

**South East LEP Skills Advisory Panel Meeting**

**Thursday 10th December, 10am-12.30**

**Online meeting -** [Online Teams meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGFlMmM2ODctMzljMy00MGVhLWI5OGYtN2M0NzRmNjc3MmFl%40thread.v2/0?context=%7b%22Tid%22%3a%22a8b4324f-155c-4215-a0f1-7ed8cc9a992f%22%2c%22Oid%22%3a%226c6133e0-6d34-41e0-be54-170f3dfa71c4%22%7d)

**AGENDA**

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| **TIME** | **ITEM / PAPER** | **LEAD** | **DECISION / ACTION** |
| **10.00am** | **Rules of engagement for online meeting**   * Stay on mute when not speaking * Post questions via chat function * Ask questions at end of item by using ‘raise hand’ | **Chair / Louise Aitken** |  |
| **10.05am** | **Welcome and introductions** | **Chair / ALL** |  |
| **10.10am** | **Minutes and actions of last meeting – to send** | **Chair / ALL** | Sign off as true record |
| **10.20am** | **Welcome to SAP Programme Team (DfE) - Celia Rose and Shadi Ghezelayagh** | **Louise Aitken / Chair** |  |
| **10.30am** | [**8th October SAP and DSP Conference**](https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/)   * Headlines and feedback * Annual event | **Chair / SAP members** | Discussion |
| **11.00am** | **SAP Skills Report for DfE and Key Data Update**   * SAP report by March 2020 * Update on latest data and related work (£2m Skills fund) | **Louise Aitken** | Update and questions |
| **11.30am** | **Proposal for DSP and SAP Virtual Careers Event**  Update and next steps | **Ajay Sharman / Chair** | Update and feedback |
| **11.45am** | **Sector Spotlight – Creative** | **Jo Nolan, Screen South, SAP Creative sector lead** | Update and questions |
| **12.10pm** | **New SAP and DSP website**  Soft December launch / input from partners | **Louise Aitken / Jim Wilkinson** | Update and feedback |
| **12.10pm** | **AOB** | **ALL** |  |
|  | **Proposed schedule of meetings for 2021:**  **11th March / 17th June / 17th September / 16th December** |  |  |
| **12.30pm** | **Meeting close** |  |  |