

Minutes



Leading learning and skills

Date 30 January 2007
Subject London West Learning & Skills Council
Location Central House, 3 Lampton Road, Hounslow
Time 14:00
LSC office London West
Publication intent Internal

Present
Rod Kenyon (RK) - Chair London West LSC
Clare Arnold (CA) - Area Director London West LSC
John Hensley (JH) - Councillor LB Hillingdon
Javed Khan (JK) - Director of Learning Services, LB of Harrow
Sue Ferns (SF) - Head of Research and Specialist Services, Prospect
Andrea Berkeley (AB) - Former Headteacher of Preston Manor High School
Paul Raina (PR) - Managing Director, Training and Assessment Services Ltd

In attendance
Ingrid Fischer - Secretariat

LSC staff
Ellen Quaye (EQ) - Partnership Director for Hillingdon & Hounslow, London West LSC
Pravin Parmar (PP) - Senior Property Adviser LSC

Apologies
Apologies have been received from:
Brian Noble - Network Manager, Business Link for London
Vijay Amin - Managing Director, ABi Associates Ltd
Saeed Gillani - Principal Accountant, Gee Kay Farrah
Angela Chiswell - Head of Connexions & Out of School Learning, LB of Brent
Geoff Crispin - Vice Chancellor, Thames Valley University
Rachel Davies - Principal, Uxbridge College
Frank Wingate - Chief Executive, West London Business
Jeremy Crook - Director, Black Training and Enterprise Group

Item 1. Welcome and introductions

- 1.1 The Chairman thanked all for attending and stressed that between now and dissolving the local Councils there was still a range of important decisions to make.
- 1.2 He also informed Council members that the new regional Councils will go through a rigorous recruitment and selection process which will be administered by LSC and will be approved by ministers. He expressed his wish that London West would be well represented on the new regional Council and encouraged any interested Council member to act when information on the process is circulated.
- 1.3 Rachel Davies' letter apologising for not attending the meeting and supporting the revised Harrow proposal was noted.

Item 2. Minutes of last meeting and matters arising from the meeting held on 21 November 2006

- 2.1 The minutes were agreed as an accurate record of the meeting.
- 2.2 The Chairman informed Council members that talks with the Mayor's office had commenced about Public Sector Apprenticeships for Community Support Officers, and CA confirmed that work on this programme had already started.
- 2.3 On staffing issues CA reported that she had received verbal acceptance from two Partnership Directors; one of whom would be taking up his role in two weeks time, the other one at the beginning of April. Remaining vacancies at London West would be filled once the new Partnership Directors had settled into their roles.

Item 3. Harrow Collegiate Proposal

- 3.1 Before inviting the Harrow Collegiate team to join the meeting and present their revised proposal the Chairman asked members to consider whether all educational requests had been met by the revised proposal and to raise any still open concerns.
- 3.2 The following items were raised in discussion:
 - CA pointed out that this was a unique proposal as it addressed the whole 14-19 agenda; however, since the proposal falls under the 16-19 guidance it is 100% fundable by LSC.
 - institutions in the collegiate share a common timetable for four out of five days.
 - the local authority is in control of the funding.
 - expected numbers are 1,200 over two years; and admissions are controlled by the consortium, not by individual schools.
- 3.3 JK expressed his conflict of interest should there be a vote on the proposal; this was noted by the Chairman.
- 3.4 The Chairman invited the four representatives of the Harrow Collegiate to present their revised proposal. Heather Clements, Head of Advisory

Services, presented Harrow's case. Peter Allen (Interim Collegiate Director), Jackie Mace (Principal Stanmore College), Sue Hammond (Head, Whitmore High School), Group Managers, Schools & Children's Development Group.

- 3.5 Heather pointed out that by planning 14-19 provision the scope had expanded and fulfilled all of government's policy principles and its national agenda. The aim was that by 2010 Harrow would become the first borough to achieve a 100% staying-on rate at 16. Harrow's schools were already high achievers and ready for this radical, innovative approach which builds on the equality of young people and all partners in the Collegiate.

The independent consultants had given the proposal a glowing report and expressed their confidence that it would deliver value for money in an efficient way.

With regard to faith schools the collegiate was working closely with the Westminster Diocese on finding collaborative solutions.

Six sixth forms had been opened in the first phase of the Collegiate; the number of learners recruited (440) was well above target; there is good evidence of teaching staff working well together, sharing teaching, good practice, etc. Possible NEET people are already being identified and receive special guidance.

There was a borough-wide agreement on piloting specialised diplomas; and the development of the skills centre was well advanced.

- 3.6 The following issues were raised in discussion:

- some of WBL provision will have to be bought in from outside the borough
- about 70% of all students take at least one course with a different provider; students are used to moving between institutions and this seems to be working well.
- the governance structure needs to go through a formalising process; after one year the decision will be made on whether a legal entity should be formed.
- a 14-19 strategy group is well established; structure and frameworks are already in place; all Collegiate institutions are fully committed to the proposal and change in leadership in some of the colleges has made no difference.
- expertise and good practice are being shared between the institutions and there is potential for teachers moving between sites.

- 3.7 PP explained that he was working with the Collegiate on capital, as not all sites currently fulfil the required criteria of value for money from a property point of view. Good progress is being made.

Decision: Council members unanimously endorsed the proposal.

Item 4. Annual Plan 2006/07 Update

- 4.1 EQ gave an update on key deliveries. All local authorities have submitted proposals to deliver Specialised Diplomas; some have gone for all five, Hillingdon submitted three.

- 4.2 West Middlesex College had a poor inspection; they have been issued with a notice to improve. A post-inspection action plan will be developed and the college will be monitored closely.
- 4.3 Council members noted the updates.

Item 5. Local Plan 2007/08

- 5.1 CA explained that annual plans have been harmonised across the London region with templates for local offices to complete. The partnership teams have filled in all big issues but there are gaps as final confirmation of local budgets is still outstanding. CA asked all Council members to send any additional comments to EQ by 5 February.

Action: Council members/EQ

- 5.2 The issue of LSC moving away from PCDL funding for non accredited learning, was raised. EQ confirmed the government's directive about safeguarding PCDL and that the recommendation for this year was to work in partnership with local authorities and in addition use other sources like ESF, the voluntary sector, social services, etc..
- 5.3 A lively discussion started on how investment in preventative measures like 'leisure learning' could take the weight off the NHS; also how funding ESOL provision is changing in that the LSC is becoming more selective in who receives funding for ESOL learning. The main aim is to provide people with employability skills.
- 5.4 The Chairman asked CA and EQ to try and address all of the issues raised in the annual plan. He also confirmed that the plan was accepted in principle but is to be expanded.

Item 6. Any other business

- 6.1 CA presented the capital application from Twyford Church of England School (see handout) to extend its sixth form centre. PP confirmed that the school suffers from significant lack of space for existing learners and that the cost for phase 1, which had been out for tender, was well within the expected range. AB added that capital funding criteria were very difficult for schools to meet, which is why many schools are unable to expand facilities.

Decision: Council members agreed to go ahead with the proposal.

- 6.2 JH informed Council members that Hillingdon was creating more WBL provision for construction, painting & decorating and landscaping.
- 6.3 The Chairman asked that the discussion from 5.3 should be continued at the next Council meeting. This will be a separate agenda item.

Action: CA

Item 7. Date of next meeting

7.1 The next meeting of the London West Learning & Skills Council will take place on **Wednesday, 14 March from 14.00 – 16.00** at London West LSC, Hounslow.

Meeting chair	Rod Kenyon
Minute taker	Ingrid Fischer
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APPROVED