for representatives from schools, at a Head Teacher level at the ESB meetings and that a representative from Nordab must be invited to the next Advisory Board meeting.

Teacher Insight Programme. AS noted that in the past TDK Lambda have taken part in this and is keen to re look at this again. The programme supports the schools and gives the business promotion. It involves teachers coming in to visit the business on a work experience or business familiarisation visit. It is not just a chance for the teachers to understand the opportunities out there for the YP but also for the teachers to look at how industry is working and can make sure that the curriculum being delivered and taught is relevant. This is a funded project.

TDK would also like to develop over the next 12 months a range of 1 hour sessions, delivered by their employees that can go out to schools to deliver a project or fun activity for YP to take part in. They are currently trialling this at Ilfracombe Academy but would like to roll it out further.

This is something that can be explored further by the ESB.

#### The Careers and Enterprise Company.

BM discussed how their aims are also to link local schools with local employers in a number of ways to help schools achieve their Gatsby benchmarks and to improve the school employer engagement. They encourage employers to offer activities face to face with students and to offer work experience opportunities. Also they wish to engage businesses with senior leadership teams in schools to help develop their careers and employer engagement plans.

#### GDPR

It was decided that it would be good practice that all the attendees of the Advisory Board to be able to share their contact details with each other. To do this is you could email NW with their consent of this information sharing then we will cover ourselves with the new GDPR laws.

#### Meeting venues

Space, Atlantic Academy, Brends and Petroc have offered meeting space available for subsequent meetings. Let NW know if you are also able to offer any meeting venue space.

### **5) Events**

Anyone who has any planned events contact NW with the details for the ESB to be able to promote all you events via a monthly newsletter.

LW noted that they are happy to help promote events via the NDJ. NW will liaise with LW going forward.

### **6) ND ESB Website and Newsletter**

NW is looking into the re launch of the ESB website. NW will be producing a monthly ESB newsletter which will include the diary of events.

7) **AOB and Date of next meeting.**

AB from Space confirmed that they do have some TV screens which has a rolling screen that can promote and advertise events. Get in touch with AB direct if they feel this would be of use.

Two subjects that we did not have time to discuss at this meeting were the introduction of T Levels and also Hidden Talents. These items will be added to the agenda for the next meeting.

The date of the next ND ESB Advisory Group Meeting will be Thursday 23<sup>rd</sup> May 2019 at 3pm held at the Saunton Sands Hotel.