

Community Learning Provider's Meeting – Minutes

Date: Thursday 17th September 2015

Time: 2:30pm – 4:30pm

Venue: RACC, Parkshot

Attended: **Peter Shears** - BFCCST, **Mary McDonald** – Cambrian Centre, **Richard Parr** – Combination Dance Company, **Samantha Blake** – Richmond Aid, **Shelagh Laing** – Room For Work, **David Lemon** – London Wildlife Trust, **Karen White** – Pre-School Learning Alliance, **Margaret Prain**, **Manoj Nanda** (MN) – RACC, **Barri Ghai** (BG), **Hugh Dale** (HD), **Ryan Tolmia** (RT) – Achieving For Children

Item		Points	Actions
1.	Welcome and Introductions	<p>All introduced and welcomed to the group.</p> <p>BG explains role of Community Learning and provider requirements.</p> <p>HD explains role as new Community Learning Coordinator.</p>	
2.	Minutes of Previous Meeting	<p>BG will circulate activities list for 2015/16 and will publish on Community Learning website. There are no weak areas in activities being offered as there is a wide range of activities.</p> <p>BG has sent out reminder email regarding Mental Health Awareness Training.</p>	

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3. Round 1 – Commissioning Update and Feedback	<p>BG - Community Learning have received £105,409 worth of bids for Round 1. The Community Learning Commissioning Board have supported 22 providers to the value of £73,641. £30K has been devolved to the Children's Centres to support adult and family learning activities. £6K has been devolved to each Children's Centre to cover English, Maths and ESOL. The main issue with EAL Courses is a small uptake of learners. £173,099 has been funded by providers as in-kind contributions.</p> <p>BG Explains chart displaying 'Proportion of CL Commissioned Activity Types for Round 1'.</p>	
4. Quality Control <ul style="list-style-type: none"> • Tutor Observations • Contract Monitoring • CL Documentation • Guidance 	<p>HD - Providers should provide schemes of work during tutor observations to demonstrate the learning process that the learners go through during the course. Providers will need documentation confirming what the course entails and what will be learnt throughout the course. This is needed only where appropriate, usually for any courses lasting 6 weeks or longer. Providers also need to establish specific learning aims for courses. An Independent Learning Plan must be completed for all learners so that Community Learning can track learner progression.</p> <p>Shelagh – It is a big requirement for Room for Work to provide scheme of work. Can we have more guidance on lesson plans?</p> <p>HD - Any changes to Lead Tutors must be made aware of to Community Learning. There should be a minimum of 6 adults per course unless agreed otherwise. Providers should provide information, advice and guidance for progression opportunities.</p> <p>Peter – Our course involves Saturday morning sports sessions and the progression begins from 2 workshops to the programme of activity and then to follow up workshops.</p> <p>HD – All enrolment and evaluation forms need to be returned to Community Learning within 7 days of the course finishing. Providers should send forms as tracked or recorded delivery to ensure all forms are received without any issues. Providers should keep in line with Data Protection for learner information, but also need to meet</p>	<p>BG – Send guidance to providers of what CL do with Enrolment / Evaluation forms once received</p>

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		Community Learning requirements for the data which is necessary to input the forms onto our Management Information System. Providers need to send an invoice to Community Learning by June/July of the contract year so that they can be paid in time.	
5.	Results – Providers Survey 2015	We have received 18 responses out of 21 Providers. The link to results will be sent to Providers via email.	BG to email link to results to providers
6.	Latest – Learner Fee Charging Policy	The Skills Funding Agency are seeking fees from learners who can afford to pay. The minimum fee which will be charged for all Community Learning funded activities will be £2.50 per session. Most families will be exempt from this fee. The fee will only be put in place if the provider has not asked for contributions beforehand.	CL to produce a Self-Declaration form for learners
7.	Provider Training Opportunities	<p>MN – ‘Best Practice in Community Learning’ which is to include producing Schemes of Work– January 2016</p> <p>‘Using Technology to Enhance Community Learning’ – Planning the use of technology in lessons and includes hands on workshop with Technology.</p> <p>‘Advanced Powerpoint and Presentation Skills’</p> <p>‘Using Social Media for Teachers’</p> <p>BG will send out a reminder for Training Courses. Providers should contact MN to sign up for Training Courses.</p>	
8.	Community Outreach	HD – A meeting with Richmond Housing Partnership and Samantha Bradley took place on 18 th August. Cooking on a Budget / Healthy Eating, and Zumba classes will take place to target the Traveller community in Hampton. Cooking on a Budget will have a ‘Taster Session’ on Monday 2 November followed by 5 further Monday sessions ending	

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		<p>on 7 December 2015. The Course will be held in Hampton Youth Centre. A leaflet has been produced about the course and distributed to the community. It would be helpful if Providers could spread the word and also inform learners of other learning opportunities when available. RACC have a noticeboard which could be used for marketing. Providers should send electronic marketing to BG to put on Community Learning website.</p> <p>Shelagh – Charities need more help and support.</p> <p>BG – Will reinforce this via reminder email.</p>	<p>BG – Send email to Providers asking to consider volunteers and relay to Room for Work</p>
9.	Any Other Business	<p>BG – Activities List on Community Learning website will be updated from Summer Term to Autumn Term. The 'Making a Difference' document will also be updated for 2015/16.</p> <p>Karen – Pre-School Learning Alliance need a venue for between 12-15 learners.</p> <p>Possible suggestions – RACC, Whitton Youth Zone, ETNA, Heatham House</p>	<p>Providers to explore offering rooms for Pre-School Learning Alliance forthcoming Workshops</p>