

Minutes



Leading learning and skills

Minutes of meeting

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| Date | 15 March 2005 |
| Subject | Council Meeting |
| Location | Board Room |
| Time | 17:00 |
| LSC office | Lancashire |
| Publication intent | Internal |

Present

Jeff Cowburn
Tony Gill, Chair
Hazel Harding
Steve Johnson
Ray McManus
Malcolm McVicar
Peter Neill
Janice Parker
Khalid Saifullah
Greg Turner

LSC staff

Dave Cresswell
Andy Fawcett
Viv King
Steve Palmer
Sandra Whyte

Apologies

Apologies have been received from:

Nigel Burke
Nancy Cookson
Margaret Dudley
Alyson Malach
Clive Memmott
John Moverley
Karen O'Donoghue

Item 1. Welcome and introductions

1.1 Tony Gill welcomed all present.

Item 2. Minutes of last meeting

2.1 The minutes of the meeting held on 15 February were accepted as a true record.

Item 3. Matters arising

- 3.1 Steve Palmer to approach the larger employers and WBL providers to ask if they would be willing to host a Board meeting at their premises. It was agreed that off site meetings should be held every third month. Jeff Cowburn agreed to hold the first meeting at Training 2000. Date to be confirmed.

Action: SP

- 3.2 Steve Palmer updated the Board on the outcome from the Regional Management Team (RMT) held on 24 February with regard rebasing of FE colleges. Confirmation was given at the RMT that there was a need to take cash from colleges who had under performed in 2004/05 to give to those colleges who were over performing. The North West LSCs had submitted their proposals to the RMT at which approval was given to the various requests made by Lancashire LSC.
- 3.3 Steve Palmer reported that any savings secured by the North West offices could be consumed within the North West.

Item 4. Progress on the 2005/06 Business Plan

- 4.1 Andy Fawcett reported that national office had recognised that the local plans for the North West had been viewed as strong.
- 4.2 It was noted that Mark Haysom felt that the NW plans had a good regional perspective and positive feel to them.
- 4.3 Andy Fawcett was pleased to report that the NW LSCs had worked closely together to develop the plans in a consistent way, benchmarking and sharing best practice across the region.

Item 5. Audit and Quality Committee

- 5.1 Ray McManus briefed the Board regarding the Audit and Quality Committee held at 2.30pm. He expressed concern at the level of attendance and felt that the membership required amending.
- 5.2 Ray McManus gave the Board a verbal brief on the reports presented at the meeting. The Committee had accepted the reports as satisfactory and agreed that no further action was required.
- 5.3 Ray McManus asked the Board to approve the following changes to the Terms of Reference already distributed.

Quorum

- 3.1 The Quorum for the Committee shall be 50% of the membership (rounded up.) **Agreed.**

Item 6. Quarterly Performance update

- 6.1 Andy Fawcett was pleased to report that the quality and delivery of data returns had improved significantly over recent months, which had enabled the LSC to get a stronger grip on performance. During 2005 in year bi monthly reports are being received from colleges along with WBL providers and school 6th Forms.
- 6.2 Andy Fawcett reported that Lancashire LSC is ahead of its WBL target, has hit the target for Apprenticeship starts for 2003/04 and Skills for Life qualifications for 2001/04 and is making good progress towards the e2e target.
- 6.3 Andy Fawcett will present a paper on Performance Indicators to the June meeting.

Action: AF

Item 7. Area Wide Inspection

7.1 Viv King gave the Board a detailed presentation on Ofsted's assessment of strengths and weaknesses from the recent Area Wide Inspection of Blackburn with Darwen Local Education Authority. It was noted that the detail was given in confidence until the final report is published on 23 May.

7.2 Viv King agreed to arrange a Youth Board Sub Group once the final report is available in order that discussion can be made around developing the post inspection action plan.

Action: VK

7.3 It was noted that overall judgement of satisfactory was a fair outcome from the inspection which was slightly different to the Self Assessment Report that was done prior to the inspection.

7.4 Viv King reported that from summer 2005 the 14-19 area wide inspections will cease and be replaced with Joint Area Reviews.

Item 8. Executive Director's Report

8.1 Steve Palmer talked through his paper giving the Board the latest developments that were not already covered.

8.2 Steve Palmer informed the Board that the National Appointments Committee had put forward a recommendation for the post of Chair of Lancashire LSC to the Secretary of State for approval. We should know the outcome of this exercise by end of March 2005.

8.3 Steve Palmer confirmed that Lancashire Skills and Employment Taskgroup would report to the Board as the Board Adult Sub Group.

Item 9. Any other business

9.1 None.

Item 10. Date of next meeting

10.1 The next meeting of the Board will take place at 5pm on 19 April 2005 at LSC Lancashire.