



Minutes for Main Board meeting held at Petroc on
Wednesday 24th April 2019 – 10.30am

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)
Joy Fennell – DWP (JF)
Lee Tozer – DWP (LT)
Nicola Williams - ESB Co-ordinator (NW)

Apologies

Tony George – DWP
Matt Hurley – DWP

1) Matters arising from previous minutes

No matters arising from previous minutes.

2) Matters arising from ESB co-ordinator update

Discussions were made in regards to who has been invited and who else to invite to attend the next Advisory Group Meeting on the 23rd May. Updated sheet attached to the minutes.

Schools

ACTION:

CF to introduce **NW** to David Barker new chair of NDMB.

TS had noted that Chris Mullen has expressed an interest to join the Advisory Group. **NW** to follow up.

JP – to contact with Lindy Stacey and send Lindy NW details.

NW to look at ways to gain information from schools and businesses to build an information database.

NW to invite Phil Adams from the LEP, to the next main board meeting.

Discussions were had in regards to what do schools require from employer engagement, work experience and delivering careers information.

We need to show a united front to the schools with offering them help.

ACTION: NW to make contact with Lampard Vachell School and Pathfields to attend the Advisory Group.

NW to contact Ben Mitchell Careers and Enterprise – what schools have signed up and receiving help from them.

3) ND ESB Advisory Group

3a – List of Industry Sectors – discussed in Matters Arising.

3b – Nordab representation.

BB confirmed that Nordab has requested a meeting with ESB to discuss representation on the Board.

ACTION: NW and **MM** to attend a Nordab meeting to discuss the ESB.

BB to invite Jack Jackson (NORDAB Chair) to the next main Board meeting.

3c – Meeting date and venues

Advisory Group meetings will be held three times a year, January, May and September.

September 2019 meeting will be held at Atlantic Academy (12th September) to be confirmed. January 2020 will be held at Petroc (meeting date to be confirmed).

Main Board meetings will also now be three times a year.

ACTION: NW to send out a doodle poll to arrange dates for the next year's board meeting dates.

4) Visibility and Identity of the ESB

4a - Terms of Reference.

NW, CF and DD met to go through current documents to create a new working Terms of Reference document. Discussions were made on alterations to this document.

ACTION: JP to send **NW** some new wording and actions to this document. NW will then recirculate to the board.

4b - Website.

There has been no luck with engaging any Petroc students to help us to reinstate the webpage.

ACTION: NW to meet with **BB** to discuss this.

5) **Meeting with Plymouth ESB**

MM, JP and TS met with Steve Cardew (ESB) and Ed Coley (LA).

Both ESB's are closely aligned with our objectives as signposting groups.

They are active with STEM Group activities with funding through Plymouth City Council.

They are also looking to organise on an Employer Led EXPO in September at Egguckland College.

For the meeting, they had produced information on their Local Labour market information. Dan Brown (Petroc Marketing department) could organise this info us – if not CF or DD.

ACTION: NW to speak to either Dan Brown to produce this information for the next meeting.

A discussion was had about ourselves and Plymouth ESB are the only ones in the area that are still active. Exeter ESB (Mark Sheppard) still in operation but not active. It was agreed get Phil Adams (LEP) to come to our next main board meeting. There is work going on Skills Advisory Panels for the LEP and the reformation of the LEP Peoples Group, plan to seek representation for the Heart of the South West Employment and Skills Boards.

6) **Untapped Talent**

A meeting to be arranged with MM, NW, TG and JF to discuss this event and an event that JCP would like to organise too, as a collaboration.

7) **Any Other Business**

JCP looking for local employers to help deliver a mentoring circle. Employer/s will support a group of young people with employability skills and interview techniques. This will be approximately three sessions. Plymouth City College doing something similar. NW can put this information in the newsletter and also this can be discussed on the Advisory Group meeting in May.

8) **Dates of future meetings**

Main ESB Board Meeting

Wednesday 12th June 2019, 2 -4pm at Petroc.

Nicky to arrange a doodle poll to arrange future meeting dates

ESB Advisory Group Meeting

Thursday 23rd May 2019 3pm – Saunton Sands Hotel

Thursday 12th September 3pm – Atlantic Academy, Bideford

Industry Sector to be represented at the ESB Advisory Group Meetings

Digital/Marketing	Agri-Tech	Tourism/Hospitality
Bray Leino – Patrick Furse	NFU – Andrew Butler	Brends Hotel – Andrew Mosedale
Applegate – Jo Nancekivell		Nick White – NDMB
North Devon Journal – Lisa Whitrow		
Digital North Devon – Paula Byers		

Engineering	Manufacturing	Healthcare
Simon Beer – Activis	NopinZ – Lindy Stacey	Northern Devon Healthcare Trust – Gail Richards
Paul Swan – ATLAS?		
TDK Lambda – Anne Sutton		

Waste Management	Construction	Retail
Viridor – Simon Spiers	TCI – Lauren Deacon	Asda Bideford – Pete Wilcox/Walter Moore
	Pearce Construction – Hilary Prouse	Green Lanes Shopping Centre - Craig Bulley

Pharmaceutical	Environmental
Perrigo – Emma Jayne Watkins	ND Biosphere – Andy Bell

Notes:

It's a no from the following:

Dymond Engineering

Jane Marsh Jones – PALL (may reconsider at the end of the year)

Katherine Williams – Exmoor Hill Farmers but has suggested Andrew Butler County Advisor NFU.

Other Attendees

Jane Maynard - Bideford Chamber of Commerce.

Schools	
Park Community School	Serena Thomas
Pilton Community College	Dawn Wilson North
Braunton Academy	Andy Parsons
GTS	Sandra Peters
Bideford College	Heather Cox
Atlantic Academy	Alex Boardman
Ilfracombe Academy	Steve Cronin

Also looking to invite South Molton, Chulmleigh, Budehaven and Holsworthy. Pathfields and Lampard Vachell.