

Richmond Community Learning Partnership meeting

Thursday 26th February 2015

The Studio, York House, Twickenham

Present: Ivana Price, Barri Ghai, Tina Cruise, Heather Matthew, Manoj Nanda, Janita Cuniffe, Gary Nuttall, Sarah Reid, Rebecca Carter, Ryan Tolmia

Apologies: Charis Penfold

Minutes		Action
1 Introductions and apologies	<p>Introductions made and apologies given.</p> <p>IP informed the partnership that this was Tina's last meeting due to her retirement.</p>	
2 Minutes of the last meeting and matters arising	<p>Matters arising:</p> <p><i>Adult offender training</i> - IP has discussed alignment of SFT agenda at forum meetings and has been in contact with probation team to identify/develop a bespoke training offer for the needs of learners to prevent adult offending. There has been a £5K contribution from MOPAC and this will be match funded by CL so there is now £10K to use for this.</p> <p><i>Website</i> - BG discussed the provider's website updates and circulated the document called 'You Said, We Did'. This will be picked up at the next providers meeting for further discussion.</p>	



S:\Childrens Services
& Culture\Specialist C

Children Centres - JC has distributed bursary leaflets at the children centres. And two learners from Stanley CC have commenced Teaching Assistant training with bursary scheme funding. This is good news and needs to be publicised.

HM – reported that the feedback of experience from these two learners was actually quite negative and outreach work for Children Centres needs to be more effective with the offering of one to one learner consultations offered instead of just handing out leaflets. Communication between RACC and CC's needs to be improved.

IP asked GN the best way to publicise services for the Adults service. GN suggested contacting Graham Wright to facilitate. IP reiterated that it was important to create firm links with other professionals so the information is communicated to other services.

BG & SR with Veronica are working together to streamline the data set format to ensure the right information is submitted and recorded as Kingston and Richmond still work quite differently. BG to arrange meeting

BG has been in discussion with MN from RACC to scope the differences and explore shared working opportunities.

Observations – BG reported that the schedule for observations are up to date and the next set will be completed once TC leaves her post. The quality overall is excellent. BG to bring observation results to next meeting to discuss the observation template. BG to bring a selection of outstanding results and others. BG reiterated that quality and how to achieve good results will be on the agenda at the next providers meeting as well.

Festival of Learning – MN confirmed that he thought the event could still go ahead in June. The group also agreed that early September could be suitable but June would be better to maximise enrolment numbers for September. This needs to be discussed further and realistic timeframes drawn up.

SR suggested that some events could be held at CC's to increase engagement - either Hampton or Heathfield. JC suggested Paediatric 1st Aid as it was a popular course and would be attractive to learners. SR to talk to Kate

BG and MN to meet regarding the level of bursary offered and work with RACC

BG to contact Public Health Commissioners to distribute leaflets and HM to follow up.



BG to arrange a meeting with SR to finalise format.



MN to produce a programme of events

BG to organise a sub group and meet to organise.

JC and SR to meet and get something in place for Sub-Group Plan.

[illegible]

	BG to only discuss areas of concern re: Performance data at the next meeting.	
4 Vision Statement	<p>BG discussed the providers feedback in regards to the vision statement.</p> <p>The meeting discussed the options and voted and it was agreed that the final vision statement would be:</p> <p><i>'The RCLP is passionate about providing high quality adult learning opportunities that are inspiring, and will enable individuals to progress and achieve positive outcomes.'</i></p>  <p>S:\Childrens Services & Culture\Specialist C</p>	BG to feedback at next Providers Forum meeting
5 ESOL Provision and Mapping	<p>MN explained that they have undertaken a mapping exercise to map provision currently offered and identify where there are any gaps in order to inform the areas for commissioning priorities.</p> <p>Because of ongoing challenges RACC is currently providing all of the accredited courses and AfC CL funded providers are running more informal courses with no real measurable outcomes.</p> <p>MN briefed the partnership through the results of the exercise and the executive summary.(see report below)</p>  <p>S:\Childrens Services & Culture\Specialist C</p> <p>MN explained the need to aspire for a higher level of ESOL provision/delivery offer across the borough.</p> <p>SR reported that there had been negative feedback over some of the provision offered at</p>	

	<p>CC's such as tutors not attending sessions, the provision was not well organised, and there were delays in getting responses to queries etc.</p> <p>MN also agreed that a larger scoping exercise needed to be completed. BG reiterated the need to obtain more learner information as the registration forms are not asking for spoken language info. This needs to be addressed and will be discussed outside of this meeting</p> <p>HM expressed her disappointment that the report doesn't suggest any recommendations to include more informal CL courses only higher level accredited courses through RACC. She stated the importance to look at making the most of the resources that we already have in the borough and look at the wider community offer.</p>	<p>Use info to revise recommendations to include informal and AfC and other providers provision</p> <p>BG, MN and HM to scope out key issues of ESOL Mapping and develop an action plan</p>
<p>6</p> <p>Commissioning Update 2014/2015</p>	<p>BG gave a brief overview of the Commissioning Update and explained that he'd be using this data to inform the next commissioning round priorities. (see document below)</p> <p>The priorities are shown to be nicely proportioned apart from KP4 has not been met which is provision for those between 18-25yrs.</p> <p>There is a need to work harder to target this priority group. A suggestion was that Children Centres could be useful at targeting this data. In addition the data needs to be analysed to ensure that any 18-25 year old have been counted and not measured against another priority.</p> <p></p> <p>S:\Childrens Services & Culture\Specialist C</p>	<p>BG to check figures and dig out any 18 – 25 year olds.</p>
<p>7</p> <p>CL Children's Centre Update</p>	<p>JC briefed the partnership about her work in Children's Centres and gave a brief description of the needs analysis and all commissioned activities.</p> <p></p> <p>RCLP Board Adult learning data - Feb 20</p> <p>Key areas of discussion included:</p> <ul style="list-style-type: none"> • Learning priorities/needs have been identified for each area. 	

	<ul style="list-style-type: none"> Children Centre managers have given feedback on courses and this is displayed through graphs. The feedback is gathered through a parent engagement form and course evaluations. Children Centres have engaged with approximately 130 learners to date. Stanley Children's Centre has the widest range of courses. The target is to offer 1 course per Children's Centre outside of ESOL. SR reiterated that the Volunteering programme is really crucial in regards to Ofsted recommendations and currently we are in a good position re journey travelled etc. <p>JC and SR agreed that the suggested courses/taster sessions could be set up within 4 – 8 weeks and SR to discuss other venue options for those centres with limited space available. BG to look into marketing the courses.</p>	JC & SR to decide on courses and roll out across centres
8 Draft SAR 2013/14	The Draft SAR will need validation by the group but a separate session will need to be arranged to go through it.	BG to arrange a separate meeting for group to validate the SAR before April meeting.
10 AOB	The next meeting date will be circulated asap.	