

# Minutes



Leading learning and skills

**Date** 14 September 2006  
**Subject** Local Council Meeting  
**Location** Lindum Business Park  
**Time** 17:10  
**LSC office** Lincolnshire and Rutland  
**Publication intent** Internal

**Present** Roger Begy, Chair, LSC Lincolnshire and Rutland  
John Allen, Lincoln College  
Carol Chambers, Rutland Local Authority  
John Crosby, Independent  
Nick Rashley, Area Director  
Alan Robson, Rural Chaplain  
Maureen O'Callaghan, Independent  
Pam Smith, EM & AP Smith  
Nev Jackson, Amicus

**In attendance** Rob Mayall, Connexions  
Rachel Crookston, Government Office for the East  
Midlands  
Marion Blake, JobCentre Plus

**LSC staff** Chris Harris, Partnership Director  
Lorraine Howard, PA to Area Director  
Ian Pursglove, LSC National Office  
Andrew Martin, LSC Regional Office

**Apologies** Apologies have been received from:  
Haydn Biddle, George Bateman & Sons Ltd  
Tony Worth, QV Foods Ltd  
Heather Lee, Lincolnshire Co-Operative Society  
Peter Duxbury, Lincolnshire Local Authority  
Frances Mannsaker, University of Lincoln  
Tina McEwen, Business Link  
Michael LeGoff, JSFM Consulting Ltd  
Lynda Poole, Kesteven and Grantham Girls School  
John Kearsey, Jobcentre Plus  
Joanne Oliver, National Probation Service: Lincolnshire  
Area

### **Item 1. Welcome and introductions**

- 1.1 The Chair welcomed the members of the local Council and Observers to the meeting. Roger welcomed Rachel Crookston from GOEM to her first meeting, having taken over from Alan Taylor, Ian Pursglove from LSC National Office and Andrew Martin from LSC Regional Office.

### **Item 2. Declaration of interests**

- 2.1 Members were asked to declare any interest in items to be discussed immediately prior to the appropriate agenda item.
- John Allen declared an interest in Item 7: Newark and Sherwood College and Lincoln College Merger.

### **Item 3. Apologies**

- 3.1 Apologies for absence were noted as above.

### **Item 4. Minutes of the meeting of the local Council held on 13 July 2006**

- 4.1 The local Council approved the minutes of the meeting of the local Council held on 13 July 2006.

### **Item 5. Actions since the meeting held on 13 July 2006**

- 5.1 Members received a report on the action arising from the meeting held on 13 July 2006:
- a. Item 13: Area Director's Report: Work Based Learning take up.**
- An update is provided in the Area Director's Report.

### **Item 6. Unconfirmed minutes of the local Capital Committee meeting held on 13 July 2006**

- 6.1 Members noted the unconfirmed minutes of the Capital Committee held on 13 July 2006.

### **Item 7. Newark and Sherwood College / Lincoln College Merger**

- 7.1 The local Council was joined by John Allen, Principal, Ian Shaw, Chair Lincoln College and Jackie Hargis, Acting Principal, David Tranter, Chair Newark and Sherwood College.
- 7.2 Chris Harris gave a brief background regarding the merger of these two colleges.
- 7.3 The local Council received a presentation by the Principals and Chairs of Lincoln College and Newark and Sherwood College.
- 7.4 The following questions were raised with responses from the colleges representative noted:
- a. What is the name of the new college:** The steering group has been looking at a new name and hope to have it finalised around December 2006. Gainsborough has its own branding, what ever the name the Newark campus will also have its own branding.

- b. **Concern raised over relationships with 2 border colleges'. How will you deal with this:** Grantham College and Lincoln College have already met, they are interested in exploring the idea of a federation. The new Principal of West Nottingham College is looking forward to working with the merged college.
- c. **Concern with provision in the Edwinstowe area:** Provision offered by Newark and Sherwood College is not substantial, but they do offer some support.
- d. **Building Schools for the Future (BSF):** You can be re-assured that the plans we are developing at this stage will enhance learners. There will hopefully be a BSF development in Newark within the next decade.
- e. **Not helpful when a college merges across LSC boundaries when partners have to deal with 2 LSCs offices:** We do hope the LSCs will not be a problem. Have spoken to a couple of colleges with boundary issues and their biggest problem was the county boundary.
- f. **Within the existing provision in Lincolnshire CoVEs will students be able to choose to attend Grantham if they wished:** Engineering: the Centre of Vocational Excellence (CoVE) at Grantham will always attract students to Grantham. Students will be entitled to choose a college. Accessing Higher Education at Riseholme is something students already have the choice to make.
- g. **Transport for students:** Transport has been talked about and we will support students at both colleges, if there are transport issues.
- h. **Will there be any increase in childcare:** The LSC is currently reviewing the distribution of learner support across the region.
- i. **One of the key things is to increase learner numbers; I assume the increase in participation is from new learners rather than displacement:** Electrical Engineering, Hospitality, and Construction - the new college is looking to enhance provision in all these areas with new students.

7.5 John Allen, Ian Shaw, David Tranter and Jackie Hargis left the meeting to enable the local Council to discuss the proposal.

#### **Key Information**

- The Full Merger Proposal was previously circulated.
- The Lincolnshire and Rutland LSC has worked closely with colleagues in Nottinghamshire LSC that have the lead on this work.
- The Full Merger Proposal, having met with prior approval by the two college Corporations, was considered by the local Council of Nottinghamshire LSC on 6 September 2006.
- The local Council need to consider whether each of the criteria, in turn, has been met.
- If agreed by both LSC Councils the proposal will then go forward to the Secretary of State for approval.

- If this timescale is achieved the formal merger would be enabled from the 1 January 2007, although separate financial and funding arrangements would continue until the end of the operating year.
  - The local Council will be supported in the decision making process by Ian Pursglove, National LSC and Andrew Martin, Regional LSC.
- 7.6 The evidence in the assessment report is presented for the local Council of the LSC Lincolnshire and Rutland to form a judgement regarding the suitability of the merger of Newark and Sherwood College and Lincoln College.
- 7.7 Members are asked to agree that each criterion has been satisfied following consideration of the proposal and consider the recommendations outlined in section 1 of the report namely:
- a. "That the Council recommends the proposal to the Secretary of State.
  - b. That the Council supports the two corporations in their intention to agree a new name for the merged college.
  - c. That the Council recommends support for the revenue and capital costs of implementing the proposal as detailed in the report."
- 7.8 The local Council went through each Criteria as follows:
- Criteria 1 and 2: Agree**
- The proposal is likely to extend participation, learning and training.
  - The proposal is likely to result in raised learner achievement.
- Criteria 3: Agree**
- The proposal is likely to result in raised standards of education and training delivered.
- Criteria 4: Agree**
- The proposal is likely to address any issues of cover and under provision in an area.
- Criteria 5: Agree**
- Adequate consultation has been undertaken and proper consideration has been given to alternative options.
- Criteria 6: Agree**
- The proposed reorganisation is likely to be financially viable, affordable, cost effective and successfully managed.
- Criteria 7: Agree**
- The proposed reorganisation takes account of area wide inspection plans, where appropriate.

**Decision:** The local Council:

- **Recommends** the proposal to the Secretary of State.
- **Recommends** support for the revenue and capital costings.

**Issues Raised:**

- 7.9 The LSC was pleased to see the colleges have local and political support for this merger.
- 7.10 Would not want to see learner numbers fall.
- 7.11 Future Capital development is important to support this merger. The LSC cannot guarantee the full funding asked for.
- 7.12 Good quality provision is through good quality staff. How will they ensure that the correct calibre of staff is maintained through the merger.

**Item 8. '16-19 Competition – Lincolnshire Wolds area'**

- 8.1 Alan Robson, Nev Jackson and John Allen declared an interest.
- 8.2 The LSC Lincolnshire and Rutland is in receipt of 2 proposals to meet the Statement of Need relating to the Lincolnshire Wolds area:
  - Bennington Training Services Ltd.
  - Lincolnshire County Council.
- 8.3 The Council is in receipt of one representation from Grimsby Institute of Further and Higher Education.
- 8.4 The local Capital Committee had met on Thursday 7 September 2006 to receive recommendations from the Stakeholder Group following its meeting on the 31 August 2006.
- 8.5 At the meeting the Capital committee:
  - Considered the proposals received against the criteria set out in the guidance and in the published specification.
  - Considered representations made.
  - Noted the proposal recommended by the local stakeholder panel and considered in detail the issues and concerns raised.
  - Decided on its recommendation to the Council on the outcome of the competition process.
- 8.6 At the meeting the committee were able to consider each of the proposals and any strengths or weaknesses that were identified.
- 8.7 Following the Capital Committee on 7 September 2006 a paper was circulated to members of the local Council for consideration.
- 8.8 If approved by the LSC Lincolnshire and Rutland Council the successful proposal will be submitted to the regional property adviser and thence to the LSC National Capital Committee.
- 8.9 The local LSC is able to declare locally a 'winner' of the 16-19 'competition' subject to the proposer addressing the issues that the Council considers to be necessary.
- 8.10 All entrants are to be advised of the local outcome of the Competition by 23 September 2006.

## **Recommendation**

- 8.11 The LSC Lincolnshire and Rutland local Council is asked to approve the recommendation from the Stakeholder Panel and the Capital Committee that the proposal that best meets the needs of 16-19 year old learners is that submitted by LINCOLNSHIRE COUNTY COUNCIL.
- 8.12 The LSC Lincolnshire and Rutland, in recommending the 'winner' of the 16-19 competition, requires the proposer to address the areas of concern in submitting the final proposal to the LSC National Capital Committee.

### **Decision:** The local Council

- **Approved** the winner as Lincolnshire County Council, on condition it addresses the areas of concern listed below:
  - a. That the Management Group and any board of the Vocational Centre should reflect the breadth of the partners within the 14-19 learning cluster, to include FE and Work Based Learning providers.
  - b. That the Management Group and any Board of the Vocational Centre should include employer representation to assist in the vocational focus of the curriculum and contact with the Sector Skills Councils (this may be through the LSC regional skills development team).
  - c. Clarify how they will effectively engage with employers.
  - d. Define more clearly the level and means of collaborating with Further Education Colleges and Work Based Learning providers to ensure:
    - Delivery of the vocational curriculum.
    - Access to vocational specialism in staffing and resource.
    - Ensure the progression pathways from the offer in the vocational centre and the schools.
  - e. Clarify the arrangements for quality assurance of the provision within the vocational centre and the other provision based on the school sites.
  - f. Clarify how they will provide for specialist staff and training and development for staff.
  - g. Clarify how the staff in the vocational centre and other 'shared' staff will be employed.
  - h. Clarify the proposed Trust arrangements (recognising that further guidance is yet to be published by the DfES) including revenue funding.
  - i. Clarify the interim arrangements for governance and management (including revenue funding) until the formation of a Trust (or that would continue if the Trust was not achieved).
  - j. Clarify the revenue funding arrangements in the interim stage, taking cognisance of the fact that the LSC will not be changing the current status of any of the partners through the 'competition' process.
  - k. Clarify the mechanism for 'owning' the learner eg at which organisation(s) will learners be enrolled; learning support.

- l. Review and provide an example of how the vocational offer would operate across the proposed vocational centre and the centres within the schools.
- m. Revisit the plans for Hospitality and Catering within the proposal to ensure that the plans provide for an appropriate learning environment for 16-18 year old learners.
- n. Review the space available within the vocational centre to ensure that the maximum permissible within the formula is being proposed (with the LSC property adviser).
- o. Define more clearly the planned progression routes from the planned curriculum to FE and work-based learning; also ensuring links between the planned curriculum and Centres of Vocational Excellence.

**Decision:** the local Council

- **Recommends** Lincolnshire and Rutland LSC submits the final proposal to the LSC National Capital Committee.

#### **Item 9. Local Audit Sub Committee**

- 9.1 A paper was tabled at the meeting regarding the recommendations on the future of the local Audit Committee.
- 9.2 At the last meeting of the local Audit Committee, the need for a local Audit Committee was reviewed given the establishment of a regional Audit Committee with the objective to advise the Regional Director, Regional Board and local Learning and Skills Councils on the effectiveness of systems of control, risk management and governance.
- 9.3 Consideration was given to two options:
  - a. A recommendation to the local Council to disband the local Audit Committee immediately.
  - b. A recommendation to the local Council that the Audit Committee meets as planned in September 2006 in order to confirm that the terms of reference agreed at the first meeting (14 June) of the regional Audit Committee provide assurance regarding systems of control, risk management and governance. If confirmed the Audit Committee would recommend to the local Council that the committee should disband with the September meeting being the final meeting. The local Council retaining the option to establish a local Audit Committee in future if this was felt necessary.
- 9.4 Option (b) was recommended by the local Audit Committee and subsequently approved by the local Council at its July 2006 meeting. It was agreed that Nev Jackson, the local representative on the regional Audit Committee should report back on this matter at the September meeting.

### **Recommendations**

- 9.5 It is recommended that the local Audit Committee should disband with the September 2006 meeting being the final meeting. The local Council will retain the option to establish a local Audit Committee in future if this was felt necessary.
- 9.6 Approve John Crosby as an alternative for attendance at the regional Audit Committee meetings.
- 9.7 The recommendation was presented to the local Council for approval.

#### **Decision:** The local Council

- **Approved** the recommendation to disband the local Audit Committee with immediate effect with the option to establish a local Audit Committee in future if this was felt necessary.
- **Approved** John Crosby as an alternative for attendance at the regional Audit Committee.

### **Item 10. Area Director's Report**

10.1 The local Council received the Area Director's Report providing updates on the following items:

- Specialised Diplomas.
- Centres of Vocational Excellence New Standard.
- Lincolnshire and Rutland Complaints Summary.
- Performance Report.
- Work Based Learning Performance 2005/06.
- Issues from the Regional Audit Committee.
- LSC Restructuring Update.

#### **Issues Raised:**

- a. On specialised diplomas the proposed move to Land Based and Agriculture studies, this could have problems with inner city children and we need to ensure the quality of provision is exceptional.
- b. Concern that CoVEs have been set up under one set of rules and are now to be measured under another.
- c. The LSC will work with Connexions as well as the Work Based Academy on WBL underperformance.
- d. E2E outcomes data, % progression rates in Lincolnshire and Rutland is higher than average but low progression onto training courses.

#### **Decision:** The local Council:

- **Noted** the Area Director's Report.

**Item 11. Members' Feedback**

11.1 No items of feedback were reported.

**Item 12. Draft Agenda for the local Council Away Day**

12.1 Roger explained that due to information received from the Secretary of State recently, there would be no need, at this time, for a local Council Away Day.

12.2 The local Council meeting that was due to take place during this Away Day will now take place at Lindum Business Park, 9.30 – 11.00 on Thursday 12 October 2006.

12.3 It was agreed that Lorraine Howard would write out and confirm all these changes.

**Item 13. Date of next meeting**

13.1 The dates of the next meetings are confirmed as:

- Thursday 12 October 2006, 0930, Lindum Business Park. (to consider the expected Sixth Form Presumption proposals)
- Thursday 14 December 2006, 1700, Lindum Business Park
- Thursday 11 January 2007, 1500, Lindum Business Park (extended meeting on the development of the Area Plan)
- Thursday 8 March 2007, 1700, Lindum Business Park (to agree the Area Plan.

**The meeting ended at 19:07**

<b>Meeting chair</b>	Roger Begy
<b>Minute taker</b>	Lorraine Howard
<b>Date created</b>	5 July 2006
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**Signed:** ..... **Date:** .....

**Roger Begy**  
**Chair**