



**West Yorkshire Lifelong Learning Network
Minutes of the Sector Officers and Sector Leads**

**Friday 19th March 2010,
Start time: 0945 hours
Finish time: 1200 hours**

Present: Steve Challenger, Ann Binns, Christine Byrne, Paul Denton, Michael Cuthbert, Joanne Beaumont, Joanne Charlesworth, Joanna Puzo, Leia Bassett, Julia Calver, Alison Hedley.

Apologies: Brian Duffy, Alan Spain, Chris Bailey, Judith Foreman, Celia Moran, Linda Broughton

		Action
1	Welcome and apologies	
	The Chair welcomed members to the meeting of Sector Officers and Sector Leads.	
2.	Confirmation of agenda	
	The agenda was confirmed.	
3.	Minutes of previous meeting 10/12/09 (Paper 2)	
	The minutes were AGREED as an accurate record.	
4.	Matters Arising	
	Minute 4, Joanne confirmed someone from UK Skills Commission would be presenting at the 23 rd April event. Minute 5, Curriculum developments, Steve has raised the issue of sharing resources with the management board. The Board have endorsed the set of criteria and any future interest in Sector Group resources should be sent through to WYLLN. Minute 5, Learner beneficiaries, Joanne reminded members that the template had been sent out Minute 5, Sector Officers had met to focus on communications. Minute 6.1, Sector Group Finance profiles, Alan had been in contact with Sector Officers and there were no issues for concern. 9.2, Maximising proactive media coverage, sector case studies This is on going.	
5.	Sector Groups - verbal summary of issues, progress towards outcomes/targets in regard to: <ul style="list-style-type: none"> - Curriculum developments and monitoring learner beneficiaries - Progression Agreements - Employer Engagement - Knowledge Bank Sector Officers each gave an update covering the above points. Construction and the Built Environment , Christine is chasing curriculum development evidence with partners. All are finished or close to completion; they just need submitting although some were proving difficult to find the appropriate staff. There are still invoices coming in so Christine is unable to put final figures in. Progression Agreements, these have not got any further in the approval stage. The National work strand has shown an interest in using the progression agreement template. Coventry and Norwich work strand are working with Fdf on progression into FDs. Joanne has met with Leslie Peers, the Regional Fdf advisor and has asked him to contact each Sector Officer. Fdf are also working with some SSCs on generic frameworks, and in addition trialling an endorsement process for FDs.	

The endorsement work has been piloted and has not been advertised as yet in part as fdf need to recruit staff to manage this longer term. It is thought the endorsement would be a 5 year period. Work needs to be done to see whether it has creditability with employers.

Culture, Media, Sports and the Arts; Leisure, Hospitality and Tourism, There have been 13 curriculum developments and 8 been presented to the sector group. Julia noted the sector events. The progression agreements are underway, the FD in Ceramics is very promising and this has good links with the Royal College of Art in London. Julia has spoken to a number of organisations about the Progression Agreement framework outside the region and the feedback from them was it is transparent and made the process easier.

Leia and Julia were working on a brochure and Sarah Clothier has produced a lot of text for them. The full articles will feed into the knowledge bank.

Advanced Manufacturing & Engineering, There have been 8 curriculum development and 5 of these have been completed, with 3 FDs outstanding. The Packaging FD has progressed substantially recently and Marks and Spencer have shown an interest. The other two are not moving at the moment, but should go through validation. Bradford College still have some outstanding work on these to complete. Progression agreements, one has been signed; the second is still to be finalised. There should be 5 in place in next the few months. Paul noted the Sector group events and that Fdf want to write a case study for the Casting FD.

Joanne asked Sector Officers to forward any points for Derek Longhurst, fdf, to mention at the Progression conference on 23rd April.

Business Service, Most of the work on curriculum development has been completed. Four of the FDs have students, only the Logistics has not as this stage. There have been 4 Top ups developed with a progression agreement in place. Ann noted the events, and at the last Sector group meeting Sue Ramsey, the new Financial Services Manager and Ian McGregor-Brown had presented. The National Skills academy was noted.

Health, Social Care And Early Years, There are approximately 10 curriculum developments, and these are mostly on target to finish. Three FDs have been through validation and 2 are running with 65 beneficiaries. The Progression agreements are linked to curriculum development and are proving more difficult to finalise with difficulties in getting people together. Dave Fisher is doing some work on the apprenticeship curriculum developments.

Employer engagement, an event forum for children's workforce had been well attended by partners and employers and will be continuing in the 4th year.

Digital, ICT and Print, There were 13 curriculum developments in process with 1 fully complete. All of Leia's group have been told what to submit by 30th April to have this completed. Leia will then be able to complete the work plan. The Learner beneficiaries are still to be received. One progression agreement has been submitted to the recognition panel with a further three in development. Employer engagement, there are 14 marketing projects. Leia noted the events, which have been filmed towards another project.

Leadership, Management, Innovation and Enterprise Most of the information has been forwarded for the knowledge bank. Last week's event was well received. There are 2 curriculum developments which Michael needs to check when they will be completed.

The Progression Agreements are in progress. One from British Gas is completed. Michael was also working with Alison and Leia on different PA's. Employer engagement, the work plan needs to be filled in.

Joanne confirmed that all Sector Officers were clear with what was required for

SO's

	<p>the curriculum development spreadsheets and for the knowledge bank. Donna has been working with Joanne on the Knowledge bank which will go on the website from April. Sector Officers agreed to get summaries into WYLLN and this will then be formatted. Leia noted video content and this would be considered outside the meeting.</p>	LB/JB
6.	<p>Performance and Finance Reporting Update</p> <ul style="list-style-type: none"> - Sector Group finance profiles, Alan has been in contact with sector officers. The finance report to the Management Board has not raised any issues. - ECIF Update, Joanne tabled paper from Tie. The project is moving forward, although there are still some challenges of reporting from institutions although the activity is going on. Following the February period negative variance partners have been met with on a 1-1 basis. There will be some re-distribution on providers of numbers, which have gone through the Steering group. Jo C noted it was important to encourage partners to use the system and maintain the information on there by adding achievements. 	
7.	<p>Sector Groups Year 4 and Sector Group Closure</p> <ul style="list-style-type: none"> - Year 4 business plans, These had been presented at the management board. The main discussion was around the sustainability and activities in the 4th year. Yorkshire Forward stated that they would not be a source of funding in the 4th year but wanted to be included in sustainability. There would also be no WYLLN money available to cover overheads. The Board want a standardised approach to overheads and contributions in kind. The Business plans will eventually go on the website - Closure arrangements, Joanne tabled a suggested checklist. Sector officers were asked to check the documents were up to date on the website. It was queried what to do with hard materials from leaflets and events. This will need clarification of what to throw and what to keep. It was suggested that at least one copy of documents should be logged with WYLLN centrally. Joanne would need to speak to Alan and Denise Ogden about finance documents. 	JB/AS/DO
8.	<p>WYLLN Activities Update</p> <ul style="list-style-type: none"> - IAG, Jo C tabled an update paper on IAG activities. There were no problems with partners reaching their targets on IAG Now. Commissioning round 3 was on going, the longitudinal study tracked those that had progressed from FE into HE and those preparing to go into HE. The Round 4 project being led by the University of Bradford was going well. The project was developing online tools for FE learners and tutors to assist them in their transition to HE. The materials and website will be sustained until 2013. It was confirmed that the units would not be accredited or assessed. - Elluminate, Chris had been working on this and was still trying to increase the usage. There had been some issues with firewalls but this had been resolved by JISC using servers in Canada. It was noted some sector officers had still not got the headsets, Jo C agreed to bring these to this afternoon's event. - XCRi, The project is going well with the University of Bradford progressing quickly in changing all their course data to the XCRi format. The University of Huddersfield aim to have this in place by June. The other institutions involved were noted in the update paper. Jo noted the second XCRi events being held at the University of Huddersfield on 19th April. This was a joint event with JISC. - Jo has put in a bid for a further JISC project which would work with schools and departments on the collection of CPD provision through Calderdale and Kirklees training. - Credit & Progression, The next meeting is being held next Friday with the main section of the meeting going through the action points from the 	

	<p>evaluation. Joanne reminded members that the Progression conference is being held on 23rd April.</p> <ul style="list-style-type: none"> - 14-19 Diplomas, Partners involved are working towards the end of March for final submission of the 14-19 progression agreements. All except one is on target and the panel will review the PA in early April. A 14-19 progression agreement brochure will be produced when the PAs have been signed off. - WYLLN Projects, The motivational maths project comes to an end next week with a closing event. The website will still continue to be developed. - There were now 3r Higher Level Skills posts, In addition this week Calderdale has made an appointment of a 0.5 post for Dr. Karen Quine who will start on 29th March. In Wakefield a 0.5 post will be seconded from Wakefield College. An appropriate person for the role is currently being considered by the college and authority.. - ECIF staff development, there is an opportunity to use the ECIF funding for Sector Officers/WYLLN central staff and individual requests should be discussed with Tie. Leia noted an issue that has been raised at Leeds Met about staff using ECIF funding. Steve noted that any issue needs to be raised by a senior member of staff to Steve. Steve also noted that WYLLN may be able to support staff through staff development using other WYLLN funding and Sector Officers should speak to Joanne about this. - Marketing, Joanne reminded members to make use of Sarah Clothier. Rachael is due to return from maternity leave on 4th May. Joanne has sent the request from the national LLN newsletter and any articles should be sent to Joanne. - Marketing, Room 501, Steve has met with Mark Anderson from Room 501 which is a business publication given free to 10,000 businesses, paid for by advertising space. They are looking for stories and advertising. Steve has given Mark the Sector Officers contact details. 	<p>TD/SOs</p> <p>SOs</p>
9.	AOB	
	Call from KPMG research on how educational institutions were helping people out of recession. Joanne has spoken with KPMG and the contact has SOs details.	
10.	Date & time of next meeting	
	The date of the next meeting changed to Tuesday 15 th June at 1000 hours	