

Steering Group Meeting



Tuesday 8th January 2008, 10:00, SAVO, 43a Woodbridge Road East, Ipswich
Tea and Coffee will be available from 09:30

Agenda

Welcome & Apologies for Absence 5 mins
Minutes of previous meeting and Matters Arising 10 mins

SCC had HE budget and a consortium rep. should be sought - ONGOING . Robin meeting Miles Cole today, Jacqui asked he highlight the need for SCC to support WfD course which meet VCS (not just Business)	AP 2.5
ALL to submit, via SVLC website, data for Trainers / Courses / Venues No replies - Ongoing	AP 3.3
Jonathan/Robin to provide short brief to Jacqui on SCC meeting, by 01/12	AP 4.1
ALL provide details on Youth Work Qualifications to Jacqui	AP 4.2
Simon to arrange SfL WG meeting	AP 4.3
SIMON re-send briefing on PQQ/ITT, TtG, IfL/CPD	AP 4.4
Will Gibson to feedback to Ronagh timescales and the need to finalise the structure and Business Plan at the next Steering Group Meeting.	AP 4.5
CSV Media / Meridian East / Lowestoft College to suggest projects to support IAG	AP 4.6

Project Targets 5 mins
Working Group reports 15 mins
LSC / Regional News (incl. ITT's) 30 mins
Agree 'Formal Structure' and 'Business Plan' 40 mins
AOB 10 mins
Date of next meeting 5 mins

Meeting to finish by 12.00.

Please bring copies of all relevant information as copies will not be available on the day.
(Minutes, Terms of Ref., Action Plans available at www.suffolklearningconsortium.org)

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Project Co-ordinators Report

Please accept my apologies for absence as I am away on vacation.

Matters Arising

ALL to submit, via SVLC website, data for Trainers / Courses / Venues No replies - Ongoing	AP 3.3
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Our 'Needs Survey' confirmed that over 50% of organisations wanted a 'one stop shop' for this information. Can our partners please provide it, or signpost me to where it can be found.

Simon to arrange SfL WG meeting - Meeting held on 6th December 2007.	AP 4.3
SIMON re-send briefing on PQQ/ITT, TtG, IfL/CPD - Re-sent	AP 4.4
Will Gibson to feedback to Ronagh timescales and the need to finalise the structure and Business Plan at the next Steering Group Meeting.	AP 4.5

I have chased Ronagh/Carol Deslandes for an update but have not received an update. It is imperative that the meeting agree a 'Proposed Structure' and 'Business Plan' in order to meet our LSC target.

LSC / Regional News

LSC ITT's

The tight timescales, and lack of resources, meant that it was not possible for the Consortium to fully co-ordinate bids, but I hope that the research carried out to find County and Regional leads, and the resultant signposting service, was of use to VCS organisations in Suffolk.

Train to Gain (TtG)

Following changes to National rulings, TtG will be accessible to the VCS and will be launched later this month. I have been volunteered as the TtG Champion for the VCS in Suffolk and will be issuing a briefing and arranging a short workshop on my return.

Regional Working Groups

The East Region LSC/VSC Working Together group has now established two Working Groups to progress Workforce Development and Skills for Life. Please let me know if you, or your organisation, would like to nominate a representative to attend these Working Groups on behalf of the VCS in Suffolk.