



Minutes from NDESB Main Board meeting
held at Petroc on Thursday 6th February 2020.

Present

Mike Matthews (MM) - Chair
Trudi Spratt (TS) – Vice chair Barnstaple Chamber of Commerce and Anew South West Recruitment
Dominie Dunbrook (DD) – Economic Development Officer at NDC
Chris Fuller (CF) - Economic Development Officer at TDC
Tony George (TG) – JCP Barnstaple
Alex Coull (AC) - DWP Partnership Manager JCP Barnstaple
Nicola Williams (NW) – ND ESB Co-ordinator

1) Apologies

Phill Adams (DCC)
Bill Blythe (Petroc)
Janet Phillips (NDMA and Anew South West Recruitment)

2) Matters arising from previous minutes

2a: Nordab representation at the main board meetings.

NW met with Sam Barham from Lampard Community School whose name had been put forward as a representative from NORDAB. Unfortunately, Sam felt that she would not be best to represent NORDAB as she specialises in SEND schools and would not wholly represent all schools. It has been left that Sam would contact the NORDAB chair, which is now Gareth Roscoe from the The Park Community School, to arrange who would be best to attend the ESB board meetings. Since the meeting, NW has made contact with Gareth Roscoe who has invited representatives from ESB to attend the next NORDAB meeting at GTS on the 26th March.

ACTIONS:

NW to meet with Gareth Roscoe.

MM to attend the NORDAB meeting on the 26th March.

2b: DWP representation

The board welcomed Alex Coull to the meeting. Alex is the DWP Partnership Manager for Barnstaple JCP and will now be attending the board meetings instead of Lee Tozer.

AC noted that he is also involved with One Northern Devon, as is CF. One Northern Devon is a partnership of organisations working together to improve wellbeing for the people and communities of North Devon and Torridge. One Northern Devon will feed into the new North Devon Futures meetings, whose first meeting is Friday 14th February. MM has been invited and will be attending the North Devon Futures meeting.

3) Matters arising from ESB Co-ordinators update

3a Cotie at Petroc

The new Cotie building (Centre of Technology & Innovation Excellence) is now officially open after the VIP Launch in January and the Employer Launch event in February. Debbie Gower is the new Cotie Centre Co-ordinator and all information on booking the facilities can be found at www.cotie.co.uk

ACTION:

NW to make sure all information and links to Cotie is on the ESB website.

3b HotSW Careers & Enterprise Company North Devon Careers Network Meeting

MM and NW attended this meeting in February which enables us to network with all careers leads/officers from local schools. The format of these meetings include guest speakers and networking. The recent meeting's guest speakers were; Renu Jaswel (Education Development Trust) – The Quality in Careers Standard; Toni Oatway (Careers South West Group) – who gave information regarding the Big Bang event at Pilton Community College on Friday 17th April 2020 and The Big Bang Fair South West at Westpoint, Exeter on the 17th & 18th June 2020; and Steve Cronin (Careers Lead at Ilfracombe Academy) who gave an insight into their careers programme at Ilfracombe Academy. MM and NW will continue to attend these meeting to be able to network and obtain information from the schools to be able to update our News & Events and Calendar on the ESB website.

3c Mentoring Services

There are many requests from different organisations for mentors and mentees.

MM noted that he has received a few requests recently from Atlantic Academy and Ben Mitchell (Careers & Enterprise Company) in regards to becoming a mentor.

DWP also launched their mentoring circle at the end of 2019.

CF advised that the Prince's Trust offer 1:1 mentoring services as part of their employability courses.

NW advised that going forward the strategic plan will include the building of an information database that will list services that businesses are prepared to offer to schools. This could include: mentoring; mock interviews; work experience etc. Compiling this information in one central database will assist organisations in sourcing available mentors.

4) Feedback from the ND ESB Advisory Group Meeting

A successful meeting was held in January 2020, the main topic provided an open and honest discussion after an LMI data presentation from Phill Adams. Unfortunately, there was limited time available at this meeting due to the invitation for members to attend the Cotie VIP launch, post meeting. As this was a topic that provided some meaningful discussion Phill will be asked to present the topic again at future meetings.

5) Feedback from Skills Advisory Panel meetings

MM attended another SAP's meeting in November 2019, there was nothing to report back to the board from the past meeting and the minutes and presentation are attached for reference. The date of the next meeting is Tuesday 10th March 2020.

6) Themes to Advisory Group meetings

MM is keen to have either a theme or a topic at each Advisory Group meeting. Suggestions included adapting the topic current nationally initiatives i.e. National Apprenticeship week.

- Apprenticeships would cover both schools and businesses. Include Group Training Development and TCI as guest speakers.
- Hidden Talent. Debbie Stafford from DCC/ Be Ready Employability Hub as a guest speaker
- Presentations on retaining skills/aging workforce.
- Princes Trust to give a presentation for the June AG meeting.

ACTION:

ALL - Ideas or themes, and suggestions for guest speakers, to be sent to NW.

7) Change of date for next Advisory Group meeting.

The HotSW Careers and Enterprise Company's North Devon Careers Networking meeting is planned at a similar time to the AG meetings and are due to have their next meeting and county conference in May. In addition, the NDMA Awards evening is planned to be held in May.

It was therefore decided to move the next Advisory Group meeting, scheduled for Wednesday 13th May 2020, to Wednesday 10th June at 3pm and it was suggested to hold the meeting at Braunton Academy.

The next main board meeting will remain, as planned, on Thursday 11th June at 3pm at Petroc.

ACTIONS:

NW to confirm the venue for the AG Group meeting on the 10th June.

NW to schedule dates for both meetings for academic year 2020/2021.

8) Strategic Plan

MM started a discussion around how to move the ESB forward. MM explained that over the past 18 months we have solely been working on Strategic Priority 4 (blue section on the rainbow sheet). We could continue with the KPI's on SP4 or start to work on SP3 and SP2 (yellow and green sections) In order to complete this, and move the board forward, it will need secretariat support. NW is currently funded by Petroc on a part time, temporary, fixed term contract that is due to end on the 31st July 2020.

Also, in order to achieve the strategic priorities, considerations should be given to other avenues of funding. MM, NW, DD and CF have met to discuss alternative funding that would secure the future of ESB, via the LA's.

MM has been invited to attend the North Devon Futures meeting, 14th February, where he will have the opportunity to discuss the ESB's position within Northern Devon. NW and MM are working on a document to map out the ND ESB's past, present and future aspirations. MM will then use this document at meetings including; ND Futures; meetings with LA; MP and DCC SAP's meetings

TS agreed that investment of monies is what is required for the future.

MM – Support is required from LA’s to generate ideas and help on how the board can survive and thrive in the future.

CF advised that for the ESB to be able to receive funding, the board will need to be clear about what is being delivered and how the funding will be used. For example; employers have stated that students are not employability ready when they leave school and that the ESB can help assist in ensuring they are work ready. To be able to offer support in this area, funding is required to complete this

CF - The LEP have noted that there needs to be something in place to support the skills needs in North Devon – is there funding available for the ESB to do this?

Perhaps this could be highlighted through the North Devon Futures meetings.

DD – Should we look at more detailed areas? I.e. the effects of an aging workforce; skills gaps and sectors that are falling short of the skilled labour required for the future and then put together a package of intervention that can be delivered now to address these issues.

MM concluded that funding is an important topic that needs to be resolved in order for the ESB to move forward. We need to put our efforts to good use and focus on delivering KPI’s and links for parents, education and employers.

ACTION:

MM – To speak to BB about NW’s contract and role as secretariat.

ALL – To think of ideas of funding and moving the ESB forward. Send any information to NW

9) Any other business

There were no other business to discuss.

Date of next meeting: Thursday 11th June, 3pm at Petroc Main Campus.