

<p>Present</p> <p>Apologies</p> <p>Non attendance</p>	<p>Maureen Wilcox Sharon Walsh Ann Halliday Jacqui Payne Tony Forsdick Margot Richardson Carol O'Regan Ola Kanu Fran Burch Karen Cosans Sally Smith</p> <p>Jonathan Catton Liz Fox Liz Plastow Jocelyn Jordan</p> <p>Naya Navqi</p> <p>Thurrock Learning Partnership - Chair Thurrock Adult Community College - Vice Chair Grays Libraries Ngage Learning & Skills Council University of East London Thurrock Play Network Gateway Academy Impulse Leisure Community Mothers Minute taker</p> <p>Thurrock Council Museums Officer Local Strategic Partnership South West Essex PCT PCDL Co-ordinator</p> <p>Community Voluntary Sector</p>	
Ref	Item	Action
1	Welcome and introductions	
2	<p>Minutes of meeting held on 21st July 2008 The minutes were passed as a true representation of the meeting. MW asked SW to pass on our thanks to Pam Denmark for detailed minutes.</p> <p>Matters arising MW advised that actions from this group are reported to the Thurrock Learning Partnership Board and via TLP to the Sustainable Communities Programme Board.</p> <p>JJ will provide update on mapping at the November meeting. SW advised that the mapping is being done on what is currently taking place. It will be necessary to look at future plans in due course</p> <p>MW will contact WEA to ask to join this partnership.</p>	<p>MW</p> <p>MW</p>
3	<p>Updated Terms of Reference Changes discussed at the July meeting had been made and were circulated in August. Document is still in draft format.</p>	

	<p>JP is aware that a Faith Forum is being set up and has a contact name. Is happy to make contact to ask if they could provide representation at this group.</p> <p>SW the ALPHA course could be classified as informal learning. Will contact other PCDL partnerships to see how they are addressing this.</p> <p>AH page 3, item 1 – under The local PCDL offer is likely to be a combination of Include the sentence <i>This may be classroom based or via e-learning</i>. Libraries and leisure have much more informal learning and this may be seen as limiting. It was agreed that this sentence be deleted.</p> <p>MW asked FB to consider what could be added for the Leisure offer.</p> <p>MW asked TF to clarify with the LSC what is meant by Prospectus (Page 3, item 6).</p> <p>SW agreed. The term prospectus means different things to different organisations.</p> <p>JP would like to see something more informal than a standard prospectus booklet listing courses/learning opportunities available.</p> <p>MW we would also need to be mindful of the cost.</p> <p>AH it is also very difficult keeping these up to date.</p> <p>SW an ideal option would be for a website with links to individual partners' websites which detail their course/learning opportunities. Partners would be responsible for updating their own sites. A flier could be produced directing people to the front page of the website. All partners agreed that this is a good idea.</p> <p>SW will also contact LSC for clarification and will feed back to group.</p> <p>MW suggested that this document is approved with the changed agreed above and that an addition is made stating that it is a living document and is open for review.</p> <p>This was agreed.</p>	<p>JP</p> <p>SW</p> <p>MW</p> <p>FB</p> <p>TF</p> <p>SW</p>
<p>4</p>	<p>Adult Learners' Week Roadshow</p> <p>MW the PCDL Partnership is to host the Essex, Southend and Thurrock Adult Learners' Week (ALW) Roadshow in November. This is a good opportunity for our Partnership to take a lead. These events are organised by the National Institute of Adults in Continuing Education (NIACE). The event will include advising what ALW can do for your organisation and provide tips on how to secure sponsorship and funding to support activities. The next PCDL Partnership meeting is on 26th November and it has been arranged for the ALW Roadshow to be staged just before this meeting in the main hall at Thurrock Adult Community College. Timings as follows:-</p> <ul style="list-style-type: none"> • 11am -11.30am arrival/refreshments/networking • 11.30am – 1.45pm – ALW Roadshow • 1.45pm – 2.20pm Lunch (this leaves 10 minutes for departure of non PCDL guests and PCDL to go to meeting room for PCDL meeting at 2.30pm) 	<p>All</p>

	<p>attending who are not in the crèche.</p> <p>CO'R Thurrock Play Network could do craft activities with the children.</p> <p>AH Library staff could undertake reading sessions. Would also have a stand in main hall.</p> <p>Stalls etc. could be set up in the morning. Group agreed that the fair be held from 1.00pm to 6.00pm</p> <p>JP not available half term week, but feels that this would be a good opportunity to promote the ACE Partnership. JP & MW to take this forward.</p> <p>OK Gateway could have a stand and a breakout room (possibly for adult card making).</p> <p>MW will mention this event at next weeks Thurrock Learning Partnership Board meeting. The event needs a good 'punchy' title. All agreed that Learning Fair sound mundane. Email suggestions to MW – needs to say what it is and what we are offering.</p> <p>Group discussion agreed key words should be used. Such as 'Time for me', 'Learn something new – just for you', and hobbies. Also event used in place of fair.</p> <p>Staff should be available to meet and greet at eh event and tasked to engage and speak to attendees. Maybe to ask to complete a questionnaire.</p> <p>SW will book advertising space in local paper and arrange for a flier to be produced. Will email around a booking form. Will invite Jobcentreplus, SEEC and TAB. Will also arrange for the Learning bus to be present.</p> <p>MW initially preparation for this event can be done by email, but it may be beneficial to meet up before the event.</p>	<p>JP/MW</p> <p>All</p> <p>SW</p>
	<p>Next meeting</p> <p>26th November 2008 at 2.30pm (following ALW Roadshow) to be held at Thurrock Adult Community College</p>	