

Minutes

Date	20 September 2005
Subject	London West LSC Council Meeting
Location	London West LSC
Time	14:00
LSC office	London West
Publication intent	Internal

Present	Rod Kenyon - Director, British Gas Engineering Academy Peter Pledger - Executive Director, London West LSC Jeremy Crook - Director, Black Training and Enterprise Group Vijay Amin - Director, ABi Associates Paul Raina - MD, Training & Assessment Services John Stone - Principal Ealing, Hammersmith and West London College Saeed Gillani - Principal Accountant, Gee Kay Farrar Geoff Crispin - Vice Chancellor, Thames Valley University Rachel Davies - Principal, Uxbridge College Andrea Berkeley - Headteacher, Preston Manor High School Javed Khan - Director of Learning and Community Development, Harrow Council Frank Wingate - Chief Executive, West London Business John Hensley - Engineering Systems Manager, John Guest Ltd Andy Mitchell - Team Leader, Government Office for London Sailesh Devani - General Manager, Connexions London West Brian Noble - Network Manager West, Buisness Link for London
LSC staff	Clare Arnold - Director of Operations and Quality Chris Smith - Finance Director Martin Freedman - Head of Research Tommy Masters - Head of Sixth Form & Margaret Clements - Strategy Co-ordinator 14-19 for agenda item 6
Apologies	Apologies have been received from: Sue Ferns - Head of Research and Specialist Services, Prospect Isobel Morton OBE - District Manager, Jobcentre Plus

Item 1. Welcome and introductions

- 1.1 Rod welcomed those present including Frank Wingate and John Hensley, newly appointed members of London West LSC representing the business sector.
- 1.2 There was an announcement made last week on the Agenda for Change, Theme 7, and the implications for the LSC. There will be a reduction of 1300 posts in the current workforce. One of the objectives of the changes being proposed is to establish a regional structure which is aimed at strengthening the role of local Councils.
- 1.3 It was agreed that Council members would be kept informed on Theme 7 of the Agenda for Change.

Action: Peter Pledger

Item 2. Minutes and Matters arising of meeting held on 17th May 2005.

- 2.1 The minutes were approved as an accurate record of the meeting.
- 2.2 It was noted that the Chair wrote to the Chief Executives of the local Authorities in the London West area, inviting them to apply for the position vacated by Gillian Guy. To date London West LSC has not received any applications.

Action: Rod Kenyon / Peter Pledger

- 2.3 It was noted that Peter wrote to Phil Head at national office confirming that London West LSC agreed to recommend that the capital bid from Uxbridge College be supported at a level of 15% contribution from the LSC. However, following regional recommendation of 10% the National Capital Committee approved 10% capital support.
- 2.4 It was noted that attached with the minutes was the Annual Plan 2004-05 Evaluation. The objective was to evaluate the extent to which the challenges and local priorities identified in the Annual Plan were addressed.
- 2.5 Also attached to the minutes was the Brunel Academy Research update, which is the brief given to ECOTEC to provide an assessment of the potential impact of the Brunel HSBC Education Trust Academy. The research commissioned would be available for the November Council meeting.
- 2.6 A notice was published in August to launch the public consultation. The new Academy would be an FE Corporation and London West LSC is expected to receive a capital bid to support this new institution in March 2006. It is anticipated that the Secretary of State would lay an order before Parliament to create the new College in June 2006.

Item 3. Minutes of Audit Committee meeting of 9th June 2005.

- 3.1 Jonathan reported that the work of the Audit Committee is to perform an important advisory role for the Council and the Executive Director. It is their job to monitor expenditure and ask robust questions. He updated Council members on the last Audit Committee meeting. It was noted:

- The Executive Director of each local LSC is obliged to provide an Annual Assurance Statement on provider's internal controls and on their application of LSC payments. The Audit Committee were satisfied that providers funded by London West LSC maintained sound financial control and maintained sufficient evidence to demonstrate that they have earned the funds paid to them in the period. The Audit Committee endorsed the Annual Assurance Statement.
- The Executive Director is obliged to produce a Statement of Internal Control, which confirms that London West LSC has an adequate control environment in place. This statement needs to be signed by the Executive Director and submitted to the LSC Chief Executive. The Audit Committee endorsed the Statement of Internal Control.
- There was also an update on Risk Management.

Decision: The London West LSC noted the minutes of the Audit Committee of 9th June 2005.

Item 4. Annual Plan – Update 2005-06.

4.1 It was noted that:

- The FE success rate target to be achieved by August 2006 is 72%, with some colleges making good progress towards the target.
- The Skills Centre in Harrow is now opened and will accommodate 120 14-16 year olds studying building crafts.
- Ealing, Hammersmith and West London College was approved for interim CoVE status in Media. Stanmore College (Early Years) and TVU (Catering) successfully completed their first year with interim CoVE status and now have full CoVE status.

4.2 John Stone said that the success rates figures are misleading.

4.3 Javed queried the 16-18 success rates for Stanmore College, as the table indicated a success rate of 80% when the figure should be 64%.

4.4 It was agreed that when the approved minutes are sent to Council members London West LSC would send out a corrected success rate chart.

Action: Clare Arnold

Decision: The London West Learning and Skills Council noted the briefing on the implementation of the Annual Plan 2005-06 of London West LSC.

Item 5. Needs Assessment.

5.1 Martin Freedman, Head of Research delivered a presentation on the Needs Assessment. It was noted:

- Each local LSC office is required by statute to produce a statement of learning needs for individuals, employers and communities in their area. London West has fulfilled this requirement by its annual Needs Assessment. This year, the Needs Assessment focused on skills. It is a

particularly important issue for London West given the economic and culturally diverse nature of the six boroughs.

- The research in the Needs Assessment aligned London West's businesses with those of the new sector skills councils. It revealed that almost 30% of employment was concentrated in three sectors: hospitality, retail and passenger transport. Other research in the document showed that these areas were not necessarily those that were being taken up by learners in FE and WBL. Although results at GCSE and A level were improving for London West institutions, they were still generally below levels in the rest of the country and this would affect progression into FE, WBL and higher education.
- Information in the Needs Assessment would be used to facilitate the planning process and there were also maps showing education and employment deprivation in great detail. This would all help to direct resources where they could have the greatest effect.

5.2 Javed asked what happens to the Needs Assessment once it is approved by the Council.

Peter said that the Needs Assessment is published and a copy is sent out to all our partners. London West LSC would use the information to inform our plans.

5.3 John Hensley said that the Needs Assessment is an important document that can help employers who are thinking of relocating as it gives them very useful information about the area.

5.4 Javed asked if it was possible to have an analysis of the ethnicity data, maybe using sub-categories to breakdown the information.

Peter said that there was some research conducted by IPPR (Institute of Public Policy Research) on ethnicity breakdowns, we could bring this information to a future Council meeting.

Andrea informed Council members that schools collect data on an annual basis which shows not only ethnicity but also languages spoken.

Decision: The London West Learning and Skills Council:

- a. Noted the contents of the Needs Assessment.
- b. Agreed the publication of the Needs Assessment for distribution to partners, providers and other interested parties.
- c. Agreed that a presentation on the IPPR research would be delivered to a future Council meeting.

Item 6. 16 – 19 Provision.

6.1 Margaret Clements, Strategy Co-ordinator, and Tommy Masters, Head of Sixth Form, delivered a presentation on three recently issued consultation documents:

- DfES guidance for new measures to increase choice and diversity in 16-19 provision;
- LSC guidance for 16-19 competitions;
- LSC guidance with regard to 16-19 capital fund from 2006-07.

The consultation concludes 30 September 2005.

In its 14-19 White Paper the government outlined proposals for increasing post 16 participation through the provision of a rich mix of learning opportunities. These consultation documents provide more information on how the government hopes to meet this objective through the expansion of successful provision. The proposals include:

- measures making it easier for high performing 11-16 specialist schools to open sixth forms;
- competitions, decided at local level, where substantial new 16-19 provision is needed;
- A new capital fund combining school and FE resources to support coherent investment in new 16-19 provision.

Decision: Following a discussion the London West Learning and Skills Council;

Noted the content of the consultation papers on Capital Funding, Competitions, and Increasing Choice and Diversity in 16 – 19 provision;

Item 7. Agenda for Change.

7.1 It was noted that the LSC is currently working through a programme called 'Agenda for Change' aimed at transforming the post-16 sector and the way the LSC work with partners and stakeholders. It is organised around six themes:

1. Skills for Employers – We will work together to create colleges valued by employers as the partner of choice for developing the skills they need.
2. Quality – We will work together to improve the quality of provision, funding excellence and promoting the very best to serve as beacons to others.
3. Funding – We will radically simplify our funding methodology and allocation process, making it more transparent, more demand –led, and more responsive to changing needs.
4. Data – We will sweep away the complexity that causes colleges to divert resources to collecting data of variable benefit.
5. Business Excellence – We will develop our capital investment strategy to free back-office resources and support improved management systems and processes to thus improve our business excellence.

6. Reputation – We will work with colleges to identify ways in which they can secure their reputation as pivotal to delivering the education and training needs of the UK.
- 7.2 It was noted that if Council members have any comments about Agenda for change they could write to Peter.

Decision: The London West Learning and Skills Council noted the Agenda for Change Prospectus and funding proposals.

Item 8. Teaching of Mathematics.

- 8.1 John Hensley reported that the Council need to be aware of the real issues that exist in the teaching of mathematics. Functional mathematics should appeal to students by being motivating, relevant, interesting and realistic. Teaching related to functional mathematics should reveal ways in which mathematics is used in life and provide students with experience in using and applying the mathematics they know well in complex contexts. We need support from London West LSC to endorse a pilot scheme which would take teachers to industry and commerce, learn the needs and take this back to the classroom.

Peter said that EBPC (Education Business Link Consortium) already have a contract with London West LSC to place teachers in industry.

- 8.3 Following a discussion by Council members it was agreed that Peter and John meet and discuss this further.

Action: Peter Pledger / John Hensley

Decision: The London West Learning and Skills Council noted the contents of a report following the QCA / ACME Functional Mathematics workshop held on 3rd March 2005.

Item 9. Any other business

- 9.1 There was no other business.

Item 10. Date of next meeting

- 10.1 The next meeting of the London West Learning and Skills Council will take place on 15th November at 2.00pm, with refreshments available from 1.30pm.

Meeting chair	Rod Kenyon
Minute taker	Nasir Lakhanpal
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