

Steering Group Meeting



Thursday 8th November 2007, 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 15 mins

SAVO, SACRE, Young Suffolk to provide Job Descriptions – ONGOING Drafts send out, awaiting sign off	AP 1.5
Robin Hodgkinson to arrange first CIF WG meeting date – ONGOING	AP 1.7
All to register on the SVLC website – ONGOING Simon to email all on details of how to register	AP 2.3
SCC had substantial HE budget and a consortium rep. should be sought. Jonathan to discuss with his HE contact at their next meeting – ONGOING	AP 2.5
ALL to read Needs Survey report and submit comments and Case Studies	AP 3.1
Simon to contact Learning Champions	AP 3.2
ALL to submit, via SVLC website, data for Trainers / Courses / Venues	AP 3.3
Simon to ask SAVO/LIP's to share website diary	AP 3.4
ALL to submit suggestions for funky website names to Simon by 28/09/07	AP 3.5
ALL to send personal invites to conference to 10 organisations by 28/09/07	AP 3.6
SIMON email ALL with info. on PQQ registration, offering support	AP 3.7
ALL to read Managed Networks paper and feedback views / concerns to Ronagh, with copy to Simon by 28/09/07	AP 3.8
Jonathan to circulate finalised Lloyds TSB bid to Steering Group Members ALL to reply with endorsement (or otherwise) by 28/09/07	AP 3.9

Project Targets 5 mins
Working Group reports 20 mins
LSC / Regional News (incl. PQQ & e-tendering) 20 mins
Discuss Formal Structure (copy attached) 40 mins
AOB 10 mins
Date of future meetings: Tuesday 8th January 2008, 10:00 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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