



Minutes for Main Board meeting held at Petroc on
Wednesday 2nd October 2019 – 1pm

Attendees

Mike Matthews - Chair (MM)
Janet Phillips – NDMA (JP)
Trudi Spratt – Barnstaple Chamber of Commerce (TS)
Bill Blythe – Vice Principal, Petroc (BB)
Chris Fuller – TDC (CF)
Dominie Dunbrook – NDC (DD)
Tony George – DWP (TG)
Nicola Williams - ESB Co-ordinator (NW)

1) Welcome and Apologies

MM welcomed all to the meeting.

2) Matters arising from previous minutes

- NW to contact Sam Barham (Lampard Vachell) to attend future Board Meetings to represent NORDAB.
- NW to keep chasing careers leads with schools career activity for ESB diary.
- Skills Advisory Panel (SAPs) meeting. This took place in July and MM and BB attended and will be representing the NDESB at future meetings. There was a mixture of LEP, DCC HE and FE representation as well as Exeter ESB, Exeter University, FSB, Somerset ESB, ESFA, DCC, Devon Communities Together, DWP and Exeter ESB. The next meeting to be held in 11th November at County Hall, Exeter.
- Visibility and Identity – NW to work on compiling an employer database. This area was discussed at the last North Devon Careers Network meeting and that a database could help schools with their work experience programme administration.
- Reverse Jobs Fair. TG updated the board on the successful Employer Breakfast event in September, with good feedback from attendees. We are now working on the Recruitment Event on the 6th November 2019 which will be held at the Park Hotel. Any information in regards to this event need to go via Tony George.

- BB informed the meeting of an email he received from Hinkley Point C (HPC), wanting to be informed of any recruitment events happening in the next 12 months in the region.
- NW has provided a sheet of emergency contact details and circulated around the board to complete.

3) Matters arising from ESB co-ordinator update

Advisory Group meetings

It was discussed that there needs to be specific themed Advisory Group meetings to engage all attendees and to cover the mix of employers and careers leads with more interaction and communication possibilities. There should no more than two presentations and to allow time for networking. Possible topics to cover over the three meetings; i.e. Work Experience, Careers and Industry/Apprenticeship Pathways, T Levels updates.

TS & BB discussed the Young Chamber/Next Gen of Barnstaple Chamber and being a route of being future leaders. This is crucial for giving school and younger generation the information on being entrepreneurs.

School interaction

CF informed us that primary schools are now under pressure to be providing appropriate careers input. We should be thinking about helping our local primary schools by introducing them into the concept of work and creating opportunities.

JP confirmed that that is what the NDMA currently do with the spaghetti challenge workshops which cover STEM curriculum and getting them to think about careers in manufacturing, technology, engineering and maths. The NDMA are still to confirm what the secondary school competitions will be for 2020.

ND Robotics Schools Competitions (David Avery). JP confirmed that this is now in its implementation stage and a pilot scheme will be ran within a couple of local primary schools. This will cover areas area of coding and raspberry pi and links into mechanical engineering. Petroc students are also involved in the activities to schools.

BB passed onto NW details of Petroc's STEM activities.

<p>Action – NW to add this STEM information on to the ESB website.</p>

Big Bang 2020

This is being organised by Careers South West and will be held at Pilton Community College on the 17th April 2020. This is a free event for businesses to exhibit.

<p>Action - ESB to promote this on the website and send if out to schools if required.</p>

4) ND ESB Advisory Group Meeting – 12th September

Discussed under co-ordinator update.

5) Skills Advisory Panel Meeting - July 29th

Discussed under matters arising.

6) Centre of Technology Innovation & Excellence (COTIE) Launch

COTIE will have an official opening on 15th January 2020 and open to the public by the end of January 2020. The next Advisory Group meeting on the 15th January, will be held in the new COTIE building, in the conference suite.

The Barnstaple Chamber, ESB Advisory Group and Innovation Board meetings all have their meetings on the 15th January to be able to use the conference suite and opportunity of a tour of the facility. Invites for the COTIE launch will be coming out shortly.

7) South West Institute of Technology (SW IoT)

BB updated the board that Petroc has now formally been approved by the DFE to be an IoT. The first Board meeting to be held on Thursday 10th October. The local employer representative will be Paul Swan from TDK Lambda. Paul Swan and BB are also board directors. The IoT focus is around Level 4 and 5 skills. The IoT will be built next to the COTIE building and the building works are scheduled to finish approximately November 2020 with official opening in Feb 2021.

8) ESB Website

The ESB website is completed and NW will constantly keep this updated.

9) Any Other Business

- Sustainability Event – Talking Rubbish with Viridor.
TS updated on this event which is being held at Great Torrington School on Thursday 17th October 2019. 30 stands have been booked and approximately 400 students attending the morning sessions. There are six speakers in the afternoon for businesses to attend, where there they will be specialised talks on recycling and sustainability.
- TG confirmed that he will be contacting the board members in regards to an Employability Hub that DWP are working with DCC. The project will be a website that has information in regards to working with a disability and information for employers.
- MM asked the board about where the ESB is going in the future and delivering positive outcomes and aspirations to increase the skills and productivity of the region. A discussion on this point was made and the following brought forward:

MM - Wishes the ESB to complete more as a board, in the future, and have aspirations to do more and to be more active in other areas that we are currently not in. How do we deliver our own goals for Northern Devon?

When North Devon + ran the ESB in the past, they were able to run events and school collaboration events. Is this is something that we can do again?

JP – We need to make our already achieved outputs available and we need to measure our activity and to be seen as to be adding value to Northern Devon.

CF - There are areas of responsibility for different events in the area and there should not be any overlapping. A mapping piece needs to be completed in regards to who does what in our region and then we will then have clearer clarity

JP - The ESB may need to find their niche, i.e. Big Bang and Stem Learning is covered by Careers South West. Where can ESB add value? It could be co-ordinating mentors into schools as there isn't anyone who does that at the moment, although, TG did state that JCP already completes mentoring into schools via Mentoring Circles.

MM – A delivery document needs to be completed. The ESB may need to come up with an implementation plan. TS confirmed that this is about all local organisations working together and collating what they all do and maybe looking at working collaboratively. Is it the local authorities, ESB and/or the NDMA roles to make this happen?

TG – We need to make sure that any movement forward is to include a route for unemployed people as well as targeting schools and colleges.

CF confirmed that Torridge council has a lot of information collated in the Torridge Profile for 2019.

<https://www.torridge.gov.uk/CHttpHandler.ashx?id=19543&p=0>

10) Main ESB Board Meeting

Thursday 6th February 2020

Thursday 11th June 2020

Meetings are 3pm-5pm and held at Petroc, Barnstaple

ESB Advisory Group Meeting

Wednesday 15th January 2020 3pm – Petroc (COTIE Launch)

Wednesday 13th May 2020 3pm – Venue to be confirmed.