

**11-19 (25) Learning and Support Partnership Meeting  
20 January 2012, 8.30am**

**Benton Park School**

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| <b>Chair</b>         | Cllr Jane Dowson | Leeds City Council                      |
| <b>Present</b>       | Cllr Sue Bentley | Leeds City Council                      |
|                      | Andrea Cowans    | Leeds City Council                      |
|                      | Ceri Nursaw      | Leeds University                        |
|                      | Jane Taylor      | Leeds City College                      |
|                      | Karen Roberts    | Igen                                    |
|                      | Ian Billyard     | Leeds College of Building               |
|                      | Terry Coen       | Notre Dame                              |
|                      | David Foley      | Leeds Secondary heads (Benton Park)     |
|                      | Richard Norton   | Leeds Re'new                            |
|                      | Richard Amos     | Leeds City Council                      |
|                      | Terry Walsh      | Prospects                               |
|                      | Satbinder Soor   | Leeds City Council On Behalf Jean Davey |
|                      | Simon Betts      | Job Centre Plus                         |
|                      | Ken Morton       | Leeds City Council                      |
|                      |                  |   |
| <b>In attendance</b> | Mary Brittle     | Leeds City Council                      |
|                      | Inder Hunjan     | Leeds Metropolitan University           |
| <b>Minute Taker</b>  | Lee Parkinson    | Leeds City Council                      |

| <b>Item</b>   |   | <b>Action</b>  |
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| <b>1</b>      | <b>Welcome, introductions and apologies</b>   |                |
| <b>1.1</b>    | Apologies were accepted on behalf of Ken Cornforth, Emma Falk, Maxine Naismith, Barbara Newton and Ian St Rose.   |                |
| <b>2</b>      | <b>Minutes of the last meeting</b>  |                |
| <b>2.1</b>    | There was a discussion around looking at ways of recording which schools in the Leeds area have granted access to Colleges and other providers for IAG purposes, it was agreed that Andrea Cowans and Ian Billyard would look at producing this for the 1 <sup>st</sup> February in time for the next school heads meeting and then report back to the LSP on March 2 <sup>nd</sup> 2012. |                |
| <b>Action</b> | <b>To look at ways of recording which schools have granted access to colleges / other providers for IAG purposes and report back to group at next meeting.</b>  | <b>AC / IB</b> |
| <b>2.2</b>    | <b>6.1.4</b> – The external consultant engaged to undertake a review of post 16 provision has now been in touch with several schools and colleges and the first round of meetings has been arranged.  |                |



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| <p><b>3</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>Action</b></p>                   | <p><b>Update on government policy impacting on 11-19 (25)</b></p> <p>It was noted that there are currently a large number of reports and consultations being released at such a rate that it was difficult to make sure everyone stayed up to date on the recommendations they contained.</p> <p>Concern was also raised that it would be very difficult to capture and communicate to the school governor groups with the current pace of the release of these documents as some of them only meet 4 time's a year at most, as such a new communication strategy would be required and it was suggested that the group collate email addresses for all school governors in Leeds to allow the LSP to circulate important policy changes as soon as possible.</p> <p><b>Gary Milner / Ken Morton to look at the large number of government papers released recently to filter what we will look at and who will be leading on it, this can then be uploaded to the share portal (discussion area) for group discussion.</b></p> | <p><b>GM /KM</b></p> <p><b>LP to upload</b></p> |
| <p><b>4</b></p> <p><b>4.1</b></p>  | <p><b>FE Achievement data</b></p> <p>Ian Billyard tabled a document detailing the FE achievement data in Leeds, it was clear from this that Leeds were currently significantly above the national average, an updated version of this document would be circulated to the group with the minutes.</p>   |   |
| <p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>Action</b></p> | <p><b>Post 16 Funding Update</b></p> <p>Richard Amos discussed the initial allocation from the YPLA that was due to all schools, colleges and training providers within the next week. The YPLA have given all organisations have been given 2 weeks to analyse and if required, dispute this allocation with the final allocation due to be released in March.</p> <p>It was noted that there is a large reduction in overall funding within Leeds with an expected £6,500,000 cut in funds across all providers in Leeds.</p> <p>There was a discussion around the impact of these cuts and the need of a data sharing agreement with the academies as the council are currently unable to offer any support on how to deal with these funding reductions due to not being able to see the data needed.</p> <p><b>Gary Milner / Ken Morton to look at getting a working data sharing protocol in place with the Academies of Leeds, specifically targeted at the allocations data.</b></p>                                    | <p><b>GM / KM</b></p>                           |
| <p><b>6</b></p> <p><b>6.1</b></p>  | <p><b>Widening Participation in FE</b></p> <p>A discussion on what universities are planning to help widen participation within Higher education was held and two documents were tabled by Inder Hunjan and Ceri Nursaw detailing a programme of events at Leeds Metropolitan university and University of Leeds, across several themes.</p> <ul style="list-style-type: none"> <li>• Awareness and Aspiration</li> <li>• Information advice and guidance</li> </ul>  |   |

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| <p>6.2</p> <p>6.3</p> <p>Action</p>                     | <ul style="list-style-type: none"> <li>• Raising attainment and aspirations in under represented groups</li> <li>• Subject specific events</li> <li>• Transition</li> </ul> <p>For further information detailing the number of sessions and expected number of young people reached this paper has been uploaded to the share portal.</p> <p>A Wolverhampton model was briefly discussed as good practice in need of further investigation, the Universities were actively involved with target setting in partnership with the young people and schools with an agreement in place that if these young people reached these targets a guaranteed university place would be held for them as well as a possible reduction in course fee's.</p> <p><b>Ceri Nursaw, Richard Amos, Andrea Cowans, Ian Billyard and Inder Hunjan to look at the "Wolverhampton Model" to check on the progress of the learner promise.</b></p>   | <p>CN / RA<br/>/ AC / IB<br/>/ IH</p> |
| <p>7</p> <p>7.1</p> <p>7.2</p> <p>Action</p>            | <p><b>Apprenticeship Update</b></p> <p>Apprenticeship data was discussed with a focus on the number of 16-18 year old new starts, historical start data was shared with the group.</p> <ul style="list-style-type: none"> <li>• 2008/09 – 1300 starts</li> <li>• 2009/10 – 1300 starts</li> <li>• 2010/11 – 2000 starts</li> </ul> <p>The recent increase in starts is expected to continue next year (2011/12) due to various initiatives run across Leeds, The Apprenticeship evening for year 12's / NEETs will be held in mid March, The Leeds Apprenticeship awards on 8<sup>th</sup> February at Civic Hall and the <i>Build my Future Build my Leeds</i> will be announced shortly.</p> <p>Some concern was raised over the issue at Leeds College of Building when they placed 8 advertisements on the Vacancy Matching service hosted by the National Apprenticeship Service for business administrator apprentices and yet they were only able to fill one vacancy, a suggestion was made to request a representative from NAS to attend the next LSP meeting to discuss why we are unable to fill vacancies advertised on VMS.</p> <p><b>Representatives from the National Apprenticeship Service to be invited to discuss disappointing uptake of the vacancies advertised on VMS.</b></p> | <p>GM / LP</p>                        |
| <p>8</p> <p>8.1</p> <p>Action<br/>Action</p> <p>8.2</p> | <p><b>RPA</b></p> <p>The Raising the Participation age action plan was discussed and it was requested that this should become a standard item on the LSP agenda to ensure we were doing everything possible in Leeds to reach the national target of all 16-18 year olds being engaged in some form of learning by 2015. This action plan would be made available for comment on the share portal.</p> <p><b>The RPA action plan to be uploaded on the share portal for comment. Any Comments on the expression of interest to be submitted to the DfE to run an RPA project should be sent to Andrea Cowans by 27<sup>th</sup> January.</b></p> <p>NEET and Not Known figure's for Leeds were tabled by Mary Brittle, as of November 2011 11.4% of the current young people cohort (2770 young people) were currently recorded as "not Known", it was noted that there is a</p>   | <p>LP<br/>AC</p>                      |

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|               | DfE flag against Leeds due to the above national average figure. It was agreed that a group effort to reduce the number of NEET / Not Known young people would be required including a modernising of the processes involved in tracking and targeting those most at risk. The Data teams and partnerships would be best placed to do this.                                     |           |
| <b>Action</b> | <b>Ken Morton to discuss with Sue Rumbold the availability of the data team to help sort the NEET / Not Known data by Learning institution and cluster.</b>   | <b>KM</b> |
| <b>Action</b> | <b>Terry Walsh offered to help distribute the data to those provider contacts best suited to work with the NEET / Not Known data.</b>   | <b>TW</b> |
| <b>8.3</b>    | Leeds Pathways website was discussed as a fantastic source of information for young people, there were about 3.8 million hits in the last academic year alone. A spring launch of a local jobs and careers section of this website has been agreed and is expected to go live in March.   |           |
| <b>8.4</b>    | It was noted that no School has over 70% retention rate for sixth form and as such it is key that the six schools still not using to use Leeds Pathways are targeted as a priority.   |           |
| <b>8.5</b>    | Teen pregnancy provision was discussed as part of the wider RPA discussions, concern was raised at how providers would treat maternity leave and it was felt that additional guidance on this would be required around post 16 learners as currently providers have to remove learners not in attendance for four consecutive weeks from the systems for YPLA funding purposes. |           |
| <b>Action</b> | <b>Richard Amos to check with YPLA the future policy regarding learners being removed from College funding systems if not in contact for 4 weeks and how this links to RPA.</b>   | <b>RA</b> |
| <b>9</b>      | <b>Participation and Provision sub group Terms of Reference</b>   |           |
| <b>9.1</b>    | The participation and provision sub group have now met for the first time and have agreed the terms of reference tabled at that meeting. It was agreed at this meeting that the Participation group will work in partnership with the IAG sub group to ensure that all young people have access to IAG.   |           |
| <b>9.2</b>    | An action plan for this sub group would be produced and it was noted that quite a number of the actions produced today at the LSP could be placed with the Participation and planning sub group.  |           |
| <b>10</b>     | <b>Youth Offer</b><br><br>Due to time restrictions it was agreed that this agenda item would be discussed at a future meeting.  |           |
| <b>11</b>     | <b>Update of plan leads</b><br><br>There were no exception reports from the plan leads tabled at the meeting.   |           |
| <b>12</b>     | <b>Date of Next meeting</b><br><br>Friday 2 <sup>nd</sup> March 2012<br>Leeds Civic Hall  |           |