

Board meeting agenda – 10 June 2009

Start Time: Coffee and refreshments from 10:00; meeting start at 10.30

Finish Time: 13.30 (lunch provided at the end of the meeting)

Venue: Techno Centre, Coventry University Technology Park, Puma Way, Coventry, CV1 2TT

Attendees

Board members / alternates: Jo Baty (LGA), Jill Bodey (DCSF), Alan Clamp (Ofsted), Margaret Coleman (LSC), Jon Collis (ALP), Mario Ferelli (HEFCE), Julian Gravatt (AOC), Chris James (Asset Skills), Graham Jones (Chair), Ivor Jones (LLUK), John Landeryou (DIUS), Caroline Miller (Learning Provider), Fiona Pethick (Ofqual), Bob Powell (HOLEX), Ian Pryce (FE College Provider)

Others: Pete Ashton (*information authority*), Una Bennett (*information authority*), Mike Coulson (MIAP), Mike Davis (Ofsted), Anne Fessi (*information authority*), Steve Finnemore (LSC), Helen Karabatos (*information authority*), Caroline Kempner (LSC), Tynan Rodger (LLUK), Fazia Saleem (*information authority*), Tim Smith (LSC), Ian Thomson (DIUS)

Apologies: Malcolm Britton (DCSF); Melanie Hunt (Ofsted)

Meeting objectives

The primary objectives for this meeting are to:

1. Agree ILR changes to enable earlier reporting of achievement data
2. Review the LSC's response to the reducing paper burden report
3. Endorse plans for the next phase of Framework for Excellence

AGENDA

	Topic	Lead(s)	Purpose	Time
1.	Introductions	Graham Jones		10.30
2.	Review of Previous Minutes	Graham Jones	To agree the previous minutes	10.35
3.	Review actions from previous meeting	Graham Jones	To review and update actions	10.40
4.	Head of secretariat report	Una Bennett	To obtain decisions on a number of issues and inform board of progress	10.45
5.	Workforce data collection	Tynan Rodger	To review workforce data collection plans	11.00
6.	LSC response to reducing paper burden report	Caroline Kempner	For the LSC to respond to proposals for reducing learner paper burden	11.20
7.	Framework for Excellence (v.3)	Tim Smith	To endorse the next phase of FfE (version 3)	11.40
8.	MIAP update	Mike Coulson	An update on use of the ULN; developments around the Learner Record	12.00
9.	Harmonisation of success rate data	Mike Davis	To seek agreement on plans for changes to qualification success rates	12.20
10.	Reporting of achievement data	Pete Ashton	To seek agreement to plans for earlier reporting of achievement data (F05)	12.40
11.	ILR data quality	Pete Ashton	To seek support for plans to improve ILR data quality	13.10