

WEST NORFOLK PARTNERSHIP

SKILLS AND LEARNING GROUP MEETING

**Notes of a Meeting of the Skills and Learning Group
held on Monday 18th February 2008 at 2.00pm
in the Board Room, Principals Suite, College of West Anglia**

PRESENT: David Pomfret, Gill Daniels, Beverley Evans, Andy Hodgson,
Paul Kunes, Sue Jorgensen-Moore, Rory Robertshaw,
Martin Slater.

APOLOGIES: Mike George, Sarah Glenn

<p>1. MINUTES OF THE MEETING HELD ON 7th JANUARY 2008.</p> <p>The Minutes of the meeting held on 7th January 2008 were agreed as a correct record.</p>	
<p>2. MATTERS ARISING</p> <p><u>(i) Apprenticeship Project Proposal Update</u></p> <p>An update note from Sarah Glenn had been circulated to the group which explained that ten quotations had been submitted to carry out the project brief. It had been decided to appoint Tony Wareing, of 'Strategic People Ltd' who had submitted a mid range quote.</p> <p>'Strategic People Ltd' consultants specialised in work with clients who were driving or responding to change.</p> <p>An initial meeting was to take place with the consultant and the employers who had indicated they would like to take part in the project.</p> <p>It was noted that the project was expected to be financed from the Norfolk IIC contribution to 'Growing our own', however due to significant cuts in revenue funding were requested to consider a contribution of £4,900 towards this project.</p> <p>AGREED: The group agreed that £4,900 be awarded to this project.</p> <p><u>(ii) Create a Story Project</u></p> <p>Gill Daniels reminded the group that at the previous meeting it was agreed that the above project be submitted for a future awards scheme if it met the relevant criteria. She informed the group that unfortunately the deadline for submissions for the awards had already passed.</p> <p><u>(iii) Funding applications for smaller projects</u></p>	

<p>The group were reminded that at its last meeting it had been agreed to set up a small group to meet to investigate the submitted projects and examine the best way forward. Unfortunately this group had been unable to meet as yet, but were in the process of scheduling to meet to discuss this issue and would keep the group updated on progress.</p> <p><u>(iv) Learning and Skills Council Young Parents Pilot</u></p> <p>Gill Daniels informed the group that this project which had been named ‘beyond the bump’ would commence soon. This project was a County-wide initiative which involved NCH and Connexions and funding had been awarded for forty places.</p> <p>Andy Hodgson explained that parents attending the course may be eligible for ‘care to learn’ benefits which would cover childcare costs if necessary and agreed to pass on details to Gill Daniels for investigation.</p> <p><u>(v) Role and Purpose of the Group and its relationship to other groups</u></p> <p>David Pomfret explained that the reason this item did not appear on the agenda was because outstanding work was still to be undertaken.</p> <p>This issue had been presented to the West Norfolk Partnership Management Group and they had agreed ‘in principle’ support.</p> <p>Further progress would be reported at the next meeting of the Learning and Skills Group in April.</p>	AH/GD
<p>3. UPDATE ON EXISTING PROJECTS</p> <p><u>(i) Refrigeration Project</u></p> <p>Gill Daniels reminded the group that they had agreed to the allocation of funding for this project last year. She had recently undertaken further investigatory work on this to determine its progress and was to meet and discuss this with the Head of Employer Engagement at the College of West Anglia, who had agreed to take this forward.</p> <p>Gill Daniels reminded the group that the brief for this project was to investigate the need for educational training courses to be set up relating to the refrigeration and engineering careers. This need had been identified by the Managing Directors of two of the larger refrigeration companies in the area.</p> <p>£4,000 funding had been awarded by the group to take this forward, but at present had not been utilised.</p> <p>The Head of Employer Engagement sought advice from the group on the sort of reporting style and necessary timescales involved with the project. The group agreed that timescales would ultimately be determined by the two refrigeration</p>	

companies involved but it would be ideal to have any courses up and running by the new academic year in September. The group also agreed that they did not have a preference of reporting styles as long as all aspects of the project brief had been covered.

(ii) INSPIRE Project

Gill Daniels reminded the group that they had agreed to the allocation of funding for this small project which was being led by the College of West Anglia to deliver a range of bite sized workshops to develop IT, numeracy and literacy skills.

A good response to the taster sessions had been received. The project co-ordinators were now in the process of taking the laptops around the community to carry out further sessions.

Gill Daniels informed the group that two young offenders had taken part in the project and subsequently enrolled at the college for full time learning.

The project co-ordinators had indicated that they would like to request further funding to progress the project and Gill Daniels had asked them to prepare details to submit to the next meeting of the Learning and Skills Group.

(iii) Schools smaller projects

As advised under matters arising, the group established to investigate the allocation of funding for smaller projects had been unable to meet as yet. Sarah Glenn had identified one of the projects which would be better funded through the Learning Catalyst and arrangements to go through this route had been made.

The group agreed to keep the Learning and Skills Group updated on progress following their meeting.

(iv) Young Managers

At the previous meeting the group had agreed not to award the balance of the funding for this project until further activity had been undertaken.

Sue Jorgensen-Moore informed the group that activity had now taken place. The schools involved had visited two businesses and had arranged to visit a further two. Details of the recent activity carried out as part of this project had been documented in the Lynn News at the beginning of February.

Concerns were raised regarding the article which appeared in the Lynn News as there was no mention that this project had been funded by the Learning and Skills Group. The Group felt that it would be appropriate for Gill Daniels to contact all current project co-ordinators asking them to ensure that any further promotional material for projects was submitted to the Partnership Communications team to distribute to the media. It was also decided that this would be added to the criteria for future projects.

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The Young Managers project was due to be completed by the May half term and a final report would be submitted shortly after this.

(v) Update Reports and Budget Situation

Gill Daniels informed the group that all current project co-ordinators were required to submit an interim update report by mid March and she agreed to keep the group informed on progress.

In response to a question regarding the budget Gill Daniels informed the group that approximately £22,000 had been allocated on smaller projects so far. The group had agreed to allow a maximum of £30,000 for smaller projects which meant that £8,000 remained in the budget for small projects.

She informed the group that a total of approximately £48,000 remained in the budget, but this did not take into account the £4,900 which the group had agreed to allocate to the Apprenticeship project.

(vi) Year 8 Girls Project

Sue Jorgensen-Moore informed the group that she had met with representatives who would be involved in taking this project further. A project worker was still to be identified. The Youth Service had been approached to see if they were available to provide a co-ordinator but a response was yet to be received.

4. LEARNING SHOP

The group were informed that the outcome of the ESF bid for a Learning Shop submitted by the West Norfolk Partnership was likely to be known at the end of March.

If successful the bid would cover the infrastructure and delivery of a Learning Shop in King's Lynn.

Gill Daniels informed the group that the Stratfords premises in Norfolk Street was currently on the market and felt it would be an ideal location for the Learning Shop. Although the ESF bid could not be used for the purchase of premises, approaches could be made to investigate if the premises could be rented. Paul Kunes informed Gill Daniels that he had contact details for the Stratfords trustees that he could pass on to Gill Daniels if necessary.

Gill Daniels sought views on whether approaches should be made to IIC for possible funding in the event that the ESF bid was unsuccessful or to use alongside the ESF bid so that premises could be purchased if necessary. The group agreed that Gill Daniels should inform Vince Muspratt of the situation as it may fit into the IIC funding criteria.

PK/GD

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5. ANY OTHER BUSINESS

<p>Paul Kunes raised the issue of recreational learning courses. He felt that these were a good way to get people back into learning, but seemed to be disappearing due to reduced Government funding.</p> <p>He asked if anything had been done to lobby the Government to increase funding for these courses.</p> <p>David Pomfret informed the group that the College of West Anglia, other colleges and national bodies had lobbied the government regarding this issue but to no avail.</p> <p>The group were informed that a recent consultation document had been published regarding recreational educational learning opportunities which would result in government policy being set. It was likely that government funding for these opportunities would flat line for the next three years.</p>	
<p>6. DATE OF NEXT MEETING</p> <p>The next meeting of the West Norfolk Partnership Skills and Learning Group will take place on 7 April 2008 at 2.00pm in the Board Room at the College of West Anglia.</p>	

The meeting closed at 3.00pm.