

# Minutes



Leading learning and skills

**Date** 6 March 2007  
**Subject** Joint Berkshire and MKOB Council Meeting  
**Location** Henley Management College, Henley on Thames  
**Time** 16:00  
**LSC office** Thames Valley, Kidlington Office  
**Publication intent** Public

**Present** Jon Appleton  
Ray Ball  
Gordon Bull  
Kathryn Cook  
Sally Dicketts  
Jacqui Johnson  
David McGahey  
Ann Murdoch  
Frances Parry  
Pat Upton  
John Wilder  
Kathy Winrow

**In attendance** Jay Hunt (on behalf of John Parsonage)  
Gina Carpenter (on behalf of Katharine Horler)

**LSC staff** David Ansell  
Jill Goddard  
Linda Jarvis  
Katie Macdonald  
Sarah Rusby  
Shereen Sameresinghe

**Apologies** Apologies have been received from:  
Pam Alexander  
Laura Asquith  
Liz Brighthouse  
Jane Butcher  
Tony Eccleston  
Ronnie Epstein  
Bella Hewes  
Nicky Hillier  
Katharine Horler  
David Lunn

Gordon Marshall  
Norman Miles  
Hilary Omissi  
Nick Parish  
John Parsonage  
Andrew Peck  
Ernie Reading  
Anne Spruce  
Leslie Stephen  
Jane Wainwright

## **Item 1. Welcome and introductions**

- 1.1 The Council extended their congratulations to the Chair on the award of his CBE.

## **Item 2. Minutes of last meeting**

- 2.1 The minutes of the meeting held on the 26<sup>th</sup> November were agreed as a true record.

## **Item 3. Matters arising**

- 3.1 Matters arising will be addressed through the Area Director's Report.

## **Item 4. Area Director's Report**

- 4.1 Biographies have been circulated to all members of each Council as requested at the last meeting.
- 4.2 The Principal of Oxford and Cherwell Valley College, Sally Dicketts, had received congratulations on behalf of the Council recognising the positive outcome of the inspection in November 2006.
- 4.3 The Area Director also reported on the positive outcome of the inspection at The Henley College which took place in November 2006.
- 4.4 The inspection of ACL provision in West Berkshire will be reported at the next meeting. **Action: David Ansell**
- 4.5 A brief update was also given on Aylesbury College and the support the LSC is currently providing.

## **Item 5. Local Annual Plans**

- 5.1 The Local Annual Plans for both Berkshire and MKOB had been circulated in advance of the meeting for review by Council members in order to seek their endorsement.

- 5.2 It was noted that this is a high level document and that relevant detail will sit in an operational plan for the area. Concern was expressed at the high level of investment on infrastructure in 2007/08 and that it will fall on the local councils in the interim and then the Regional Board to monitor. Other areas for suggested amendment were the Train to Gain and LLDD.
- 5.3 An introduction needs to be written to accompany both annual plans. It was suggested that this drew out the key actions in the 2007/08 plan.
- 5.4 The Council endorsed the plans (version 3.3) subject to the amendments duly noted and those being reflected in the final version. **Action: Jill Goddard to take on board comments and amend the plan where necessary. Jill to also draft the introduction and circulate to the Chairs for comment prior to Regional Board on the 12<sup>th</sup> March.**

#### **Item 6. Progress Against the Plans for 2006/07**

- 6.1 Document 03/2007 highlights the performance against the current plan and the associated risks. The overall picture is positive for both MKOB and Berkshire, though there are areas of activity highlighted as Amber or Red.
- 6.2 The Chair noted that Red should reflect that the target is no longer achievable. Amber should reflect that the target is at risk, and remedial action should be identified/taken. It was suggested that where a Red or Amber light is indicated, explanation is given as to why it has been graded as such, and what remedial action is in place. **Action: Jill Goddard / David Ansell to draft narrative and circulate to Council members.**

#### **Item 7. LIDF**

- 7.1 The documents circulated to Council gave an up to date picture on the discretionary funding and LIDF performance across the Thames Valley.
- 7.2 Both areas have had small surpluses but expect full spend by the end of the year end. Expenditure in the 2006/07 financial years in MKOB has had to accommodate a number of 05/06 academic projects.
- 7.3 Council expressed an interest in an evaluation of a sample of LIDF projects to highlight some of the ways in which projects have made a difference locally.
- 7.4 It was agreed that this evaluation and proposals for 2007/08 would be discussed at the next Council meeting. **Action: Jill Goddard**

#### **Item 8. Any other business**

- 8.1 There was no other business to report.

#### **Item 9. Date of next meeting**

- 9.1 The next meeting will take place on Tuesday July 17<sup>th</sup>, 16.00. Venue to be confirmed. It was agreed that a farewell celebration should take place at this meeting as it may be the last local council meeting. **Action: David to consider and propose a suitable venue and activity for discussion with Pat and Kathryn.**

**Publication no.**

**Meeting chair**

Pat Upson

**Minute taker**

Katie Macdonald

**Date created**

7 March 2007

**Document ref.**

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