

**Learn East Network Meeting**  
**Wednesday 14<sup>th</sup> September 2011 at 2.00 p.m.**  
**Homerton Conference Centre, Cambridge**

**Present:** Nikki Kikis (COVER), Angela Jefford (Community Connections), Linda Riley (Voluntary Sector Training), Simon Waldron (SAVO), Vanda Bailey (Beds and Luton Learning Partnership), Sarah Elliott (Hertfordshire Training Consortium), Tim Cracknell (Cambridge GET Group)

**In attendance:** Janice Mossey (COVER) minutes

	Detail	Action
1	<p><b>Welcome and apologies</b> Nikki welcomed everyone to the meeting. There were no apologies.</p>	
2	<p><b>Minutes from last Learn East meeting and matters arising</b> The minutes were agreed.</p> <p>Sarah sent through the link to the presentation from Kevin Thompson at North Herts Homes <a href="http://htdc.org.uk/InformationResources/LatestNews/LatestNewsDetail.aspx?id=17">http://htdc.org.uk/InformationResources/LatestNews/LatestNewsDetail.aspx?id=17</a></p> <p><u>Skills for Care VCS Apprenticeship programme</u> – Sarah reported that, unfortunately, the programme isn't going ahead as there was not enough money to fund the process.</p> <p><u>Your Total Coach</u> – Linda and Tim had had meetings with Karen Beckwith but as yet there had been no take up of the training opportunities offered.</p>	
3	<p><b>NCVYS Partnership Network funding</b> Nikki had circulated details of the programme and application form. NCVYS is seeking three partnership networks to support VCS young people's organisations. It could run alongside a potential ESF contract. There was concern about Learn East working against established young people's organisations in the region. Nikki to check with Mary Sanders about possible conflict of interests and Tim to check with Young Lives. Most partners felt it would be possible to put in a bid.</p>	
4	<p><b>Engage and Enable Project</b></p> <p><u>Stakeholder event</u> It was agreed that the event went well with good discussions held at all the tables. It was disappointing that some of the college leads didn't turn up and it was felt that they should be followed up to see why they didn't attend. Nikki to email the presentations around.</p> <p><u>Bursary Scheme</u> An update of the bursary applications received was circulated. There were 58 successful applications. Two of the applications should be disallowed – one applicant had started a few different PTLLS courses and not completed them, and the other applicant was from Young Lives which hadn't renewed its membership with Cambridge GET Group. Janice to write to inform them they will not receive their bursaries. Simon informed the group that learners of PTLLS, CTLLS and DTLLS should also be members of the Institute for Learning.</p>	<p>NK</p> <p>JM</p>

DRAFT MINUTES

	<p><u>Project Evaluation</u> We had received 139 responses for the impact questionnaire and 33 responses for the stakeholder questionnaire.</p> <p><u>Quarter Claim</u> Partners were reminded that the next claim is due at the end of next week. The last claim needs to be received by the second week in October so things can be tied up at the end of October.</p> <p><u>ESF Sustainable Development and Equality and Diversity workshop</u> This workshop will be held on 10<sup>th</sup> October at Waterbeach.</p> <p><u>LEaP Workshops</u> Simon's workshop will be at Mildenhall on 13<sup>th</sup> October. Tim's workshop to be confirmed but possibly the 4<sup>th</sup> October. There is a subcontracting workshop at Cambridge Housing Society on 6<sup>th</sup> October in the afternoon. Partners were reminded that their £2,000 needs to be spent and invoiced by 31<sup>st</sup> October.</p>	
5	<p><b>Technical Assistance – new application</b> The new application has been submitted and is now being assessed. Everyone has been included in the bid but if anyone isn't able to deliver then let Nikki know. Included in the bid is money for a development phase (1-2 months) in advance of delivery.</p>	
6	<p><b>Learn East Sustainability Plan</b> Partners had submitted their responses to the questions Nikki had emailed. See attached updated table of the responses. Nikki to compile a paper for the next Skills Advisory Group meeting and to suggest that the Group continues on a voluntary basis if possible if there is no funding after October.</p> <p>Tim reported that they are looking to assimilate the GET Group into another organisation which would provide him with more support. He also reported that they were applying for a Transforming Local Infrastructure (TLI) grant.</p> <p>Linda reported that they had held their first event as a Community Interest Company which was successful.</p>	NK
7	<p><b>Any other business</b></p> <p><u>Community Grants</u> The first panel rounds went well and 34 projects were successful. Vanda and Sarah were involved with marking applications. The applicants who weren't successful will get feedback.</p> <p><u>Adult and Community Learning Fund</u> There were 2 successful projects in the Eastern region – one of them was the Community Resettlement Support Project working with Bedford Prison and ex-offenders.</p> <p>Simon reported that there was a £500 bursary available from the IfL funded by BIS for DTLLS courses. Eligible organisations would need to be a SFA contractor.</p> <p>The Learning Consortium is launching a moodle and is open to partnership offers. There is no cost, you just register the first time you use it.</p>	
8	<p><b>Date and venue of next meeting</b> To be confirmed.</p>	
	<p><b>The meeting closed at 4.00 p.m.</b></p>	