

# NLDC Funding 2010-11 Meeting Minutes

Thursday 9<sup>th</sup> September 2010 at 2.00pm at Castle Hill, Ipswich

Present: Sally Butcher CLSD  
Nicky Bradford CLSD  
Robin Hodgkinson SAVO/Suffolk Learning Consortium  
Simon Waldron SAVO/Suffolk Learning Consortium  
Bruce McGregor CSV Media  
In attendance: Jo Amoils CLSD

## 1) Apologies and Introductions

Jo was welcomed to the meeting. There were no apologies.

## 2) Minutes of last meeting (7<sup>th</sup> June 2010) and Matters Arising

These were agreed. All actions had been taken.

Learner Registration Form: A new version had now been produced which fitted on to two pages.

**ACTION: JO TO E-MAIL THE NEW FORM OUT AND TO E-MAIL IT TO SIMON ON FRIDAY TO PUT THIS UP ON THE SUFFOLK LEARNING CONSORTIUM WEBSITE.**

## 3) 2009 - 10 Contract Completion

As of 28<sup>th</sup> August 2010 967 learners had been registered thus exceeding the 900 target. There may be a few more to go on the system and Bruce thought that there were four more pending for CSV Media. The next data collection to the SFA was due and it was agreed that we should now “close the books” on the 2009/10 entries.

There were only three outstanding attendance registers - one from Bangladeshi Support Centre and two from Bury St Edmunds Volunteer Centre. Robin had e-mailed Bury and Jo would talk to Shoomi once she was back at work.

Systems were changing for the 2010/11 round. CLSD were now raising purchase orders and invoices could be sent electronically. Once sent, these invoices would be held in a pending file until Jo confirmed that the other relevant paperwork (schemes of work, CVs etc) had been sent.

## 4) 2009/10 Project Evaluations

Robin gave out the project evaluation forms received so far and would be chasing the rest during the following week. Some of the evaluations had included case studies.



## 5) 2009 - 10 Nomination for awards

Nicky was keen to ensure that some of the 2009-10 NLDC learners would be nominated for county and regional awards and partners were asked to think about this. Nicky would review and come back to the next meeting with ideas.

## 6) 2010/11 Progress of Partnership Agreements

Jo reported that all Learning Consortium grant holders had sent back their contracts and some had even included paperwork in readiness for the first payment. The only outstanding contracts were SAVO's Level 2 course which was given out and signed at the meeting and the Learning Consortium contract as the work plan had still to be devised. Bruce queried his contract and it was agreed that as his grant had been reduced, the number of learners would be lowered from 170 to 150.

A discussion took place on the new system for delivering learner registration forms. SAVO office would be added to the list of places where forms could be dropped off. In addition Robin would organise collection of forms in Sudbury (Bridge Project and Volunteer Centre Babergh) as there was no collection point in the area.

**ACTION: JO ON FRIDAY WOULD E-MAIL SIMON WITH THE LIST OF DROP OFF POINTS AND WOULD ALSO SEND AN INFORMATION SHEET MAKING IT CLEAR WHAT COULD BE POSTED OR (PREFERABLY) SENT ELECTRONICALLY AND WHAT WAS TO BE DELIVERED TO DROP-OFF CENTRES. SIMON TO PUT THIS INFORMATION ON THE CONSORTIUM WEBSITE**

Robin explained that so far two people had booked on the 14<sup>th</sup> September information session and seven on the 22<sup>nd</sup> September. Jo was concerned that Nick from Ipswich Community radio should attend one of the sessions as Jo would no longer be handling ICR's paperwork.

**ACTION: BRUCE TO TALK TO NICK.**

It was vital that tutors understood that they should be booking on PTLLS courses if they did not already have this or an equivalent qualification.

## 7) 2010-11 Role of Suffolk Learning Consortium

It was agreed that the Consortium would take on the following roles:

- a) Organising the information sessions on documentation (already booked for 14<sup>th</sup> and 22<sup>nd</sup> September at SAVO)
- b) Checking up on any new grant holders who had not attended the information sessions to ensure that they know what they are doing
- c) Meeting up with new grant holders to help them with their projects
- d) Writing up a factual "mid-term" progress report to capture how projects were going
- e) Helping organisations with any learning or organisational issues and being a "friend" and mentor
- f) Organising training and publicity of any training sessions e.g. Safeguarding training
- g) Ensuring groups write up their project evaluations at the end of the NLDC year.

## **8) Training Support for Partner Organisations**

As well as the PTLLS course, it would be necessary to check that tutors and staff coming in to contact with learners had had the necessary Safeguarding and Equality and Diversity training.

If not NLDC would provide this, in order to ensure that the grant holders met the terms of the Common Inspection Framework. The training should be “appropriate”. For new providers Jo would include guidance on learning outcomes within the two information sessions. It would also be necessary for organisations to prove that tutors had had CRB checks done. Jo would ask that the PTLLS courses could include Safeguarding training.

**ACTIONS: JO TO ACTION**

**SALLY TO DETERMINE THE BEST WAYS OF ENSURING THAT THESE CONDITIONS WERE MET AND WOULD OFFER GUIDANCE ONCE SHE CAME BACK FROM HOLIDAY.**

## **9) Any Other Business**

SIMON: Suggested that as CLSD were keen to transfer records electronically where possible, would it be possible for sub-contractors to ‘share’ their ‘assets’ (certificates of qualifications, CPD, etc.) with CLSD. Sally thought that many may not be conversant enough with REFLECT to do this.

SIMON: Reported that he had had a meeting with Jamie Mortimer to investigate providing a VLE / e-learning platform as a partnership between CLSD and the Third Sector in Suffolk.

SALLY: talked about the possible future direction of CLSD.

## **10) Date of next meeting**

This would be on Monday 15<sup>th</sup> November 2010 at 2.00pm at CSV Media Clubhouse.

The meeting closed at 3.45pm.