

OCN East Midlands Region Annual General Meeting



Present:

Margaret Barr	South Nottingham College
Vanessa Barry	Derby College
Ann Bourne	N. Warks and Hinckley College
Dr John Calvert	Loughborough University
Zoe Chawner	National Autistic Society
Lindsay Cooper	University of Nottingham - Chair
Ragnhild Dahl-Cunningham	Derby City ALS
Rowena Dawson	Independent
Pete Edwards	Erewash CVS
David Ewens	NIACE
Julie Frost	Derby Learning and Development Consortium
Tricia Gilby	Derby Learning and Development Consortium
Neill Goodall	NIACE
Barry Hendry	NIACE
Megan Jones	National Autistic Society
Bridgid Joyce	Leicestershire County Council
Alyson Marriott	Nottingham MENCAP
Steve Antrobus	Aimhigher, Derbyshire
Debbie Moor	HMP Morton Hall (Lincoln College)
Lynda Moran	Independent
Hilary Morgan	Burton College
Sally Muldowney	Aimhigher
Judith Mulhearn	Nottingham City LEA
Laurel Penrose	Stephenson College
Pauline Riley	National Design Academy
Catherine sharp	Clayton and Brewill (Auditor)
Jacqueline Summers	HMP Morton Hall
Sian Whiteley	N Warwickshire & Hinckley College
Dianne Woodward	Loughborough College
Linda Wyatt	Chief Executive - OCNEMR

In Attendance:

Karen Brown	OCNEMR – Minute Taker
Deborah Marsh	OCNEMR – Finance & Data Manager



Date: 24 January 2007 **Venue:** Beaumanor Hall, Woodhouse, Leicester **Time:** 10.00 am

The Chair confirmed that notice of the meeting had been given to all Members of the Company and declared that a quorum was present.

01/07 **Minutes of the Annual General meeting held on 20 January 2005.**

The minutes were agreed as a true record and signed by the Chair

02/07	<p>Matters Arising</p> <p>There were no matters arising</p>
03/07	<p>Election of Board Members</p> <p>It was reported that the Constitution states that at the Annual General Meeting one-third of the trustees are subject to retirement. It was reported that Dan Bray, Peter Edwards, Sally Muldowney and Pauline Riley were due for retirement. It was stated that Dan Bray had indicated his desire to retire. However Peter Edwards, Sally Muldowney (Chair of the Access to H E Committee) and Pauline Riley (Deputy Chair of the Board of Trustees) had stated that they were happy to stand again. Nominations were invited from the Membership for the vacant position.</p> <p>Tricia Gilby proposed that the three who were happy to stand for re-election stood for another three years. This was seconded by Vanessa Barry.</p>
04/07	<p>Appointment of Auditors 2005/06</p> <p>It was proposed that Clayton & Brewill be appointed auditors to the Company to act as such until the conclusion of the next Annual General Meeting of the Company.</p> <p>The Chair proposed the resolution and was seconded by Peter Edwards. A vote of the membership was taken and passed unanimously.</p>
05/07	<p>Regional Director/Chief Executive's Report 2005/06</p> <p>The OCN East Midlands Regional Director gave a presentation to the membership, the following was noted:</p> <p><u>Achievements</u></p> <ul style="list-style-type: none"> • AVA Licence awarded • Full participation in National Team • Fully merged operation • Involved in National Project Groups • Deadlines met for all Review documents • 163 Centres recognised by January 2007 compared to 121 August 2006 • Local provision being moved to section 97 <p><u>Board of Trustees</u></p> <p>It was stated that Peter Harwood, Chair of OCNSEM then OCNEMR, had now resigned from the Board due to moving out of the area. Lindsay Cooper, Chair of Quality Committee had been elected by the Board of Trustees as Chair from September 2006.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Regional Director retired. • Finance Officer left • Quality Assurance officer appointed. • Clerical officer appointed • Fixed term appointments in Business Development and Operations

Quality

- AVA licence application (November 2006) successful and licence granted
- NOCN licence application self assessment submitted in December 2006.
- System of using the 3 new Quality Officers to do majority of the moderation introduced last year, has worked very well. Quality Coordinator (External) leads team and monitors.
- New quality processes emerging from NOCN but timescale over this year not yet known.

Challenges for 06/07

- QCA self assessment requirements for all awarding bodies. NOCN will require feedback from all OCNs in order to respond to QCA.
- OCNEMR will be using the QCA criteria to evaluate provision and service and to review and revise current procedures to ensure they are fit for purpose.

Customer Service

- Customer Service Statement is being revised and customer service targets added.
- Cultural change and challenge in ensuring that our customers/providers comply with the requirements to register learners on time, pay fees, supply required data, not expect moderation of assessment on demand etc.
- OCN will still provide help and support.
- OCNEMR needs to be more "business-like", but retain our friendly, helpful characteristics.

Quality Co-ordinator (Policy)

- A new post
- Has responsibility for development/implementation of new QA systems.
- Postholder has substantial QA experience of developing systems, awarding body requirements, self assessment, inspection/audit from FE sector

Financial Status

The Membership received the OCN East Midlands Region Annual Review for 2005/06. The following was noted:

- Surplus £179,295
- Reserves £849,308
- Annual review contains financial information extracted from the accounts – full financial statements and report of the Trustees can be obtained from Deborah Marsh.

It was noted that the healthy state of the reserves has enabled OCNEMR to look at purchasing premises before the end of the year.

Business Development

- Extension of some qualifications during development of QCF and NQF.
- Local provision moving to Progression Qualifications.
- Involvement in Test and Trials plus Foundation Learning Tier pilots.
- Development of Access Diploma.

Progression Qualifications

- QCA approval until 2009

- Local provision gradually moving to the qualifications to secure funding.
- Full level 2 status update
- Level 3 diploma being developed.

Test and Trial

- QCA Project
- Pilot of the New Credit Framework
- Put in place funding mechanisms
- Identify clear pathways for progression
- Support the extension of the Progression qualifications
- Evaluate grading

QCF – Test and Trial

- Involves learners across a range of settings
- Tests flexibility, inclusivity, transferability, funding etc.
- Development of case studies looking at impact
- Outcomes
 - 'gap analysis' of existing provision
 - review coherency of existing provision
 - clarify purpose of provision
 - provide framework for development of new provision
- Planned full implementation September 2008

Qualifications and Credit Framework (QCF)

- A new framework for England, Wales and Northern Ireland to replace NQF
- To recognise achievement through award of credit for units and qualifications
- To bring awards currently outside NQF into the system
- Provides flexible routes to enable qualifications to be achieved in small steps
- Units from pre-entry to L8

QCF – How can it help you?

- Allow the design of more flexible, individual learning programmes.
- Improve retention and progression by recognising smaller steps of achievement more frequently.
- Track all learner achievements through unique learner number (ULN) and electronic learner achievements record (LAR).
- Describe achievements (credits) in a language that is easier to understand!

Foundation Learning Tier

- QCA/LSC initiative
- Establish appropriate and inclusive curriculum at entry level and level 1 for learners age 14 and over.
- Combines the three elements of functional skills, vocational learning and PSD.
- Entry level will have no baseline and will include pre-entry level.

The FLT will consist of a high quality unit and qualifications offer for any learners **below level 2** and over the age of 14 in

- Mainstream schools
- Special schools
- Pupils referral units/other 'alternative' settings
- FE colleges (general and specialist)
- Adult and community learning settings
- Voluntary and charitable organisation settings

- Young people training with work based providers
 - e.g. Train to Gain
- Young people following particular programmes
 - E.g. Entry to Employment
- FLT is to replace all existing E-L1 provision by 2010

Challenges for FLT

- Lack of progression routes, especially to Level 2
- Much confusion outside the NQF
- Confusion around the purpose and scope of Entry/level one
- Wide range of learners
- Excellent practice/poor practice
- Need for strategic planning

QCA have consulted on a set of guiding principles for FLT programmes.

- (Revised principles published Feb 2007)

1. High-quality initial assessment
2. Identifying realistic and challenging learning goals
3. Involving the learner in planning of the programme
4. Ensuring that the programme is personalised
5. Identifying and providing appropriate support
6. Recording achievements using appropriate methods
7. Regularly reviewing progress
8. Having arrangements to re-engage participants at risk of not completing.

Access Developments

- Access Diploma to be in place for 2008
- Regional programmes developed.
- Units reviewed and revised.
- Regional Pre-Access being developed within Progression Qualifications/Test and trials
- No conclusion on GCSE Equivalence
- Age discrimination!

New/Updated Qualifications

- ESOL
- Launch on March 1st – Patricia Shaw leading on this
- ESOL asylum seekers who are undertaking the citizenship element could gain an additional qualification
- Languages (including Entry Level)
- Adult Literacy and Numeracy
- Interior Design route within Art and Design Qualification
- Skills for Life Guide

0607 Any Other Business

There was no other business.

07/07 Date and time of next AGM

Thursday 24 January 2008 at Beaumanor Hall

Signature of Chair: Date:

Signature of Chief Executive:

After the official meeting a Special Event 'Credit Goes Silver' was held to celebrate 25 years of the Open College Network