

## Richmond Community Learning Partnership Meeting

Wednesday 23 July 2014

**Present:** Ivana Price (Chair, AfC), Barri Ghai (Operations Manager, Community Learning AfC), Tina Cruise (Community Learning Coordinator AfC), Rod Haveland-Smith (External Consultant), Heather Mathew (Richmond CVS/LBRUT), Manoj Nanda (Assistant Principle, RACC), Charis Penfold (... AfC), Alexandra Stebbings (IYS Admin Officer, AfC), Kathryn Barton (IYS Admin Officer AfC, Minutes)

**Apologies:** Robert Colquhoun (Commissioning Manager, LBRUT)

Minutes	Action
<p><b>Introductions and apologies</b></p>	<p>Introductions made – AS is a new Admin Officer in the IYS Business Hub and will be sharing admin for these meetings with KB.</p> <p>Apologies from RC.</p>
<p><b>Minutes of last meeting and matters arising</b></p>	<p><b>Actions/matters arising from previous minutes:</b></p> <ul style="list-style-type: none"> <li>• IP checked data sharing policy – providing there is consent and information is shared securely then it is fine. BG can access ULN's on database.</li> <li>• CL website has been revised and looks much better. Includes photos of sessions etc.</li> <li>• Council interface – RC has been elected as representative.</li> </ul> <p>MN sharing information re progression routes. CP would like to know</p>

	<ul style="list-style-type: none"> <li>• Members are happy to continue with IP as chair.</li> <li>• Outcomes from all projects need to be measured against the same categories to ensure consistency i.e. hard and soft outcomes.</li> <li>• Bid application improvements – paperwork has been revised and bid preparation workshops are set to run for the next financial year to include new providers.</li> <li>• Childcare project has moved forward considerably since the last meeting in two centres, Tangley Park and Powerstation. Tangley Park are running a Health and Social Care course, Powerstation are running a childcare course.</li> </ul>	<p>learners that have participated / are participating at RACC from CC's.</p> <p>BG to have conversation with Kate, CC Data Manager re ULN.</p>
<p><b>Terms of Reference</b></p>	<p><i>TOR discussed:</i></p> <ul style="list-style-type: none"> <li>• Vision to be added to TOR to include vision for the coming year. This should include engaging in Family Learning and renewing adult support in Children's Centres as per inspection recommendations. Priorities to be referenced in TOR and picked up in delivery plan.</li> <li>• Discussion re providers attending as a member in these meeting. It was agreed that providers would not have a place on the membership but could attend for themed points on the agenda. Some discussions around bidding/funding may be too sensitive to have providers present. Feedback from providers was that they feel they are less involved than before but there is poor representation at the Providers Forum, especially once the money has been spent.</li> <li>• Providers felt that they sometimes gave feedback but never seen it acted upon. They do receive minutes from the Providers Forum but it was agreed that it may need to be more informal feedback i.e. a newsletter, webpage with a 'you said, we did'.</li> <li>• Discussion around the idea to hold an event 'Festival of Learning' as a taster day</li> </ul>	<p>BG to script CL vision to reflect priorities for the coming year and send to members.</p>

	<p>held at the new RACC facility. This could be linked with CC's.</p>	<p>BG/TC/MN to begin planning for Festival of Learning to be held in the new year.</p>
<p><b>Performance update</b> <b>2013/2014</b></p>	<p><i>Key performance indicators discussed:</i></p> <p><b>M1:</b> RACC have experienced problems with the lost space due to building works. Some learners have completed the same course at different levels which cannot be recorded. AfC expected a lower number due to the new commissioning model and more rigorous process for awarding money. It was felt that if all the money had been awarded, the target would have been met.</p> <p><b>M3:</b> Increase expected as the commissioning board awarded much more towards this group specifically.</p> <p>RACC had uptake of IT, exercise and creative arts course from this group.</p> <p>AfC to work with Moor Lane to create more opportunities for this group.</p>	<p>AfC target next year to be 750</p> <p>Add a breakdown for CC's a new indicator from August onwards and increase target to 10%.</p> <p>CP to have conversation re working with the SFT worklessness agenda</p>

	<p><b>M4:</b> Again, building work has affected this stat for RACC. AfC feel this is a good percentage due to the hard to reach group we are working with.</p> <p><b>M5:</b> To be discussed at the next meeting.</p> <p><b>M6:</b> RACC observations are completed by the Teaching Quality Team. TC completes other observations and they also peer observe for QA purposes. Discussion re ensuring observations are completed to the same criteria.</p> <p><b>M7:</b> Need to be clear on what learner satisfaction means. AfC need to ensure that learners are completing are their surveys – providers need to incorporate this into their session. It was discussed that the form is far too lengthy and needs to be amended – only needs to be a couple of questions. Some learners are unable to complete the form due to disabilities etc – there is a need to amend the toolkit to enable all learners to complete some sort of evaluation which could include pictures, oral evaluation etc.</p>	<p>Need to mention numbers of observations completed as this would reflect the extreme percentages.</p> <p>BG to amend the current evaluation form and design another evaluation for those unable to complete the standard form – bring to next meeting for sign off.</p>
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<p><b>Feedback from all Surveys</b></p>	<p><i>Powerpoint presentation by BG:</i></p> <ul style="list-style-type: none"> <li>• Discussion re SFA survey coming out at the same time as CL's own survey so there were 2 that needed to be completed.</li> <li>• BG has since spoken to the SFA and confirmed that we can use our own survey if they have sight of it and sign it off beforehand.</li> <li>• Investment in promotion of courses has increased this year resulting in a better uptake.</li> <li>• Most popular areas of interest – this question is slightly misleading as it leads people to select areas that would enjoy as an activity rather than things that would help them i.e. employability, CV writing, ESOL etc.</li> <li>• IT has been very popular, especially eBay and iPad use. It attracted older learners (60+), BME learners and learners with disabilities.</li> <li>• It was thought that mentioning Achieving for Children may have put people off as they didn't fully understand what it was. Need to ensure we use familiar language to maximise response rates.</li> <li>• Providers fed back that the evaluation process was time consuming.</li> </ul> <p><i>Summary of findings from CL survey:</i></p>	<p>Ensure next year we get sign off from SFA to complete our own survey only.</p> <p>Slim down form and communicate to providers that this was done as a result of feedback given.</p>
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<p><b>Commissioning 2014/2015</b></p>	<p><i>Priorities document discussed:</i></p> <ul style="list-style-type: none"> <li>• Key strategic priorities needs to include Family Learning.</li> <li>• Key delivery priorities needs a focus on under 25's.</li> <li>• Remove mention of heritage crafts and it was agreed this is not a local need. Keep in 'launch pad for new business ventures' and add social enterprise, worklessness and creative skills.</li> <li>• 'Community provision recommended by the community for the community with a clear evidence of needs' needs to be listed in principles of commissioning and needs to be based on locality evidence.</li> <li>• ESOL provision to include functional skills.</li> <li>• Commissioning timeframes may be amended – hope to award a large amount of money in the first round and work from there with the other dates.</li> <li>• Add footnote to explain what we do not fund to include therapy.</li> <li>• Members agreed to ring-fence £30,000 (subject to change) to the secondment post in CC's. There will be no application process but they will be briefed on forms, evaluation monitoring etc.</li> <li>• Members agreed that the First Aid course currently running in CC's can continue and will be commissioned from the £30,000 CC money. They were expecting to charge participants that can offered it a fee of £25.</li> </ul> <ul style="list-style-type: none"> <li>• Bursaries in RACC have worked well – learners have taken part that otherwise would not have attended. There is a need to revisit courses available and keep aside a certain amount of money. Discussion re developing and running courses as outreach. Capacity for providers to build their own provision and learn more around signposting etc.</li> </ul>	<p>BG to add page numbers and make changes listed.</p> <p>BG and TC to meet regularly and review projects to bring feedback back to this meeting.</p> <p>IP to discuss with Rebecca Carter the fee collection</p>
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	<p><i>Guidance notes for completing the application form:</i></p> <ul style="list-style-type: none"> <li>• Need to add therapy sessions to what we will not fund.</li> </ul>	<p>and paying in process for CC course.</p> <p>BG and MN to set up working group for sign off in September.</p>
<b>Secondment post within Children Centres</b>	<p>HR team at RACC have sent out this as an opportunity and MN has a few people in mind.</p> <p>Once we have reached the deadline of 29 July, number of applicants will be reviewed and possibly send out to other teams.</p>	<p>MN to ask potential applicants to contact CP for further information.</p>
<b>SAR 2013/14</b>	<p>BG taking over responsibility of completing the SAR with the help and support of RHS.</p> <p>BG will have a drafting for the end of December.</p> <p>It was discussed that this will be a working document.</p>	<p>BG and RHS to set up a meeting re ongoing support.</p>
<b>AOB</b>	<p><b>Finance policy</b></p> <p>Providers were aware that we were planning to bring in a charging policy from year 2.</p> <p>In the survey it was indicated that learners were happy to pay for courses.</p> <p>There will not be a blanket charge across all courses and subsidies for those that cannot afford the fees will be provided.</p> <p>SFA have lots of pilot projects on their website with data available to view.</p> <p>Think about collecting income and employment status as indicator.</p>	<p>BG to look through pilot projects/data and bring to a separate meeting for discussion.</p>