

<p>Present</p> <p>Apologies</p>	<p>Maureen Wilcox Sharon Walsh Jocelyn Jordan John Burton Jacqui Payne Andrew Lowing Margot Richardson Ola Kanu Angie Holland Karen Cosans Sally Smith</p> <p>Stewart McArthur Jacqui Payne</p>	<p>Thurrock Learning Partnership - Chair Thurrock Adult Community College - Vice Chair PCDL Co-ordinator Grays Libraries Ngage University of East London University of East London Gateway Academy Community Mothers Community Mothers Minute taker</p> <p>NHS South West Essex Ngage</p>
Ref	Item	Action
1	<p>Welcome and introductions No representation from South West Essex PCT, emails to Liz Plastow are being returned undelivered. SS to telephone.</p>	SS
2	<p>Minutes of meeting held on 24th September 2008 The minutes were passed as a true representation of the meeting.</p> <p>MR it would be helpful for a glossary of the groups within this Partnership to be prepared. Partners to provide SS with a short paragraph for inclusion in a glossary with details of their organisation.</p> <p>Actions to be completed</p> <p>MW to contact Sarah Moore WEA to ask to join this partnership.</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. JP to provide update by email</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>SW awaiting clarification from LSC around the term prospectus (see Updated Terms of Reference – Item 3 – 24th September).</p>	<p>All/SS to circulate</p> <p>MW</p> <p>JP</p> <p>SW</p> <p>SW</p>

	<p>The following provisions were not recorded:-</p> <ul style="list-style-type: none"> • Community Mothers. JJ to contact AH • Abi Carew at Thurrock Library Service organises free computer courses for the over 50's. JJ to contact • The Museum Service provided a list of their services. Attached as Appendix 1 on previous minutes. JJ to include in mapping • Oasis Drugs and Rehabilitation Group. SW to provide contact details. • MW A course is being run at TACC by the NHS South Essex Trust for people who have been off of work through mental illness. Melody Wall, TLP Careers Adviser, is going in to talk to the group to offer support by way of careers guidance. MW to forward email to SW. JJ to contact NHS South Essex Trust to find out more information. • The Royal Opera House Education Department is working with schools and colleges assisting in the design of a set for a show at ROH next March. JJ to meet with Gabrielle Forster-Still at ROH <p>SW Family learning in TACC has not come through on the summary sheet. JJ explained that only funded family learning would show. SW advised that all family learning is funded. JJ to follow through.</p> <p>MW asked the latest date that we need to identify gaps by so that we can use the information for planning give timelines for publications.</p> <p>SW advised to plan as usual and liaise at the next meeting. Not all monies will be committed – some to be held back to fund other projects.</p> <p>MW/SS to enquire who is running Grangewaters so that any programmes they are delivering can be included.</p> <p>MW mentioned there did not appear to be any mention of the ACE On a Learning Curve programme.</p> <p>Discussion took place on joint PCDL publicity. It was agreed that a pamphlet outlining the range on offer by each partner, together with contact details would be most practical. It was also decided a website/page would be a good idea. MW to add a PCDL web page to the TLP website to include a summary of our PCDL and purpose (draft to be agreed at next meeting), our ToR and the pamphlet.</p>	<p>JJ JJ JJ SW/JJ MW/SW/ JJ JJ JJ JJ JJ All SS SW/JP/JJ MW</p>
5	<p>Initial suggestions for filling identified gaps MW : gaps to be identified at next meeting, after completion of the above information.</p>	
6	<p>Adult Learners Week 2009 – Suggestions for Activities MR suggested briefings for parents to demystify Universities. These could advise what they can expect when their children have been accepted into a university. Also to cover bursaries and other types of funding.</p>	

	<p>OK to arrange a small group to take this forward. OK to email interested parties (emails available from PCDL emails); any other suggestions to be sent to OK.</p> <p>SW the Geton2geton bus could be used for IAG information in Adult Learners' Week. SW to book the bus for ALW 2009. Staffing of the bus could be arranged through this partnership.</p> <p>AH the 'Sofa idea' A sofa to be placed in a high street and for members of the public to sit and discuss what they would like to learn. Also the possibility of having a sofa at some local markets. MW advised that when the group are ready to take this forward will contact the marketing manager at IKEA to explore the possibility of them providing the sofa.</p> <p>The above ideas to be progressed through small groups formed out of PCDL.</p> <p>JB to discuss with the Library Service what they would like to do in ALW. Other partners would support them.</p> <p>MW all partners to think of events that we could ask Essex FM radio of local TV to cover.</p>	<p>OK</p> <p>SW</p> <p>AH</p> <p>JB</p> <p>All</p>
7	<p>AOB</p> <p>MW there is to be a family performance of Hansel and Gretel at the Royal Opera House on 13th December. Partners can apply for cut price tickets via the ROH website. Register on the ROH website: www.roh.org.uk/familyperformances State your engagement in Thurrock and how you heard about the ROH developments in Thurrock, eg, via TLP.</p> <p>JB one of the library teams is undertaking a 6 book challenge (part of the Quick Reads project).</p> <p>OK trying is set up an Information Centre at the Gateway Academy with literature and Internet access for the general public.</p> <p>MW nominated Sharon Walsh as Vice Chair of this group. This was seconded and passed.</p>	
	<p>Next meeting</p> <p style="text-align: center;">4th February 2009 @ 2.00pm</p> <p style="text-align: center;">Thurrock Adult Community College</p>	