

Steering Group Meeting

Minutes

Tuesday 8th January 2008, 10:00, SAVO Offices

Attendees

Robin Hodgkinson	SAVO (Chair)
Tim Abbott	Suffolk CONNECT
Clive Mobbs	WEA
Trevor Jones	CSV Media
Carol Deslandes	Suffolk ACRE
Jonathan Moore	SAVO
Jacqui Wilkinson	Young Suffolk
Christine Pinsent	Waveney Community Forum/Lowestoft College/SAVO
Derek Amner	Meridian East

Apologies for absence

Gail Bushell	Age Concern Suffolk
Chris McGuinness	Lowestoft College
Gill Robinson	Suffolk Volunteering Federation
Simon Waldron	SAVO (Project Coordinator)

Introductions

Robin welcomed everyone and attendees introduced themselves.

Minutes of previous meeting and Matters Arising

The Minutes of the meeting on 8th November 2007 were agreed.

Action Points

SCC had HE budget and a consortium rep. should be sought - ONGOING . Robin meeting Miles Cole today, Jacqui asked he highlight the need for SCC to support WfD course which meet VCS (not just Business)	AP 2.5
Jonathan/Robin to provide short brief to Jacqui on SCC meeting, by 01/12	AP 4.1
Jonathan had met with Miles Cole who is co-ordinating the LEAP Project (Learning Education Action Points) which seeks to set up points of access for learning. CSV Media interested in becoming an access point. Christine reported that Miles was coming to visit Lowestoft College. It was pointed out (re. the last Minutes) that Miles Cole no longer worked for Suffolk County Council.	
Simon to ask Miles Cole to write a Briefing Paper on the LEAP Project for circulation to consortium members.	AP 5.1

ALL to submit, via SVLC website, data for Trainers / Courses / Venues No replies – ONGOING	AP 3.3
Simon's Report highlighted that the 'Needs Survey' confirmed that over 50% of organisations wanted a 'one stop shop' for this information. Can our partners please provide it, or signpost me to where it can be found.	
ALL provide details on Youth Work Qualifications to Jacqui - ONGOING	AP 4.2
Jacqui is still researching these and is still open to contributions.	
Simon to arrange SfL WG meeting – Meeting held on 6th December 2007	AP 4.3
SIMON re-send briefing on PQQ/ITT, TtG, IfL/CPD – Re-sent	AP 4.4
Will Gibson to feedback to Ronagh timescales and the need to finalise the structure and Business Plan at the next Steering Group Meeting. - DONE	AP 4.5
CSV Media / Meridian East / Lowestoft College to suggest projects to support IAG - ONGOING	AP 4.6

Project Targets

There were two outstanding targets at the moment - the Consortium Business Plan (discussed at this meeting) and the accredited course toolkit (ongoing - see below).

Working Group reports:

Youth (Young Suffolk) - Busy with a series of new courses including Introduction to Youth Work being run at both Level 1 and Level 3. Provides people with the opportunity of finding out what youth work is all about, the boundaries, the skills involved etc.

Also running pilot projects using an OCN accredited course on working with NEETs (Not in Employment, Education or Training young people). This course is being run by SCAR.

Common Inspection Framework (SAVO) - Robin and Simon had finally obtained the PAAVS toolkit which would form the basis for the toolkit that Robin was writing. He and Simon had received PAAVS training just before Christmas. Robin would also include a section on how to write a SAR (Self Assessment Report) and a QIP (Quality Improvement Plan) which all LSC funded providers were expected to complete annually.

SAVO had recently completed their plans which had been commended by the LSC quality reviewer and would be used as a case study. Suffolk ACRE had likewise been commended on their plans and Carol would send a Robin an edited version of this. Robin hoped to have a draft of the toolkit ready early in February.

Skills for Life / Employment entry (SAVO) -. This group had met in December and work was ongoing. Simon was attempting to develop a database of VCS groups engaged in Skills for Life work. CSV Media were engaged in delivering OCR skills for life tests remotely. Simon was looking for a Suffolk VCS rep to go on the regional skills for life working group. Carol felt that Suffolk ACRE might be able to help.

Simon to contact Carol Deslandes re. Regional rep.	AP 5.2
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Managed Networks (SACRE) -. (see below)

LSC / Regional News (Report from Simon)

LSC ITT's

The tight timescales, and lack of resources, meant that it was not possible for the Consortium to fully co-ordinate bids, but I hope that the research carried out to find County and Regional leads, and the resultant signposting service, was of use to VCS organisations in Suffolk.

Train to Gain (TtG)

Following changes to National rulings, TtG will be accessible to the VCS and will be launched later this month. I have been volunteered as the TtG Champion for the VCS in Suffolk and will be issuing a briefing and arranging a short workshop on my return.

Regional Working Groups

The East Region LSC/VSC Working Together group has now established two Working Groups to progress Workforce Development and Skills for Life. Please let me know if you, or your organisation, would like to nominate a representative to attend these Working Groups on behalf of the VCS in Suffolk.

LSC / Regional News (from meeting)

Robin circulated Simon's list of groups who had expressed interest in being involved in LSC/ESF bids and Simon had done his best to help put them in touch with those leading on regional bids. The Consortium was not as yet established enough to put in its own bids.

Carol said that Suffolk ACRE had found Simon's input most useful and Jonathan asked for thanks to Simon to be recorded in the minutes. Carol reported that Suffolk ACRE were leading on one and working as partners on another two bids.

Formal Structure

Carol introduced her paper to the committee, apologising for the delay in completing this. She had undertaken a lot of research into other VCS Learning Consortia to look at how they had become established. The most successful she felt were those agencies that had set themselves as separate entities.

A number of different formats had been tried such as Charitable Interest Company structures, though it was acknowledged that some funders would not fund a consortium with that legal entity. Some consortia had shied away from giving themselves a VCS label and some had covered a wider area than just a county.

Discussion was wide ranging and it was felt that people needed more time to digest the contents. A number of actions were agreed. Jonathan reminded the meeting that if a company limited by guarantee was needed, Suffolk Forward was a dormant company which could be adapted for the Consortium's use.

It was agreed that a consultation event on the business plan should take place on Monday 25th February. Content could include:

- endorsement of aims and objectives of the Consortium
- area of benefit
- Consortium name

- Objects and structure agreed
- How the Consortium will be resourced
- What will the Consortium offer its members and what will members have to give up? I.e. will the Consortium be taking on work which is currently offered by other organisations?

Simon to publish Carol's report to Steering Group and website	AP 5.3
ALL to feedback on Carol's report by 30/01/08	AP 5.4
Carol, Simon and Robin to meet on 31/01/08 to plan Consultation Event to take place on Monday 25 th February 2008.	AP 5.5
ALL to publicise Consultation Event on Monday 25 th February 2008.	AP 5.6

AOB

Jonathan talked about the equipment that SAVO had purchased with a NIACE capital equipment grant. This included an interactive whiteboard and various lap tops which could possibly be hired out.

It was suggested that SAVO might contact the Professional Development Centre and offer courses on using an interactive whiteboard, particularly for former teachers returning to the profession.

Jonathan also mentioned that SAVO was working to expand its trustee e-learning work to include the creation of "e-learning ambassadors" to promote and deliver the e-learning materials.

Two requests were made re. presentation of Consortium papers:

- 1) Could all acronyms be explained, as some people had found difficulty with the agenda "translating" acronyms such as PQQ, ITT, TtG, IfL, CPD etc
- 2) Could Simon bear in mind that when colour copy is photocopied in black and white, highlighted areas may not show up clearly.

Date of Next Meetings

Wednesday 19th March, 10.00, Venue to be confirmed

Tuesday 13th May, 10.00, SAVO Offices, 43a Woodbridge Rd East, Ipswich

Meeting finished at 11.47.

Acronyms

CPD Continuing Professional Development

PQQ Pre Qualifying Questionnaire

IfL Institute for Learning

ITT Invitation to Tender

TtG Train to Gain

WEA Workers Education Association

WfD Workforce Development

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