

Steering Group Meeting

Minutes

Wednesday 19th March 2008, 10:00, Deben Room, Kesgrave Community Centre

Attendees

Robin Hodgkinson SAVO (Chair)
Clive Mobbs WEA
Carol Deslandes Suffolk ACRE
Jacqui Wilkinson Young Suffolk
Christine Pinsent Waveney Community Forum/Lowestoft College/SAVO
Simon Waldron SAVO (Project Coordinator)

Apologies for absence

Tim Abbott Suffolk CONNECT
Derek Amner Meridian East
Gail Bushell Age Concern Suffolk
Will Gibson Suffolk ACRE
Chris McGuinness Lowestoft College
Trevor Jones CSV Media
Jonathan Moore SAVO
Gill Robinson Suffolk Volunteering Federation
Marian Sedwell Babergh Communities Together

Introductions

Robin welcomed everyone.

Minutes of previous meeting and Matters Arising

The Minutes of the meeting on 8th January 2008 were agreed.

Action Points

Jonathan to seek SCC consortium rep. due to their HE budget - ONGOING .	AP 2.5
Simon to ask Miles Cole to write a Briefing Paper on the LEAP Project for circulation to consortium members. DISCHARGED , copy obtained	AP 5.1
The meeting expressed concern that the LEAP Project was not engaging with the VCS and that attempts to offer help/advice were declined.	
Robin to discuss with Jonathan with view to sending letter to Amanda Stevens highlighting concern that the VCS are not being involved in LEAP	AP 6.1
ALL to submit, via SVLC website, data for Trainers / Courses / Venues DISCHARGED - seeking partnership with Suffolk TAP to use their website	AP 3.3
ALL provide details on Youth Work Qualifications to Jacqui. DISCHARGED Jacqui is updating the Young Suffolk website with signposting	AP 4.2
CSV Media / Meridian East / Lowestoft College to suggest projects to support IAG - ONGOING	AP 4.6

Simon to contact Carol Deslandes re. Regional rep. - DISCHARGED	AP 5.2
Simon to publish Carol's report to SG and website - DISCHARGED	AP 5.3
ALL to feedback on Carol's report by 30/01/08 - DISCHARGED	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. - DISCHARGED	AP 5.5
ALL to publicise Consultation Event on 25/02/2008 - DISCHARGED	AP 5.6

Robin reported that the full £30,000 NLDC Capital Funding had been allocated to applicants and it was rewarding to see a wide range of projects supported.

Working Group reports:

Youth (Young Suffolk) - this Working Group is still well attended and active. Similar projects being run by SCAR, 4YP and Hearts Foyers had been combined (using the SCAR model) and ongoing trials to reduce NEET were looking good.

Simon reported that he had raised concern with the LSC over the need for continued funding to support this project and the LSC advised Young Suffolk to contact the NEET bid winner(s) to seek support.

Christine suggested that Young Suffolk contact the Yard Project and JUMP in Lowestoft as potential members. Jacqui asked that anyone meeting with youth organisations signpost them to Young Suffolk.

Common Inspection Framework (SAVO) - Robin and Simon are still working on this toolkit and hope to have ready by early April.

Robin has mentored two VCS organisations who failed on their SAR's.

Skills for Life / Employment entry (SAVO) - No update.

Managed Networks (SACRE) - objectives met.

Project Targets

There were two outstanding targets at the moment - producing a Prospectus (in hand) and the accredited course toolkit (ongoing - see above).

Report on 'The Way Forward' event

Robin thanked Carol for all her work in producing 'The Way Forward' report and in leading the event.

The event was well attended and received good feedback, but it was felt that many delegates were not aware of the implications of voting, and although all the relevant information had been sent to delegates it had not been read / comprehended.

The meeting did not attract a wide enough representation of organisations and Carol stated that we need to develop a Communication Plan.

Simon to develop Communication Plan (using Best Practice within Region)	AP 6.2
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Report on LSC Project Review meeting

Following a regional meeting of LSC reps with Nikki Bennett from COVER it was agreed that Best Practice for consortia start-up structure was a Managed Network.

In view of this Suffolk LSC have agreed a Contact Variation to enable us to continue as a Managed Network rather than become an independent organisation within the project timescales.

As it was agreed at the Way Forward event that organisation should progress to an independent organisation it was important that we keep this in mind and review of structure regularly, taking into considerations developments and Best Practice of other consortia.

Whilst there is no further funding from the LSC to directly support the consortium, Suffolk LSC have commissioned us to carry out a one year project (£10,000, starting in July 2008) to develop and deliver a Workforce Development system for the VCS in Suffolk based on the Skills Pledge and Train to Gain.

Formal Structure / Business Plan

As recorded above, the Suffolk Learning Consortium structure will continue as a Managed Network, with ongoing revue to assess whether a different structure would serve the organisation better.

The event also suggested that a Scrutiny Group be formed and the Steering Group suggested that members be polled to seek their views on this.

Business Plan - a draft had been produced for our LSC audit and will now be updated in response to feedback from The Way Forward event, and latest funding news, and circulated for feedback before the next Steering Group meeting.

Simon & Robin to update Business Plan and circulate by mid April	AP 6.3
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Future Funding - in addition to the £10,000 from the LSC, we are applying for £4,000 from the COVER regional project to cover additional project work between April and July 2008, and £40,000/year for 3 years from Capacity Builders through One Voice Suffolk.

Quality Systems are becoming more important for organisations involved in learning and seeking funding and it was suggested that the consortium offer IAG as a service and use bulk buying to offer members reduced rates on PQASSO etc.

LSC / Regional News

In addition to the topics covered above Simon will produce and distribute a report on the regional meeting held on 18th March.

AOB

Jacqui stated that the Safeguarding Children Board have produced a leaflet on 'questions to ask before letting your children out' and sought the meetings ideas on how to distribute this to parents and guardians.

Date of Next Meetings

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

Meeting finished at 12.01.

Acronyms

IAG	Information, Advice and Guidance
NEED	Not in Education, Employment or Training
NLDC	Neighbourhood Learning in Deprived Communities
PQASSO	Practical Quality Assurance System for Small Organisations
SAR	Self Assessment Report
TtG	Train to Gain
WEA	Workers Education Association

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Simon Waldron

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