

Skills for Life Working Group Meeting



Minutes

Monday 21st May 2007, 14:00, SAVO Offices

Attendees

Ronagh Witthames Suffolk ACRE (Chair)
Laura Hack SAVO
Marian Sedwell Babergh Communities Together
Simon Waldron SAVO (Project Coordinator)

Working Group - Who do we need to invite?

Due to the tight timescales and good working relationship of the current members it was thought that the Working Group should be kept small. It was however suggested that a representative should be sought from neutral training providers.

Ronagh to seek neutral training provider rep.	AP 1.1
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Agreement of Terms of Reference

Ronagh had produced a revised Objectives / Action Plan document which was agreed, after adjusting some timescales, and incorporated into the Terms of Reference.

Plans to meet our Objectives:

Actions required to meet the revised Objectives are on the Action Plan.

Simon to provide case studies on four existing learning consortia	AP 1.2
Ronagh to copy out Alex's report	AP 1.3

Learning and Skills needs survey

Suggestions for additional questions were recorded and it was thought that the survey should be split for users and providers to make less daunting.

Date of future meetings

Thursday 7th June 2007, 14:00, SAVO
Meeting finished at 16.10.

Simon Waldron

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