

## West Yorkshire Lifelong Learning Network

### Strategic Advisory Forum

**18<sup>th</sup> February 2010**

**Start time 1000 hours**

**Finish time 1210 hours**

**Present:** Kaye Fisher (Chair), Steve Challenger, Alan Spain, Alison Hedley, Ann Binns, Brian Duffy, Celia Moran, David Smith, Fiona Thompson, Jim Scott, Joanne Beaumont, Jo Charlesworth, Julia Calver, Leia Bassett, Neelam Mirza, Rebecca Baldaro, Stephen Boyd, Tie Doepel, and Joanna Puzo.

**Apologies:** Alison Kinder, Andrew Bates, Angela Williams, Catherine Lunn, Chris Bailey, Chris Parkin, Chris Sadler, Christine Byrne, Christine Jarvis, Chris Bailey, Craig Williams, Dave Norman, Frances Marsden, Gary Williamson, Gurmit Hukam, Heather Hartmann, Heather Savage, Ian Billyard, Jane Taylor, Jonathan Higgins, June Durrant, Liz McFarlane, Louise Tearle, Maryke Deahl, Michael Cuthbert, Michelle Fraser, Nick Berry, Paul Denton, Sally Blunt, Shaun Long, Sheila Lucciarini, Stella Cottrell, Sue Cooke, Tim Thornton and Viv Jones.

### Action

1. **Welcome and aims of the day**  
Kaye Fisher welcomed members to the SAF and outlined the aims of the meeting.
2. **Minutes of the meeting held on 26<sup>th</sup> November 2009.**
3. **Matters Arising**  
Minute 3, Tie reported that an additional bid writing workshop had been suggested but with no take up from partners. The ECIF project would be discussed under item 10.  
Minute 5, this would be discussed at item 5.
4. **Additional student numbers,** Nigel Philips spoke to the circulated report. A letter will be sent out to partners to confirm the number of ASNs for mainstreaming. There may be an issue for first year full time undergraduate learners and HEFCE was still making a decision how to manage this.

Steve tabled a letter from HEFCE which indicates that all LLN learners should be flagged to HEFCE through the HESA return. These would be learners supported through IAG, ASN learners and those that had benefited from a progression agreement. Following a discussion, members agreed it would be difficult and time consuming to flag IAG and progression agreement learners and there was not a clear understanding of any possible implications to not flagging them. Members noted that they would be completing the learner template for those through a progression agreement and that the numbers could be sent to HEFCE. It was **AGREED** to suggest to the Management Board that WYLLN will only report ASN's through the HESA return.

5. **Actions from the evaluation of the PAF,** Joanne reported that at the last meeting there had been a number of action points following the PAF evaluation report. Document 5.1, Joanne took members through the action points and the update from the Credit and Progression Task Group, which had met on 21<sup>st</sup> January. Action 5, the task group have agreed to take the learner agreement out of the PAF as it was not being implemented correctly and require repositioning. An overall statement was suggested to put on institutions websites, similar to the Aimhigher statement followed with a detailed description at course level. Members noted their concern about where it would be positioned on their websites. The wording would also need to be written to ensure that

KF

learners didn't have the impression that all courses have a progression agreement. Members queried whether a potential learner would understand what a progression agreement is and what they are entitled to. Joanne referred to the suggested general statement and it was **AGREED** to remove the 'Progression agreement framework'.

JB

Document 5.2, Joanne spoke through the paper which outlined the issues that partners had encountered with the learner agreement.

Document 5.3a and 5.3b Joanne spoke to the templates; one was for the sending institution and the other for the receiving. WYLLN will pre-populate that template to make it easier for institutions. The templates would need to be returned to WYLLN by October ready to be included in the HEFCE annual report.

Document 5.4 Board members had agreed that the PAF need to be more embedded within institutions and Joanne noted the paper outlining the strategic drivers.

Members were asked to consider how the PAF can be sustained post WYLLN. It was noted that it needed to form part of the strategic planning within institutions.

6. **Sector Proposals**, Joanne reported that the four sector groups going forward are working on their business plans for the fourth year. Leia noted that although the digital sector group would be discontinuing, Digital 2020 had agreed to take on some of the work. The possibility of a forum for sector groups was noted.

7. **Access to WYLLN Products**, Steve spoke to the circulated report. Members of WYLLN had been contacted by external groups and individuals to obtain access to some of the WYLLN products that have been developed. Steve's view was if they are in the public sector we need to assess what the products will be used for and for private sector business these would be considered but with a fee attached.

Members discussed that each request would be different and would need reviewing on an individual basis. There would also need to be an assessment done as to whether the person or organisation could make any more from the product and whether it could be used in competition with any of the WYLLN partners.

It was **AGREED** that Steve would write an over arching principle and that each request would be reviewed on an individual basis.

SC

8. **Achieving fourth year targets (include current performance)**, Steve noted the paper which outlined the fourth year targets. Members were reminded that there would be no funding to support the activities. The sector groups were noted that whether the targets could be expanded beyond the four groups continuing. Steve **AGREED** to contact partners individually to understand how they will be able to contribute towards the WYLLN activity in the fourth year.

SC

9. **Leeds City Region**, Steve reported that WYLLN had met with Leeds City Region and considered that it would be beneficial for members to have a link through the WYLLN. Kirklees LA were arranging an event with employers on 19<sup>th</sup> March followed by a lunch where WYLLN partners are invited to attend to network with employers and undertake in activities to better understand the blockages for employers working with training providers. Members **AGREED** that it would be very useful to link with LCR and supported the work WYLLN was undertaking.

10. **Director's report**, Tie tabled an update on the ECIF learners. Currently partners were performing under profile compared to the number of learners they had targeted. Tie had concerns regarding a number of institutions and Alan and Tie would be visiting partners next week to review the activity to date. After this some numbers may need to be reallocated.

Steve noted the report that had been circulated. Joanne C had been asked to research the ethnicity data from IAG now following the first part of the external evaluation from Lilian Black. Jo reported that overall there was good spread of ethnicities; however on further

investigation some institutions had higher learners from Black and Asian groups. Jo will be requesting institutions to send through the ethnic make-up of their student population to better understand if the learners interviewed through IAG now were a true representation of the institutions learners.

**11. Conclusions**

Kaye closed the meeting and thanked members for their attendance and contribution.

**12. Date of next meeting**

Tuesday 18<sup>th</sup> May 2010 from 1000 hours, venue to be confirmed