

NLDC Funding 2009/10 Meeting Minutes

Monday 7th June at 3.00pm at SAVO Offices, Ipswich

Present: Nicky Bradford Suffolk County Council
Robin Hodgkinson SAVO/Suffolk Learning Consortium
Simon Waldron SAVO/Suffolk Learning Consortium
Bruce McGregor CSV Media

Apologies: Sally Butcher

All were welcomed.

1) Minutes of last meeting (4th May) and Matters Arising

These were agreed. Majority of actions had been taken.

a) Nicky reported on those people who had undertaken/were undertaking the PTLLS course, the majority coming from organisations with current NLDC grants, even if they were not tutoring this time round:

Jenny Greenhalgh from Pink Sky Cycling

2 people from St John's Housing

1 person from Workwise

5 people from CSV

1 person from Anglia Care Trust

3 people from a Youth Peer Mentoring Scheme in Lowestoft

1 person (Heather McRoberts) from unknown organisation

14 people in total.

2) Update on NLDC Figures 2009/10

Nicky reported that as of 3rd June, MIS had 828 learners on their system (429 from VCS groups). Jo's figures actually had 549 from Third Sector organisations (178 direct partners and 371 from the Consortium) with more to come in from CSV Media, SAVO, MEAL etc; thus numerical targets should be reached quite easily. Nicky also stated that of the courses finished and learners completed, the success rate was 85% which was very high. Robin queried how many of the Consortium projects had sent their last invoices in. Nicky would be processing invoices once final attendance sheets are in.

ACTION: NICKY TO SEND LIST OR E-MAIL LATEST RETURNS TO SHOW WHO HAS SENT FINAL INVOICES IN.

3) NLDC Conference May 2010

The conference at Kesgrave on May 17th went well despite Nicky's absence. Sally coped magnificently with support from Robin. About 30 people attended which was a little



disappointing, but several potential attendees cited the fact that because the event was being held in Adult Learners' Week they were already busy with local events. The speakers from the different projects were interesting and the discussion sessions were quite lively.

ACTION: ROBIN TO CHECK JO'S NOTES OF THE DISCUSSION SESSIONS AND E-MAIL TO SIMON TO PUT UP ON THE CONSORTIUM WEBSITE.

4) NLDC Strategy and Implementation for 2010/11

Application Process

The application form and guidance notes were now up on the Consortium website. Robin had included the provision that contracts had to be returned by September 1st if an organisation was offered a grant. The closing date would be 4.30pm at June 30th. Sally (if available), Nicky, Simon and Bruce would be on the Panel, with Robin as advisor.

1st meeting: Thursday 1st July 2.00pm at Castle Hill

2nd meeting: Thursday 15th July 9.30am possibly at Castle Hill (but venue to be confirmed at 1st July meeting).

ACTION: ROBIN TO SEND AS MANY APPLICATIONS AS POSSIBLE BY 28TH JUNE (recognising there may still be applications coming in).

Procedure after applications

Contracts would be sent out at the end of July and would need to be returned by the beginning of September. To avoid some of the confusion on course codes, these would be allocated after the contracts had been returned. There would be changes to some of the forms (eg Learner Registration Forms would be different because the LSC is no longer in existence). The new forms would be up on the Consortium website by 1st August. Robin would hold briefing meetings on the new paperwork in early September. He would also ensure that he has meetings with new grant holders early in the process to ensure that their project plans would come to fruition. Nicky confirmed that the main data collection dates set by the Skills Funding Agency would be 1st December 2010 and 5th September 2011.

ACTION: NICKY TO E-MAIL SIMON THE NEW FORMS BEFORE 1ST AUGUST

The following items were also agreed:

- Some funds would be set aside for expenditure such as learner childcare costs and resources for helping learners with disabilities eg providing a signer for deaf learners etc.
- £3,000 would be set aside for 12 places on PTLLS courses and contracts would be worded to encourage organisations to take up the places.

Grant available

Nicky informed the group that unlike most other funding, NLDC funding for 2010/11 had increased by around 20% - from £276,000 to £333,000, though the target of 900 learners remained the same. It was agreed that there should be a 50/50 split – 50% for Suffolk County Council and 50% for direct third sector providers and for Consortium projects. It was therefore perfectly feasible that the Consortium project share might rise above the previous £80,000.

The question of direct provider status was discussed and it was agreed that a major difference between direct providers and consortium projects was that direct providers were providing learning county-wide, whereas Consortium projects were at a local level.

Strategy for determining the funding applications

The criteria were set out in the guidance documents for applicants, but particular attention would be paid to:

- supporting existing grant-holding organisations that have demonstrated good practice in both delivery and administration of their previous grants
- projects that could not be supported by other funding
- projects demonstrating partnership working with other organisations
- projects that are unique or innovative
- projects that capacity build and show good signs of sustainability.

5) Proposals for Steering Group membership 2010/11

It was agreed that at present the membership of the Steering Group would stay the same.

6) Any Other Business

No items raised.

7) Date of the next main NLDC meeting

It was agreed that the next meeting would be on Thursday 9th September at Castle Hill Community Centre at 2.00pm.