

Steering Group Meeting

Minutes

Thursday 17th July 2008, 10:00, SAVO Office, Woodbridge Road East, Ipswich

Attendees

Robin Hodgkinson SAVO (Chair)
Trevor Jones CSV Media
Clive Mobbs WEA
Simon Waldron SAVO (Project Coordinator)

Apologies for absence

Derek Amner Meridian East
Gail Bushell Age Concern Suffolk
Local Infrastructure Partnership members
Jonathan Moore SAVO
Christine Pinsent Waveney Community Forum/Lowestoft College/SAVO
Gill Robinson Suffolk Volunteering Federation

Introductions

Robin welcomed everyone.

Minutes of previous meeting and Matters Arising

The Minutes of the meeting on 19th March 2008 were agreed.

Action Points

Jonathan to seek SCC consortium rep. due to their HE budget - ONGOING Simon awaiting meeting with Susanne Anderson	AP 2.5
Simon to develop Communication Plan (using Best Practice within Region) Awaiting development of regional plan. ONGOING	AP 6.2
Simon seek permission to publish region work on SLC website - ONGOING	AP 7.1
Robin to raise concern over required teacher qualifications at national level. DONE - but still awaiting requirements from LLUK	AP 7.2
Simon to re-issue briefing on teacher qualifications and signpost to info. DONE - briefing on 21/07/2008, will be copied on website	AP 7.3
Simon to update header and provide Glossary on Business Plan - DONE	AP 7.4
Simon approach non attending Steering Group members to re-engage. DONE - Optua involved in WfD WG, SVF engaged, LIP's rep. provided.	AP 7.5
Simon to seek members for a Scrutiny Committee - DONE	AP 7.6

LSC Final Report

Robin and Simon are now compiling the final report for the LSC which has to be submitted by 4th August. Thanks were recorded for Jacqui Wilkinson for the excellent report she has produced for the Youth Working Group.

Scrutiny Committee and Terms of Reference

In line with the LSC contract variation a Scrutiny Committee has been formed and the meeting agreed on the Scrutiny Committee members and the updated Terms of Reference document.

Workforce Development Project

Simon reported that this Working Group had held its second meeting and produced a comprehensive task list to progress this work. Full details will be posted on the website.

Funding

As LSC funding for the consortium has now ended we must explore all opportunities to generate income to sustain the core costs of operating the consortium:

- Suffolk LSC funded **WfD project**, £10,000, Jul 2008 - Jul 2009
- **Learning Champions** - SAVO/consortium has been selected to deliver this new program, Aug 2008 - Dec 2010
- **NLDC** - Suffolk County Council have embraced the LSC guidance for VCS consortia involvement in managing this funding. The consortium has been asked to manage £80,000 to VCS organisations for Neighbourhood Learning and £30,000 for Capital ICT grants
- **LSC East Region Working Together** - LSC/COVER have applied for TA funding to help support county consortia with some core costs and capacity build
- **BASIS2** - COVER (for East Region) and One Voice Suffolk (for Suffolk) have submitted bids to capacity build consortia and VCS learning providers
- **Management Fees** - the consortium will raise a 10% fee on projects/funding provided to members to help cover core costs. This has worked successfully for the NIACE funding (below) and has been agreed as good practice by Suffolk CC for the NLDC funding.

NIACE ICT Capital Funding

The consortium has been successful in its bid for £20,000 to supply eight interactive whiteboards across the county. Expressions of interest have been received from nine organisations.

Simon to gather more info on whiteboard applicants and agree bid winners	AP 8.1
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VCS reps on the LAA2 Delivery Partnerships

Robin gave outline details on this subject.

LSC / Regional News

Covered in above.

Events - Briefing 21st July, NLDC

Simon will be holding a briefing on 'Teacher Qualifications and Mandatory Requirements' on 21st July at SAVO.

Suffolk County Council are arranging an event, to be supported by the consortium, to launch NLDC for 2008/9 on 4th September, venue to be advised.

AOB

Trevor raised a number of individual queries on funding and procedures which were answered by Robin and Simon.

Date of Next Meeting

To be agreed by consensus.

Meeting finished at 11.50.

Simon Waldron

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