

WEST NORFOLK PARTNERSHIP

SKILLS AND LEARNING GROUP MEETING

**Notes of a Meeting of the Skills and Learning Group
held on Thursday 19th July 2007 at 11.00am
in the Board Room, Principals Suite, College of West Anglia**

PRESENT: Peter Stewart (Chair), Gill Daniels, Sue Jorgensen Moore,
Rory Robertshaw, Martin Slater

APOLOGIES: Ian Burbidge, Mike George, Sarah Glenn, Paul Kunes

<p>1. MINUTES OF THE MEETING HELD ON 4TH JUNE 2007</p> <p>The Minutes of the previous meeting were agreed as a correct record, subject to the following:</p> <p>Item 3 Project Update: Create a Story Project – That the wording be amended to read Highgate Primary School had identified a teaching assistant to take the create a story project forward after funding had finished.</p> <p>Downham Life – That the wording be amended to read Norfolk Learning Partnership Project Award.</p>	
<p>2. MATTERS ARISING</p> <p><u>IIC a Strategy for West Norfolk</u> At the previous meeting the issue was raised regarding difficulties around trainees who were under 18 participating legally in some aspects of manual work. Peter Stewart was still to raise the issue at the next West Norfolk Partnership Management Group and Economic Partnership to ask them to lobby EEDA.</p> <p><u>Budget</u> It was confirmed that annual contributions from the College of West Anglia, The Borough Council and Norfolk County Council had been received.</p>	
<p>3. SKILLS EVIDENCE PORTFOLIO</p> <p>The Norfolk County Strategic Partnership Draft Evidence Portfolio: Skills paper had been circulated prior to the meeting. Evidence within this report complemented the information presented at the previous meeting from the DAWN website.</p> <p>Evidence within the report for West Norfolk was highlighted:</p> <ul style="list-style-type: none">• In King's Lynn 20% of adults had no qualifications• Lack of level 2 qualifications were highest in West Norfolk where between 43.4% and 56.1% of adults lacked a level 2 qualification• Improvement to GCSE attainment in order to meet targets can positively impact the proportion of the adult population with qualifications over time and will work better to meet the need of employers in the area. In particular this	

<p>should be focussed where attainment is lowest – West and East Norfolk.</p> <ul style="list-style-type: none"> • Increasing participation in Higher Education to contribute to raising aspirations and to help build a knowledge based economy. • In Norfolk 19.2% of super output areas were in the 20% most deprived in terms of skills nationally. Of these 42 (7.9%) super output areas in Norfolk are in the 10% most deprived nationally and this deprivation is focussed in King’s Lynn, West Norfolk, Thetford, Swaffham, Norwich and Great Yarmouth • The percentage of 15 year olds gaining 5 or more GCSE’s had increased in the last 3 years but was increasing less than other areas <p>The document highlighted challenges that the Group would need to address and evaluate. It was agreed that the information should be used to promote that the group were addressing the deficits detailed above which could result in additional resources becoming available.</p> <p>It was confirmed that the Learning and Skills Council had no additional funding for this financial year. Rory Robertshaw notified the group that project proposals for the next financial year should be progressed as soon as possible.</p> <p>ACTION: Peter Stewart and Gill Daniels to meet to discuss project proposals for the next financial year to submit to the Learning and Skills Council.</p> <p>AGREED: That the evidence from the portfolio be used when discussing project proposals to ensure that future proposals addressed the issues affecting West Norfolk.</p>	<p>PS/GD</p>
<p>4. PROJECT UPDATE AND PROPOSALS FOR THE FUTURE</p> <p><u>Final Reports</u> The deadline for the final reports from those involved was 20th July 2007 and Gill agreed to report back at the next meeting on this.</p> <p><u>Create a Story Project</u> One report had been received so far from those undertaking the Create a Story Project at the College of West Anglia. Feedback from this project was positive and one participant had won a competition and had work published in the Daily Telegraph. This project had been extended until December as budget was still available.</p> <p><u>Young Managers Project</u> Sue Jorgensen Moore informed the group that the Young Managers project was progressing. Adequate numbers of schools were involved to run the project so all funding could be released.</p> <p><u>Magazine Project</u> This project was progressing well and positive feedback had been received. All the schools involved had met and links between the schools remained.</p> <p><u>Future Projects</u> Gill Daniels had been approached with ideas for further small projects for example a</p>	<p>GD</p>

<p>project based around the use of mini-motorbikes.</p> <p>It was queried if funding from Safer and Stronger Communities would be available for small projects which addressed the Safer and Stronger Communities Strategy as they would possibly link in with the Skills and Learning Group.</p> <p>AGREED: (i) That proposals for smaller projects be invited. (ii) That a proportion of the budget approximately £30,000 be identified to use for smaller projects. (iii) That the funding for each small project be capped at £6,000. (iv) That Gill Daniels produce draft criteria for smaller projects including the evidence from the Norfolk Strategic Partnership draft evidence portfolio. (v) That Vicky Etheridge, Neighbourhood Manager be invited to look at project proposals to ensure that there was no overlap with the Safer and Stronger Communities Fund.</p>	GD
<p>5. PROJECT PROPOSAL</p> <p>A proposal had been received from Sarah Glenn regarding meeting the craft skills gap in engineering/manufacturing and the true comparative costs of apprenticeships. The project required a maximum of £10,000 from the group to engage a consultant to investigate the true cost and opportunity costs of apprenticeship training compared to alternative approaches in order to promote apprenticeships in engineering/manufacturing.</p> <p>It was suggested that if the group were to fund this proposal it needed to incorporate additional elements such as issues around the education of schools and parents and the possibility of a focus group with young children and parents.</p> <p>The group supported this project proposal but felt that it fell under the funding criteria for the Learning and Skills Council.</p> <p>ACTION: Rory Robertshaw to discuss the proposal with Sarah Glenn and report to the group on progress.</p>	RR/SG
<p>6. OPPORTUNITIES WEST NORFOLK</p> <p>The Opportunities West Norfolk Event was to be held on 17th and 18th October and arrangements were progressing well.</p> <p>Martin Slater encouraged the group to view the very professional website (www.opportunitieswestnorfolk.co.uk) and use this to promote the initiative.</p>	All
<p>7. DRAFT IIC PLAN</p> <p>The Chair informed the group that Ian Burbidge had created the draft plan to tackle the overlap between partnership groups and to co-ordinate ideas and policy. The plan detailed ideas discussed and the funding to accompany them.</p> <p>Martin Slater explained to the group that as the plan was still in draft format not all parts were complete and assistance was required in completing the missing</p>	

<p>information.</p> <p>The group commented on the funding detail accompanying some of the ideas and sought clarification whether these amounts had been allocated or were suggested amounts.</p> <p>Peter Stewart reminded the group that part of its remit was to alert the West Norfolk Partnership to overlaps and the draft IIC plan helped address this issue.</p> <p>AGREED: That a sub group be established to discuss the draft IIC plan and translate the document into a strategic approach to share with other groups. Recommendations from this sub group would be made to the Management Group at their meeting in August which would in turn be fed back to the Norfolk IIC Board.</p>	<p>PS/GD/ SJM/ DLJ</p>
<p>8. ANY OTHER BUSINESS</p> <p><u>Norfolk Exchange</u> Correspondence had been received from Lesley Bambridge at Norfolk Exchange who was interested in involvement with the Skills Group.</p> <p>Norfolk exchange were already represented at the group through links with other agencies.</p>	
<p>9. FUTURE ROLE OF CO-ORDINATOR</p> <p>Gill Daniels left the meeting for this item.</p> <p>Peter Stewart had met with Martin Slater and Ian Burbidge regarding Gill Daniel's contract.</p> <p>It was proposed that Gill Daniels contract be reduced to 1 day per week for the coming year.</p> <p>AGREED: That Gill Daniels contract be renewed but reduced to 1 day per week.</p>	
<p>11. APPOINTMENT OF NEW CHAIR TO THE GROUP</p> <p>It had previously been suggested that Peter Stewart's successor at the College of West Anglia be appointed as Chair to the Learning and Skills Group.</p> <p>Peter Stewart agreed to liaise with his successor prior to his departure.</p> <p>AGREED: That subject to his agreement, Peter Stewarts successor be appointed as chair at the next meeting.</p> <p>The group thanked Peter Stewart for all his hard work as Chair and wished him a happy retirement.</p>	<p>PS</p>

The Meeting closed at 1.00pm