

# Minutes



Leading learning and skills

## Minutes of meeting

**Date** 12 July 2005  
**Subject** Council Meeting  
**Location** Boardroom  
**Time** 09:00  
**LSC office** London East  
**Publication intent** Internal

**Present** Ken Coello (Chair)  
Vivien Cutler (Executive Director)  
Cllr Graham Lane  
Elizabeth Balgobin  
John Fairclough  
Sharon Collins  
Sharon Dodd  
Geoff Pine

## In attendance

**LSC staff** Tony Oliva (Director of Finance and Internal Services)  
Nicole Francis (Director of Strategic Development and Quality)  
Laura Gander-Howe (Director of Learning Programmes)  
Jim Lewis (Thames Gateway Skills Director,)

## Apologies

Apologies were received from:  
Nicholas Wright  
Jan Tallis  
Jennifer Izekor  
Roger Tucker  
Mohamed Omar  
Lynn Conolly  
Mick Conolly

## Absent

Dr Dan Moynihan  
Heidi Watson  
Laurie Hull  
Cll Gavin Moore

## Item 1. Welcome and introductions

1.1 Ken Coello welcomed members to the meeting.

## Item 2. Minutes of last meeting

2.1 The minutes were agreed as accurate.

### **Item 3. Matters arising**

- 3.1 Actions from previous minutes:
  - a. Further clarification about the roles of chairs – Ken writing letter to Chris Banks.
  - b. New Council members – Ken is putting together a list and will be requesting local authority and head teacher nominees.
  - c. Five Borough Olympics and Paralympic Education Strategy – still in draft. Should be signed off by the 5 local authorities by the end of the week.
  - d. Report on Local Intervention & Development Fund (LID) was sent out – no comments received to date.

### **Item 4. Executive Director's Update**

- 4.1 Budget allocation for 2005-6. The final allocation, delayed by amendments to the Work Based Learning (WBL) budget, has now been agreed. Should be received by the end of the day.
- 4.2 Performance Scorecard. Annexes 1 and 2 comprise the June update of the scorecard and a glossary (q.v.). The first significant point to note relates to incomplete data for both adult and young people which distort the true picture for LSCLC by the omission of data for WEA and LB Lewisham. National and regional colleagues are investigating a more refined version which will be in draft form for the next meeting to allow for comments or requests. Still awaiting comments on 14-19 section.
- 4.3 The data for WBL reaffirms the points made in the last report ; improvements in numbers and completions for 2004-5 for period 9 are higher for both adults and young people although we still lag some way behind other London local LSCs. Other issues include some changes to Skills for Life (SfL), known from the previous report, and the administration expenditure which reflects continued turbulence and a pattern of unfilled vacancies. As reported at the last meeting, figures for the Not in Education, Employment or Training (NEET) group of young people suffer temporarily from changes to the management information system.
- 4.4 Brook House is distorting the figures due to the 5-year gestation period which is already 75% of the way through. WEA distorts some aspects of our performance and should be dealt with at regional level.
- 4.5 Bexley College  
The Chair and Executive Director attended a Monitoring Committee meeting of the Governing body on 18 May 2005 as prefigured in the last Council meeting. The suggestion for a Centre for Excellence in Leadership (CEL) review was generally well received. It has been deferred to late September. However, the proposal to fund a secondment to support the senior leadership team was regarded with some suspicion, despite clarification from the Executive Director that this was not designed to have a change agent function. Following the presentation, Governors agreed to discuss the latter suggestion at the next Full Governing Body meeting on 11 July and to inform us of their decision.

Subsequent to the meeting, the third monitoring visit by Ofsted/ALI took place. Laura Gander-Howe, Director of Learning Programmes, attended the feedback which was only oral at this stage. The written report could be slightly different. Oral feedback was that improvement in Hair & Beauty was positive; visual and arts was limited improvement; ICT was limited progress; Leadership and Management was limited progress. There are 9 months until the Ofsted re-inspection. Although methods of

improvement have been identified there are fundamental things not being driven through. The governing body of the college need to take stronger action.

#### 4.6 Academies

The post-election period has heralded an increase in activity from the Academies Unit, re-visiting proposals for 16-19 Academies which had been largely discounted in the past few months. A position paper for London region (Annex 4) is included.

We are delighted that National Office has allocated an officer to liaise with the Unit and with those LLSCs and Regions most affected. She has met individually all London EDs and the Regional Director. As a result of this initial discussion, she set up a further meeting for LSCLE with a member of the Academies Unit to clarify the impact of proposals for new Academies north of the river as these boroughs and the travel-to-study patterns present a more complex picture than elsewhere in the region.

It is unfortunate that, despite increased movement on 16-19 Academies, guidance on competition for school-based provision is still awaited. This window enables boroughs such as Hackney to begin consultation on the possible expansion of such provision without clarity as regards the LSC role in judging the level of demand and appropriateness of the curriculum offer. Vivien Cutler met Sir Mike Tomlinson to discuss the issues in relation to the two colleges.

Andrew Adonis sent a letter to Chris Banks with regards the outcome of the Tower Hamlets' Area Wide Inspection. This letter suggested the consideration of a 16-19 academy for Tower Hamlets.

Ken thought that while Jay's report showed the positive aspect that academies could bring it was unbalanced in that it did not mention the possibility of undermining existing provision in an area.

It was felt that while additional 16-18 provision and quality was positive, existing provision should be investigated according to the area's requirements and the area wide inspection. Also, that the Academies unit should guard against setting targets without negotiation and consultation with other stakeholders. Vivien to draft a letter on behalf on Ken from Council.

#### 4.7 Visit of Chief Executive and Regional Director

Mark Haysom's visit was postponed due to the terrorist attack on London and has been rescheduled for 29 September 2005. There will be a staff away day in August.

#### 4.8 Strategic role of Council members

Members have raised concerns over the past few meetings regarding the perceived erosion of local influence in the new regionalised LSC structure and through a decrease and restriction of Local Initiative Development Funding. Those LSCLE members who attended the 14 June meeting with the Chair, Chris Banks, the Regional Director and London Executive Directors (EDs) will have been reassured to hear the Chair reaffirm the continued role of local offices in delivery and that of local councils.

- 4.9 In his presentation, Chris outlined the main aspects of the agenda for change: funding; skills and employers; quality; business excellence; data and reputation.
- 4.10 It is obviously important for all Council members to be fully informed about the LSC's intentions towards the FE sector through agenda for change and to have the opportunity to discuss the implications both of the programme itself and in the context of other key drivers such as the Foster Review of FE (due to report in the autumn), 14-19 White Paper, Skills White Paper and the Leitch Review of Skills (reporting in 2006) as well as the impact of regionalisation and the relationship with the London Development Agency (LDA). Far from a diminishing Council role, it can be argued that there has never been such a need for members to engage with the learning and skills agenda since the LSC's inception.

LSCLE StAR group proved how successfully Council members can contribute to and develop strategic thinking. The Chair and ED would like to suggest an initial away day in early autumn to discuss the wider policy landscape and the role members can play both locally and regionally in strengthening the learning and skills sector's influence. This would also present an opportunity to discuss a programme to address development needs and the possibility of joint sessions with college governors. Council agreed this suggestion and a meeting date would be fixed for September. Potential new Council members will be invited to attend.

#### 4.11 Council Away Day

To be scheduled for Sept/Oct and placed in diaries as soon as possible. The venue should be local and an external facilitator should be invited. As Council membership will be in transition at the time prospective new members should also be invited such as prospective 6<sup>th</sup> form headmasters.

It will be compulsory for all Council members to attend. The agenda should contain an outline of LSC objectives such as the 'agenda for change', council members roles to establish a base line of understanding. Champion's should be identified

**Action: DK**

### **Item 5. Finance Report: Budget Update 2005/06 and Financial Performance Report for 2004/05**

- 5.1 Tony Oliva presented his report.
- 5.2 Tony brought to the attention of the Council the administration budget cuts which will take effect in 18 months. In light of this the lease is being re-negotiated with the landlord and the LSC will reduce the floor space from three to two floors.
- 5.3 Due to the reduction of funding for Adult Education some colleges may become unviable unless they change their focus. It was suggested that future funding should be concentrated on providing sector skills rather than according to age. For example post 19 apprentices could face the sudden cessation of funding leaving them unable to finish a level 3 qualification.
- 5.4 With the Olympic village being built in Stratford there could be the need for a special budget.
- 5.5 A paper by Brian Godbold was handed out.

## **Item 6. Equality and Diversity Impact Measures**

- 6.1 It was agreed that a different approach needed to be adopted for the setting of future EDIMs, which would include consultation with both providers and the LSC's Learning Programmes Directorate.

It was also agreed that EDIMs needed to be mainstreamed into the LSC's new Business Cycle. The LSC's National Equality and Diversity Strategy 2004/07 identifies six priority areas or strands of work. Strand 6, Measuring Outcome, will measure impacts and outcomes in a way that identifies good practice in equality and diversity. One activity to achieve this is to use EDIMs and Workforce Development targets to monitor and measure change.

There was a question of how disability provision would be backed up in the budget as presently there is no special provision. The council felt that there were issues around provision that needed to be addressed nationally. Since there has been no increase of money from the DfES since the LSC began additional support was required.

Council felt that providers should be rewarded rather than penalised for implementing EDIM provisions, these could be measured as part of the inspection process and should form part of the regular update meetings with the college. StAR results brought up the issue of LDD. It was mentioned that Scope are busy with a national campaign called "Getting Equal", which is aimed at raising awareness. Council agreed the report and asked for an update on progress against EDIMs in Spring 2006.

## **Item 7. The London 2012 Olympics**

- 7.1 It was decided that this would be a regular item on the agenda, with the first report at the away day.
- 7.2 As the Olympic Park and village will be built in Stratford it was important that LSCLE play a proactive lead in the planning process. A task group should be formed which should include Jacqui Henderson and Philippa Langton.
- 7.3 Jim Lewis has already had a number of meetings with various parties including the construction sector where up to 5000 additional jobs would be created by 2007. He also mentioned that the majority of the work would happen after the Olympics, converting the village to housing etc. Overall with Stratford City, the Olympics and the Thames Gateway projects there would be sustainable construction jobs in East London for the next 20 years. Due to the timing, it was important that local people start training with the September 2005 intake.
- 7.4 In the short-term the education framework and skills training for volunteers. Elizabeth Balgobin will be attending a meeting of the voluntary sector on Wednesday 13 July and will feedback to Council.

## **Item 8. The Staff Perception Survey**

- 8.1 A high percentage of staff participated - 92 staff responded compared to 94 in 2003. As the questionnaire occurred pre-election it skewed the result on questions such as job security. A key strength was a strong result in terms of supervision and line management, which achieved higher than the LSC and general civil service average.

- 8.2 Challenges included staff pay and reward due to the fact that LSCLE is not London weighted and the banding structures not being market related; learning and development needs (exercise is being undertaken to investigate needs); Low staff morale generally (busy working with employee representatives to look at ways of improving this). Nicole Francis will agree an action plan with staff. Management to lobby NO on pay issue.
- 8.3 It was mentioned that the results of the recent questionnaire could not be directly compared to the previous questionnaire as some questions have changes e.g. bullying which was a major issue in the last report was not even investigated in the current research. A criticism of the questionnaire was that some questions were ambiguous; there was no request for input; and no space for staff comments, or place to raise other issues.

**Item 9. Date of next meeting: to be advised (possibility of combining the next meeting with the Away Day)**

**Publication no.**

**Meeting chair** Ken Coello

**Minute taker** Lynn McSweeney

**Document ref.** G:\Executive Unit\Council\Council\Meetings\meetings  
2005\12July2005\loe-councilmeeting-internalminutes-12July2005-  
v3.doc

**Version** 0.1

**Date of version** 12 July 2005

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