

Steering Group Meeting



Tuesday 13th May 2008, 10:00, SAVO Office, Woodbridge Road East, Ipswich
Tea and Coffee will be available from 09:45

Agenda

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

Jonathan to seek SCC consortium rep. due to their HE budget - ONGOING.	AP 2.5
Robin to discuss with Jonathan with view to sending letter to Amanda Stevens highlighting concern that the VCS are not being involved in LEAP	AP 6.1
Simon to develop Communication Plan (using Best Practice within Region)	AP 6.2
Simon & Robin to update Business Plan and circulate by mid April	AP 6.3

Working Group reports 10 mins
Information, Advice and Guidance 10 mins
Project Targets 5 mins
Funding 10 mins
Workforce Development Strategy 10 mins
Review / Agree Business Plan (attached) 30 mins
Review Steering Group Members 15 mins
LSC / Regional News 20 mins
AOB 15 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)

Simon Waldron

E: simon.waldron@savo.co.uk

T: 01638 721179

M: 07808 952706