

Minutes



Learning+Skills Council

44th BOARD MEETING

Date: 21 December 2004
Time: 17.00 hours
Venue: Taylor House, Caxton Road, Fulwood, Preston
Chair: Tony Gill

In attendance:

Board Members

Jeff Cowburn
Linda Crabtree
Hazel Harding
Alyson Malach
Ray McManus
Peter Neill
Steve Palmer, Executive Director
Greg Turner
Khalid Saifullah

Observers:

Pam Flynn
Steve Johnson
Karen O'Donoghue
Clive Memmott
John Moverley

Directors:

Andy Fawcett
Viv King
Sandra Whyte

Apologies:

Board Members

Nancy Cookson
Margaret Dudley
Malcolm McVicar
Janice Parker

Observers:

Nigel Burke

Dave Cresswell

ACTION

1. Chairman's opening remarks

1.1 The Chairman welcomed John Moverley the nominated representative for Northwest Development Agency, Clive Memmott representing Business Link Lancashire and Neil Mawdsley of Lancashire Education Business Partnership attending for item 3.

2. Apologies

Apologies were received from Nigel Burke, Nancy Cookson, Dave Cresswell, Margaret Dudley, Malcolm McVicar and Janice Parker.

3. Minutes from previous meeting

The minutes of the meeting held on 16 November 2004 were agreed as a true record.

4. Matters not arising elsewhere on the agenda

Steve Palmer reported that Jane Silcox met with Ray McManus to clarify the information presented at the November Board in regard to Skelmersdale College.

Steve Palmer explained that the meeting between the LSC, Connexions, and School Liaison Officers would take place in the new year.

Steve Palmer agreed to add a paragraph to the letter Ray McManus had drafted and forward it to Ivan Lewis in the near future. **SP**

5. Lancashire Education Business Partnership

Neil Mawdsley gave the Board an overview of Lancashire EBP and how the LSC and other partners can work together to benefit learners. The presentation was warmly received by the Board.

6. Current Performance

Andy Fawcett gave the Board an update on the current performance. Significant progress had been made in relation to participation data. Although there were a number of issues around the data requests. It was noted however that youth participation continues to be a concern as does Apprenticeship and e2e starts. A meeting between LSC, Connexions and e2e Providers to be arranged at the earliest opportunity to discuss what action is required to improve numbers.

As regard to data management issues Andy Fawcett reported that meetings are held between Data Managers of institutions and LSC staff to ensure concerns are resolved as soon as possible.

Steve Palmer reported that the North West were not hitting relevant PSA targets but more so than other regions.

Steve Palmer to follow up his email to John Korzeniewski re hitting PSA target.

Andy Fawcett reported that in addition to the eight established CoVEs a further two centres one at Blackburn College and one at Runshaw College have now achieved full status bringing our overall achievement to ten against our 2004/05 target of twelve.

7. Business Planning 2005/06

Andy Fawcett asked the Board for its comments on the paper supplied.

It was noted that this will be the main item for discussion at the January Awayday where the Board will look at what the LLSC is doing to achieve its priorities and what added value the LLSC is making.

8. Executive Director's Report

Steve Palmer updated the Board on the Chair's vacancy informing them that a very high level of applications had been received of which four candidates will be invited to interview. Interviews are schedule

for 2 February.

Steve Palmer suggested holding alternate Board meetings at the premises of some of the larger Employers commencing in spring. **SP**

Alyson Malach requested that a performance narrative on Equality and Diversity be included in the Executive Director's report **SP**

It became apparent that MPs bulletins had not been received by some Board Members. Andy Fawcett to arrange copies to be sent by post to all Board members as soon as possible. **AF**

9. Any Other Business

Steve Palmer informed the Board that this was Linda Crabtree's last meeting. She had been with the LSC from the start and her contribution to the Board, Audit and Quality Committee and Board Youth Sub Group was much appreciated and will be missed. Tony Gill also thanked Linda for her attendance and wished her well in the future. Linda will remain as a member of the Audit and Quality Committee.

10. Date and time of next meeting

Awayday commencing 4pm Thursday 20th through to 1pm on Friday 21st January. Venue Lancaster House Hotel.