



**Minutes of the Employer & Skills Committee held on Thursday  
9 October 2008 at 5.00pm in Room 3F099 York College**

**Present:** Jon Arundel  
Alison Birkinshaw  
David Johnson, Chair  
Danny Morgan  
Shaun Watts

**In Attendance:** Trevor Armer, Director of Finance  
Richard Hinde, Clerk to the Governing Body  
Louise Lawrence-Crockford, Assistant Principal Employer  
Engagement  
Clare Wareing, Assistant Principal 14-19 Vocational

**Action**

**08.01 Apologies for Absence / Declarations of Interest**  
Apologies were received from Hugh Fenwick, Kim Jones and Marcus Milner.

**08.02 Committee Terms of Reference, Membership and Schedule of Business 2008/09**  
The Clerk to the Governing Body presented the report and explained that at its meeting on 17 July 2008, the Governing Body had considered and approved the establishment of the Employer and Skills Committee to have responsibility for determining the College's employer engagement objectives and strategy, and for monitoring development and progress against strategy. It had also been agreed that this new Committee would incorporate the Board meetings of PBS Limited. Membership for both meetings had also been considered. At the same meeting the Governing Body had considered the proposed schedule of business for 2008/09 for the Employer and Skills Committee, and this had been approved subject to further consideration by the Committee itself. It had also been intended that members would determine the Terms of Reference for the Committee to ensure that they reflected the desired functions of the Committee, for approval by the Governing Body.

It was confirmed that the membership of the Committee comprised of Alison Birkinshaw, David Johnson and Danny Morgan as Governors, together with Jon Arundel and Shaun Watts as External Co-opted Members. The Committee also **recommended the Governing Body to approve** the appointment of Gillian Cruddas as a further External Co-opted Member of the Committee. It was **agreed** that the Committee Chair would be David Johnson.

RH

Discussion then took place as to whether the membership of the Committee should be opened up to other business organisations,

and it was **agreed** that the Clerk would canvas suggestions from members for subsequent consideration by the Committee.

RH

The Committee then considered what its Terms of Reference should be together with the proposed workplan for the year. It was **agreed** that the three key elements to the Terms of Reference should be: to cover recruitment to the College's employer engagement provision including marketing and sales strategies; to ensure the quality of the provision; and to act as adviser and advocate for the College – advising on how the College could best respond to employers and promoting the College's activities.

It was felt that the proposed workplan did not fully reflect these three strands and needed to be developed further. It was therefore **agreed** that the workplan should be approved subject to further amendment. It was **agreed** that the Assistant Principal Employer Engagement and the Clerk would further review the proposed Terms of Reference and workplan for subsequent consideration.

LLC/RH

### **08.03 Assistant Principal's Report**

The Assistant Principal Employer Engagement presented the report with an overview of activity in 2007/08, and highlighting key issues relating to the current 2008/09 year.

It was **agreed** that at a future meeting it would be beneficial if the Assistant Principal Employer Engagement could give a briefing on the relevant jargon and bodies referred to, together with an outline of the structure of the Employer Engagement team following recent restructures.

LLC

The Principal reported that the College had recently received the results of two Train to Gain audits that had been carried out and these had been very good, with a very low level of error and claw-back. The Principal wished the Committee to acknowledge the significant contribution made by the Assistant Principal Employer Engagement and her team for these successes.

Other key points were summarised as follows: 2007/08 had been a good year for achievements with no lines of Apprenticeships below Minimum Levels of Performance; Train to gain success rates were above the Minimum Level of Performance of 65%; and Apprenticeship recruitment was below target, with partnership working with large employers and agencies being increased to address this.

### **08.04 Learner Recruitment: WBL:TtG**

The Assistant Principal Employer Engagement presented the report on 2008/09 recruitment to date.

It was reported that 16-18 Apprenticeships were currently 107 below

target, and it was believed this was largely due to the current economic climate, with some learners undertaking full time FE programmes instead. There was also a shortfall with 19+ Apprenticeship provision but not to the same degree.

With regard to FE NVQs and Train to Gain provision, it was reported that it was still too early in the academic year to make specific judgements, although it was noted that enrolment to date was greater than anticipated at this early stage. Consideration was then given to measures proposed to address any potential under recruitment.

Discussion also took place about the different types of provision and their associated funding implications.

#### **08.05 Learner Success: Period 12 Recruitment Against Target and Success: WBL; TtG**

The Assistant Principal Employer Engagement presented the report on the College's 2007/08 success data. It was reported that the College now had a three year trend of showing year on year improvements in overall framework success for Apprenticeships, and that in 2007/08 all lines of Apprenticeships offered were above the Minimum Level of Performance of 50%. In fact all lines (except one) were now on or above 60%, and it was likely that this position would have improved further by the time of the final year end report to the LSC in November 2008.

With Train to Gain, it was reported that the College's success rate for 2007/08 was 78.18%, against a Minimum Level of Performance rate of 65%.

(Clare Wareing left the meeting at 5.45pm.)

It was further reported that the College had achieved its funding target issued by the LSC for Apprenticeships in 2007/08, and that whilst the Train to Gain funding target had not yet been achieved the College was confident that this income figure would be achieved too.

The Committee again wished to acknowledge the role of the Assistant Principal Employer Engagement and her team in relation to these successful outcomes. The Committee also **requested** that when the Assistant Principal gave her presentation at the next meeting, it would be beneficial to include details of success levels and an indication of where learners were actually coming from.

LLC

Discussion took place about benchmarking data and members considered the overall success rates by each individual area. Further discussion then took place about whether the College wished to develop any further subject areas of this provision to add to its portfolio.

**08.06 Employer Engagement Sections of College's 2008/11 Strategic Plan**

The Assistant Principal Employer Engagement presented the report outlining the sections of the College's current Strategic Plan relevant to employer engagement. It was explained that these sections were predominantly from the Teaching and Learning part of the Plan relating to quality of provision, but that the other relevant sections would be presented at the next meeting together with an update on progress to date.

LLC

**08.07 Any Other Business**

None.

**08.08 Date of Next Meeting**

Thursday 22 January 2009 at 5.00pm.

**08.09 Pure Business Solutions Limited Board Meeting**

This meeting was minuted separately.

The meeting ended at 6.10pm.

**Signed (Chair):**.....

**Name:**.....**Date:**.....