

**MINUTES FROM THE GREATER MERSEYSIDE & WEST LANCASHIRE  
 LIFELONG LEARNING NETWORK BOARD MEETING HELD ON 4 MARCH 2010  
 AT EDGE HILL UNIVERSITY**

<b>Present:</b>	John Cater (Chair)	Edge Hill University
	David Law	Chair, GM & WL LLN Executive, Edge Hill University
	Kathryn Podmore	Birkenhead 6 <sup>th</sup> Form College (Chair MCA)
	Gary Mallon	GM & WL LLN Project Manager
	Stan Pochron	Greater Merseyside Learning Providers' Federation
	Hilary Anslow	King George V, Southport
	Cathy Waldron	Merseyside Colleges' Association
	Carol Speakman for Gill Kitchen	Southport College
	Catherine Jones	University of Liverpool
<b>Secretariat:</b>	Margaret Carleton	
<b>Apologies:</b>	Seth Crofts	Edge Hill University
	Erica Jones	City of Learning
	Jennie Bubb	Cheshire & Warrington LLN
	Emy Onuora	Greater Merseyside Aimhigher
	Kieran Gordon	Greater Merseyside Connexions
	Karon Brownbill	Learning & Skills Council Greater Merseyside
	Michelle Lawty-Jones	North West Development Agency
	Lynda Brady	Open University NW
	Diane Mardell	Skills for Health
	Gill Kitchen	Southport College

**001/Bd/LLN/10 Welcome, introductions and apologies**

The Chair welcomed everyone to the meeting and introductions were made round the table. The Chair welcomed Cathy Waldron, Merseyside Colleges' Association Co-ordinator, to her first meeting of the GM & WL LLN Board.

**002/Bd/LLN/10 Chair's announcements**

The Chair updated the Board on the cuts in funding from HEFCE and the knock-on effect this would have on recruitment for the GM & WL LLN. The Chair informed the Board that the current situation of penalising EHU, and others, for the over-recruitment of students

on full-time programmes 2009/10 and the potential claw-back of £2.27m. EHU had appealed against this decision but the outcome would not be known for some weeks, and possibly not before July 2010.

**003/Bd/LLN/10 Minutes of the GM & WL LLN Board Meeting held on 30 April 2009**

The Board agreed that the minutes of the previous meeting were accepted as a correct record.

**004/Bd/LLN/10 Matters arising**

There were no matters arising.

**005/Bd/LLN/10 Project Manager's Report**

The Project Manager updated the Board on LLN developments since the last meeting.

- Summative Evaluation of the LLN Programme  
SQW Consulting was appointed by HEFCE to carry out the summative evaluation of all LLNs. Robert Wooton, SQW Consulting, visited the GM & WL LLN on 29 January 2010 and met the LLN team and the following representatives from partner organisations:

- Stan Pochron, GM Learning Providers' Federation
- Carol Speakman, Southport College
- Jo Bullock, Riverside College Halton
- Rob Griffiths and Alana Clough, Aimhigher

SQW gave an extremely positive feedback to the LLN Directors meeting on 9 February 2010 and would be reporting to HEFCE in March 2010.

- Passport Launch – November 2009  
The launch of the Passports took place in November 2009. The third version included all four strands of the LLN and the Apprentice Passport had been updated for the second year launch. The guest keynote speaker had been Hilary Anslow, Principal of King George V College and GM & WL LLN Board member.
- Progression Passport Days
  - A Creative Industries and Sport Passport Visit Day took place on 5 June 2009 and 90 students from partner colleges attended.
  - A Health and Social Care Visit Day was held on 5 February

2010 for students from Knowsley Community College.

- A further four Visit Days and one event for Apprentices had been arranged to take place in the coming months.
- 'Interview Techniques' sessions would be held for vocational students at Birkenhead 6<sup>th</sup> Form and Riverside Colleges.
- Radio Advertorial Opportunities  
Since the last Board meeting the Project Manager had taken the opportunity of promoting the GM & WL LLN on various local breakfast shows.
- Website Developments: [www.merseyandwestlancaslln.ac.uk](http://www.merseyandwestlancaslln.ac.uk)  
The website had been recently updated.
- LLNews  
The e-version of the fourth edition of LLNews was circulated to over 200 partners in autumn 2009 and it was expected that the fifth edition will be circulated in March 2010.
- Peer Review Report  
The Peer Review Report, undertaken with Higher Futures, the LLN for South Sheffield, had now been completed and submitted to HEFCE.
- LLN National Conference  
The Project Manager and the IAG and Progression Officer attended the two-day conference in Birmingham where Sir Howard Newby, VC at the University of Liverpool, gave a keynote speech at the dinner and reflected on the main achievements of the LLNs.
- GM & WL LLN 3<sup>rd</sup> Annual Conference  
The 3<sup>rd</sup> Annual Conference was held on 7 May 2009 with the theme "Celebrating Success and Investing in the Future". Feedback from the Conference was very positive.
- Publications  
The autumn 2009 edition of the 14-19 Skills Bulletin published an article on "Welcoming Diploma Students" by the Project Manager.

#### **006/Bd/LLN/10 HEFCE Monitoring Report**

The Project Manager reported that the final Monitoring Report had been submitted to HEFCE in October 2009.

In discussion it was agreed that, although it was no longer a requirement, it would be good practice to continue to compile an

annual report and forwarded to HEFCE.

**Action: Gary Mallon to compile a report annually.**

The Chair, in answer to a query regarding the situation of funding for the GM & WL LLN, referred the Board back to the minutes of 30 April 2009 where the following was agreed:

“..... that 50% of the costs.... should be met by EHU and the remaining 50% would be shared pro rata between partners (including EHU).”

The Chair asked the Board to note that EHU would hold to the original agreement in 2010/11 although there would be no increase in recruitment numbers.

**007/Bd/LLN/10 Progression Passports Update**

The Project Manager tabled the recently launched Passports and thanked Principals and Passport contacts at the FECs for their encouragement and assistance in the delivery of the Passports. Passports had been widely distributed throughout the FECs in autumn 2009.

**008/Bd/LLN/10 AOB**

The representative from the GM Learning Providers' Federation informed the Board that Train2Gain had also been financially capped and this would also impact on recruitment.

**009/Bd/LLN/10 GM & WL LLN Executive minutes**

The Board received, for information, the minutes of the GM & WL Executive meetings held on:

- 10 December 2009
- 17 June 2009

**010/Bd/LLN/10 Date and time of next meeting**

The Secretary would contact Board members with a view to securing a convenient date for the next Board meeting.

**Action: Secretary to secure a convenient date for the next meeting.**