

BASIS 2 STEERING GROUP MEETING

Tuesday 9th November 2010, 15:00 at the SAVO Offices, Ipswich

1 Welcome and Apologies

Attendees:

Robin Hodgkinson (SAVO)

Paul Banjo (SAVO Trustee)

Simon Waldron (SAVO)

Bud Simpkin (Suffolk ACRE)

Liz Louch (ICVS)

Laura Hack (SCRN)

Apologies for absence: None

Robin welcomed everyone to the meeting.

2 Action Points / Matters Arising

Minutes accepted OK.

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| AP 5.1 | Partners to complete and return Reporting Forms by July 4 th . DISCHARGED - No returns from MAP or BCT. | ALL |
| AP 5.2 | Schedule / provide Toolkit briefings for LIP Dev. Workers. DISCHARGED - First briefing in Waveney very successful and showed the need of briefings, next one for WSCVO. | Robin |
| AP 5.4 | Seek Funding Mentors using Application Form, 10 needed now. DISCHARGED - continue as Business As Usual | ALL |
| AP 5.5 | Provide example of successful / good practice funding application DISCHARGED - continue as Business As Usual | Partners |
| AP 6.1 | Arrange meeting of Funding Advisors & Funders to review project DISCHARGED - Meeting held plus update from Conference | Marilyn |
| AP 6.2 | Contact to contact Bud to request a showcase of all BASIS projects at an INS meeting. DISCHARGED – done. | Robin |

3 Report Update to The Big Lottery

On Friday 5th November we had an informal visit from Joanne Bye of the Big Lottery as she was in the area and had been told that our project was worth visiting.

We gave her an overview of our work and the reports / activities scheduled for our conference and she was very impressed with the volume of work we had achieved within 18 months and our drive for 'best practice' and reducing duplication of work.

She was pleased to see that we were on target with the majority of our work and stated that if we needed to modify our targets / budget, due to the effect of the current economic climate and changing priorities over the lifetime of the funding, we should not hesitate in seeking re-negotiation.

She also said that she would suggest to our assessor (Denis Fisher) that we produce a short Case Study for publishing in Nationally.

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| AP 7.1 | Produce short Case Study for Big Lottery, highlighting projects. | Robin / Simon |
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4. Updates on Projects

Simon reported that the 'Engage and Enable' conference on 8th November was well received and had had good feedback. Updates were given on the various project activities and delegates were asked to confirm that the project objectives were still valid (which they did) and to identify actions to move projects forward and meet their needs (detailed Action Plans at end of conference). Full details of reports and Action Plans at www.suffolklearningconsortium.org/events/101108%20Engage%20and%20Enable.htm

The meeting agreed the activities identified in the Action Plans and provided the following additional comments / suggestions:

Training - Some partners have not used their £1,000, including Young Suffolk.

Conference Fund - still proving valuable, and is now being used more.

Course Outlines and Toolkits - need has been proven to raise profile through local briefings. Simon to carry out user survey to gather data for next report to Big Lottery.

Funding Network - Funders appear to have stepped back from adopting a 'Passport' and common Application Form, but we will persevere. Online Forum received support and Ben to launch and monitor.

Quality Standards / Suffolk Passport - still seen as an enabler to simplify funding applications, next step to progress with adapting Young Suffolk Quality Standard to serve all organisations.

Concern over current processes for approving bids; SCC used thorough assessment process for NLDC funding, why not for funding (takes longer but must be fair)?

Do we need an online store for 'common documents' as Mem & Arts and Accounts are on Charity Commission website?

5. Monitoring systems for the project

Toolkit survey as above.

6. Project Publicity / Partner Communications

No update

7. AOB

None.

8. Date, time and venue of next meeting

Steering Group - Monday 31st January 2010 09:30 @ SAVO

Liz, Bud, Laura, Trevor Lockwood to attend

Meeting finished at 16:30