

## West Yorkshire Lifelong Learning Network

### Strategic Advisory Forum

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

**Start time 1030 hours**

**Finish time 1200 hours**

**Present:** Steve Challenger (Chair), Alan Spain, Alison Hedley, Chris Parkin, Christine Byrne, Christine Jarvis, Dave Norman, David Smith, Denis Grainger, Jim Scott, Joanne Beaumont, Jo Charlesworth, Julia Calver, June Durrant, Louise Tearle, Maryke Deahl, Michael Cuthbert, Neelam Mirza, Rachael Brough, Shaun Long, Stephen Boyd, Tie Doepel, and Joanna Puzo.

**Apologies:** Kaye Fisher, Andrew Bates, Angela Williams, Brian Duffy, Catherine Lunn, Celia Moran, Chris Bailey, Chris Sadler, Craig Williams, Cristina George, David Fell, Fiona Thompson, Frances Marsden, Gary Roper, Gurmit Hukam, Ian Billyard, Jane Taylor, Jonathan Higgins, Judith Foreman, Leia Bassett, Sally Blunt, Sally Brown, Sheila Jones, Stella Cottrell, Tim Thornton, Tony Sturdy and Viv Jones.

### Action

**1. Welcome and aims of the day**

Steve welcomed members to the SAF and outlined the aims of the meeting. It was noted that Kaye Fisher had sent her apologies to the meeting due to a college inspection and an alternative Board member had not been available to Chair the meeting.

**2 Minutes of the meeting held on 18<sup>th</sup> February 2010, were approved for accuracy.**

**3 Matters Arising**

Minute 4, Kaye had reported to the board that the SAF had suggested WYLLN only report ASN's through the HESA return and this was agreed.

Minute 5, Joanne B confirmed that the actions on the evaluation of the PAF had been completed

Minute 7, Steve had written a statement regarding access to WYLLN products and this had been approved by the Board

Minute 8, Steve had already met with four partners regarding activity in the 4<sup>th</sup> year and would be meeting with the remaining partners over the next month.

**4 Sustainability, Steve spoke to the three papers that had been circulated. Steve had been asked by the Board to undertake research into models of sustainability and would be presenting the paper to the next Board meeting on 3<sup>rd</sup> June. A group of LLNs in the Midlands had carried out a national consultation on approaches to sustainability across the LLNs. The different models were noted and local arrangements. Steve asked members to consider point 5, the future of WYLLN. From early discussions with partners about sustainability there were areas that partners would want to see continue, these included overseeing the progression agreement framework, brokering relationships and staff development. Following a discussion members agreed that if possible these areas should continue, it was noted that 29 14-19 diploma progression agreements had been developed and that the Local Authorities had indicated that they would continue to use the framework in the future without WYLLN funding. Members were reminded that Aimhigher funding will also discontinue next year and that WYLLN and Aimhigher should discuss their sustainability strategy and the areas it will cover.**

It was suggested to review the added value and what the membership means to partners and whether this was researched by any other LLNs.

**5. 4<sup>th</sup> Year targets**

Steve tabled the 4<sup>th</sup> year targets for members and also copies of the letter and involvement summary which was being used as the basis for the 4<sup>th</sup> year discussions. It was noted that there is a general willingness to work towards the targets but that there is still a lot of uncertainty about resources and funding.

**6. West Yorkshire Offer to employers**

The paper outlining the project had been circulated. The WYLLN had been awarded some JISC funding review XCRi as a way of standardising course and modular information. It has been noted previously that it is very difficult for brokers such as Yorkshire Forward and Business Link to be able to inform employers about the offer.

Chris presented an example of how the portal could function should partners want to take this forward. It was noted that the current project will end in July with no further funding available. Presenting data in an XCRi format was becoming the norm and XCRi is now the National standard. It was noted that the National Learning Directory would soon be switched off with a new directory developed only for SFA funded courses, this could affect any CPD offer that institutions currently have in the learning directory.

A search facility could be available to allow employers to search for flexible delivery. It was suggested to include a ratings system for courses. The concept could also be useful for the Leeds City Region.

Following a discussion Steve agreed to note to the Board that there was 'general support' for taking this forward. Jo **AGREED** to send members access to the test portal upon request after the meeting.

JC

- 7. STEM bid**, Steve noted the paper which outlined the proposed STEM activity which WYLLN could use with the funding. There were two areas that were suggested that could benefit from the funding. The first was the motivational maths project which was now complete and was available to all WYLLN partners via the WYLLN website. The project has been led by Leeds Metropolitan University. This could be further developed to support the engineering sector.

The second was the Trans:*it* project which is still in development by the University of Bradford. This is a generic IAG tool to support learners in the transition from FE into HE. Specific advice could be added for learners progressing into the engineering sector. Steve asked members to support the WYLLN bid which would award £10,000 per project and WYLLN would match this. This was **AGREED** and Steve would take this to the Board.

SC

- 8. Director's report**, Steve tabled the report and noted that all WYLLN targets had been achieved and in many areas exceeded. The Higher Level Skills posts were noted and some of the local authorities were already looking into continuing the post following the end of the WYLLN funding.

Tie reported that the ECIF numbers were all on target although there was an under spend which she was working through with partners.

The ASN allocation was reported.

**9. Arrangements for the fourth year**

Steve thanked members for their contribution to the SAF over the last 3 years and a special thank you was noted to those members of the central WYLLN team and Sector Officers that would not be continuing in the 4<sup>th</sup> year. The management board would be continuing and will only meeting three times a year.

**10. Date of next meeting**

The dates for the 2010/11 meetings would be circulated based on the dates of the management board.