

BASIS 2 STEERING GROUP MEETING

Monday 31st January 2011, 09:30 at the SAVO Offices, Ipswich

1 Welcome and Apologies

Attendees:

Robin Hodgkinson (SAVO)

Bud Simpkin (Suffolk ACRE)

Simon Waldron (SAVO)

Laura Hack (SCRN)

Apologies for absence: Liz Louch (ICVS)

Robin welcomed everyone to the meeting.

2 Action Points / Matters Arising

Minutes accepted OK.

AP 7.1	Produce short Case Study for Big Lottery, highlighting projects. Case Study produced highlighting Toolkits & Conference Fund.	Robin
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3. Partner Updates

Progress Reports, Jun-Dec 2010 / Planned activities, Jan-Jun 2011

Only received from ICVS and Young Suffolk, both approved for payment.

Simon has chased others and visited David @ MAP to give him an overview of the project and reporting processes. Babergh's projects are to be split between ICVS and WSCVO.

New contact for SCRN is coastal@savo.co.uk.

Feedback from the 'Engage & Enable' Conference' was that further regular events would be of great value so next one to be arranged.

AP 8.1	Arrange half day event for beginning of April	Simon
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Adult Learners Week, 14-20 May - promote holding celebration events (£300 grants available from SPIAL), plus Suffolk event to be held.

Young Suffolk - are continuing to support the LIP's with Quality rollout and support.

4. Updates on Projects

Conference Fund - still solvent and proving valuable.

Course Outlines and Toolkits - Robin is in discussion with the Third Sector Skills Council over future accreditation of courses

Practical Toolkits Survey - Simon gave an overview of the results of a survey carried out in December which will form part of the next report to the Big Lottery. Generally feedback was excellent and the only issue was that only 357 people had registered to use the Toolkits but the webstats showed over 13,000 'unique visitors' (due to people accessing Toolkits via Search Engines without registering).

TrusteElearning update - this website has been completed updated with changes resulting from the new Code of Governance.

Quality Standards / Suffolk Passport – Gill Peat is to trial a 'healthcheck' in Waveney but funders seem to have lost their enthusiasm to take up the standard.

AP 8.2	Obtain update on QS / Suffolk Passport from Gill	Simon
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Funding Network - the new website is now up and running and slowly gathering users.

AP 8.2	Transfer all funded related info. from SLC website to Ben	Simon
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Trainer Network – there have been a number of volunteer 'Training Mentors' whose details will be posted on the SLC website.

5) Report update to The Big Lottery

On target to be submitted mid-February.

6) Project Publicity / Partner Communications

INS is likely to be replaced in the future by the Suffolk Congress.

7) AOB

Simon is to conduct a survey on the roles and services of the Learning Consortium to ensure we are meeting members needs.

8. Date, time and venue of next meeting

Steering Group - Monday 16th May 2011, 09:30 @ SAVO

Liz, Bud, Laura, Pual Banjo to attend

Meeting finished at 10:42