

The information authority

Board meeting 4th March 2009 – agenda

Attendees – board members / alternates	Attendees - other
Jo Baty (LGA)	Pete Ashton (<i>information authority</i>)
Alan Clamp (Ofsted)	Una Bennett (<i>information authority</i>)
Jon Collis (ALP)	Elizabeth Brookfield (IfL)
Julian Gravatt (AOC)	Lee Davies (IfL)
Chris James (Asset Skills)	Anne Fessi (<i>information authority</i>)
Graham Jones (Chair)	Helen Karabatos (<i>information authority</i>)
Caroline Kempner (LSC)	Selvy Kasparis (<i>information authority</i>)
Bobbie McClelland (DIUS)	Graham Keyse (IfL)
Fiona Pethick (Ofqual)	David Mason (David Mason Consultancy)
Bob Powell (HOLEX)	Tim Smith (LSC)
Ian Pryce (FE College Provider)	Ian Thomson (DIUS)

Apologies
Malcolm Britton (DCSF)
Margaret Coleman (LSC)
Mario Ferelli (HEFCE)
Melanie Hunt (Ofsted)
Ivor Jones (LLUK)
Caroline Miller (Learning Provider)
Isabel Nisbet (Ofqual)
Susan Pember (DIUS)

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

Start Time: 10:00 Coffee and refreshments.
10.30 Start

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

Meeting objectives for 4th March 2009 board meeting

The primary objectives for this meeting are to:

1. Approve data implications of Framework for Excellence for 2009/10
2. Review outputs of report into 'Top Down' information needs assessment
3. Approve recommendations to reduce paper learner records

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.	LSC action plan on data burden	Caroline Kempner	To review the LSC's action plan and progress in reducing provider data burden	10.50
5.	Institute for Learning (IfL)	Lee Davies Deputy CEO / Elizabeth Brookfield	IfL History / Inform board of data collection within IfL	11.10
6.	Report on 'Top Down' information needs	David Mason	Present findings of report into 'Top Down' information needs assessment	11.30
7.	Reducing paper learner records	Una Bennett	Seek support from board for report's recommendations	12.00
8.	Framework for Excellence	Tim Smith	Update and agreement of next phase of FfE	12.20
9.	Harmonisation of Qualification Success Rates	Mike Davis	Update the board on progress in harmonising QSRs	12.40
10.	Head of secretariat report	Una Bennett	To obtain decisions on a number of issues and inform board of progress – to include updated TOR & protocol, review of F05 date	13.00
11.	Meeting with DIUS minister	Graham Jones	Update the board on meeting with Sion Simon	13.15