

Minutes

Tuesday 13th May 2008, 10:00, SAVO Office, Woodbridge Road East, Ipswich

Attendees

Robin Hodgkinson SAVO (Chair)
Christine Pinsent Waveney Community Forum/Lowestoft College/SAVO
Clive Mobbs WEA
Derek Amner Meridian East
Jacqui Wilkinson Young Suffolk
Simon Waldron SAVO (Project Coordinator)
Trevor Jones CSV Media

Apologies for absence

Chris McGuinness Lowestoft College
Gail Bushell Age Concern Suffolk
Jonathan Moore SAVO
Liz Louch ICVS

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 will raise with Susanne Anderson at a forthcoming meeting	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. Concerns raised with Amanda Stevens & Miles Cole. DISCHARGED	AP 6.1
Simon to develop Communication Plan (using Best Practice within Region) Awaiting development of regional plan. ONGOING	AP 6.2
Simon & Robin to update Business Plan and circulate by mid April. Updated and on the table for approval. DISCHARGED	AP 6.3

Matters Arising

A discussion was held on the consortium role in bid applications. Simon stated that the current stance (across the region) was that consortia did not have the capacity and track record to apply for bids in their own right, but were fulfilling a valuable role in signposting and were being recognised as VCS county hubs for bid winners to work with VCS organisations.

Working Group reports:

Youth (Young Suffolk) - The SCAR / 4YP / Hearts Foyers project on NEET prevention was progressing well, and one of the trail schools had requested that the focus be on ESOL. The QS Lite is currently on trial with 6 organisations.

Common Inspection Framework (SAVO) - the SAR/QIP toolkit will be launched in June, and will support the use of the CIF Toolkit.

Skills for Life / Employment entry (SAVO) - No update. Carol Deslandes is the Suffolk rep. at the regional working group.

Managed Networks (SACRE) - Working Group finished.

Simon to seek permission to publish regional work on SLC website	AP 7.1
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Teaching Qualifications

It was thought that there was still confusion over what qualifications were required in the VCS. Simon reported that it depended on who was funding the learning; if it is government funded then the new qualifications must be met, but these will not be defined until at least July 2008.

Concern over this issue is being raised through a number of channels.

Robin to raise concern over required teacher qualifications at national level	AP 7.2
Simon to re-issue briefing on teacher qualifications and signpost to info.	AP 7.3

Information, Advice and Guidance

There had been no take-up of the request to produce an 'Idiots Guide' to IAG. It was therefore suggested that the budget for this work may be better used to fund places on a L3 IAG course. Action was deferred until it was known what IAG work will be carried out at regional level.

Project Targets

We are generally on track with delivery, and will ensure that all project requirements are met by the end of the project in June 2008.

Funding

The failure of our bid to Capacity Builders (which would have provided core funding for the next three years) is a major concern. However, the £10,000 from Suffolk LSC to provide VCS Workforce Development using Train to Gain, and £4,000 from COVER for regional consortia development should support us until the end of 2008.

We are looking at making a bid to BASIS 2, exploring other sources of funding and chargeable service we can provide, and are awaiting details of the consortium delivering Learning Champions in Suffolk.

Workforce Development Strategy

Simon gave an overview of the process, which had been well received by our regional partners, and full details are on the SLC website.

Review / Agree Business Plan

The Business Plan was agreed as fit for purpose and it was noted that it is important that the Steering Group carry out a periodic review.

Simon to update header and provide Glossary on Business Plan	AP 7.4
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Review Steering Group Members

Concern was expressed over some organisations that had put their name forward as a project partner but had not attended any of the Steering Group meetings.

Simon to approach non attending Steering Group members to seek their support	AP 7.5
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The non-attendance of LIP leads was a concern to them and this should be resolved by the appointment of two LIP officers whose remit is to attend such meetings.

It was noted that a requirement of LSC Contract Re-negotiation (to continue as a Managed Network) required that a Scrutiny Committee be formed.

Simon to seek members for a Scrutiny Committee	AP 7.6
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LSC / Regional News

Covered in above items.

AOB

NIACE have offered LSC capital funding for ICT (CaMeL) and we have made a bid to supply interactive whiteboards at six locations across the county, plus one portable unit. The £30,000 NLDC funding for capital ICT was distributed to organisations across the county and it is hoped to be able to offer this service again.

Date of Next Meeting

Tuesday 17th July 2008, 10.00, SAVO Offices, 43a Woodbridge Rd East, Ipswich

Meeting finished at 12.01.

Simon Waldron

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