

Community Learning Provider's Meeting – Minutes

Date: Thursday 6th November 2014

Time: 2:30pm – 4:30pm

Venue: RACC, Parkshot

Attended: **Ravi Arora** – EMAG, **Frances Bennett** – FORCE, **Alex Robb and David Lemon** – London Wildlife Trust, **Margaret Thomas, Kate Woodhouse** – Mortlake Community Association, **Robin Bell** – Room For Work, **Sue Brown, Barri Ghai (BG), Tina Cruise (TC), Ryan Tolmia** – Achieving For Children, **Manoj Nanda (MN)** - RACC

Item		Points	Actions
1.	Welcome and Introductions	<p>All introduced and welcomed to the group.</p> <p>BG explains his role in Community Learning and the aims of Community Learning.</p>	
2.	Minutes of Previous Meeting	<p>The outcomes of surveys completed in 2013/2014 are now available on the Community Learning website. There has been discussion between the Skills Funding Agency and Community Learning and it has been agreed the individual surveys undertaken last year will be combined in 2014/2015 and outcomes will be shared. BG thanked providers for their support and explained how this information has been used to revise our Key Priorities for Community Learning provision in 2014/2015. This information is also now available on the website.</p> <p>Provider's feedback on the Financial Strategy was shared at the Richmond Community Learning Partnership meeting on the 23 July 2014. There will not be a blanket charge across all courses. The RCLP have agreed the Financial Strategy but will continue to research pilot projects and data as it becomes available.</p> <p>Providers had identified the need for Best Practice in Community Learning training. Community Learning commissioned RACC to deliver this training on the 12 June. As a result of the success of this event with 9 delegates participating training opportunities for providers and tutors will be continued. An item is included on this agenda and will feature on further agendas.</p> <p>An item on the summer fair has been included on this agenda.</p> <p>Support for parents has been discussed and will be continued to be explored. Schools have been invited to apply for funding to support parent training. £30,000 from this years' Community Learning Funding has been earmarked for the use of Children's Centre who</p>	Needs to be identified by schools and

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		are currently reviewing the needs of their priority families and will be using the funding to address their needs.	Children's Centres
3.	Community Learning Vision	<p>The Community Learning Vision Statement was shared</p> <p>'The Richmond Community Learning Partnership is passionate about providing high quality adult learning opportunities that are inspiring, and will enable individuals to progress and achieve positive outcomes'</p> <p>The feedback from providers was</p> <p>It was highlighted that the statement did not include 'Family' and it is agreed that 'Adult' should be removed to make the statement more generic.</p> <p>The group felt 'Passionate' was an old key work and should be replaced with committed which was more powerful... BG will take the groups comments back to the RCLP.</p>	BG to take proposed change to vision statement to next RCLP
4.	Community Learning – Making a Difference	<p>BG presented a PowerPoint presentation providing a summary of the funding which has been allocated in Round 1 for Key Priority areas.</p> <p>Information on current Community Learning Activities and feedback from some of the activities that are being delivered were circulated. This information is available on the website.</p>	TC will keep website updated
5.	Success stories, information and advice/support	Members shared the successes they were having with current and previous activities delivered. Time was given for providers to network and look at what resources could be shared and common learning needs. Providers to continue to identify any training or resources they need or would like to share.	Providers to keep TC updated so information can be circulated
6.	Bureaucracy busting	<p>BG discussed the need to provide evidence for use of funding to the Skills Funding Agency and also the responsibility to learners to ensure that they are receiving quality learning experiences. Community Learning is exploring ways or making the process of collecting this information less time consuming and more user friendly for providers.</p> <p>We are listening to providers and learners and in response to your feedback have introduced electronic version of forms which can be used to make the process quicker.</p>	CL will continue to engage with providers and learners to look at how processes and

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		<p>QR barcodes have also been made so that you can scan them and access forms on the internet. There have been positive responses regarding the use of barcodes. BG explains that the URL links needed to access the forms are provided in the meeting packs.</p> <p>There are now separate forms for Taster Courses which makes it easier and faster to complete.</p> <p>BG asks the group what else they would like Community Learning to improve.</p>	<p>procedures can be streamlined.</p> <p>Providers to identify areas that can be improved and share ideas.</p>
7.	Funding For Round 2 / Closing Date	<p>The deadline for funding for Round 2 is the 24th November, by 5:00pm. Providers are required only to submit an electronic copy of the funding application. If successful supporting paperwork may be requested. It is the provider's responsibility to contact Community Learning if confirmation has not been received of receipt of application by the 25 November 2014. Providers will be notified of the outcome of their application/s success by 5th December.</p> <p>BG briefly explained how Community Learning bids are discussed and agreed at the RCLP meeting.</p>	<p>Providers to submit applications by 24 November and ensure confirmation of application is confirmed</p>
8.	ESOL Mapping	<p>MN explained that RACC working with Community Learning is gathering information on the provision of ESOL courses. An external agent has been engaged to undertake a telephone survey of 100 organisations that provide support to Richmond residents whose first language is not English.</p> <p>The mapping of ESOL will identify support currently being provided and identify provision and help to cross-feed courses being run and will give RACC a better idea of ESOL courses currently being run. MN runs through the ESOL Mapping presentation and highlights that the progression advice from ESOL courses is important for mapping.</p> <p>It would be helpful if providers can complete the mapping form. This will help RACC to determine where ESOL courses should be run and what the different needs for ESOL learners are.</p>	<p>MN to provide feedback of the outcome of the survey at the next provider's meeting.</p>

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9.	Festival of Learning 2015	<p>There will be a celebration of Community Learning. This will be a one day event held at Parkshot providing the opportunity for volunteers and local residents to engage in taster courses and for local providers to showcase activities and services they can provide to enrich people lives. The day will held during Adult Learners week in June. 2015</p> <p>It will also provide the opportunity to celebrate what has been achieved by Community Learning participants, tutors and providers. Achieving for Children and Richmond Adult College would welcome Community Learning providers and their represents to engage in the planning and delivery of this day.</p> <p>MN asked the group for their views on it they thought this would be a good idea, and if so who should be involved in the planning of the event and what should be offered.</p> <p>Providers were very positive about the idea and indicated they would like to be involved. They suggested opportunities to engage in learning activities for cookery, fitness, ecological awareness, social media, crafting and employment skills would attract interest. They also suggested local business and services should be approached to take part and contribute to the event.</p>	<p>If you would like to be involved in the planning, participate in the event or have any ideas or would like to identify a person or organisation to be approached to participate please do contact Tina Cruise...</p>
10.	Volunteer Training	<p>MN asked providers what training they would like to see made available for their volunteers. Suggests were given to MN and he will advise Community Learning of opportunities RACC can offer for training. Please do talk to your volunteers and let us know what would be useful. Suggestions on the day included introduction to Social Media, picture taking and support learners with disabilities.</p>	<p>Providers to ask volunteers to identify their training needs.</p>
11.	Date of next meeting	<p>The meeting will be held on Thursday 26th March 2015 from 2.30 – 4.30. Please do let us know it there is any item you would like to see on the agenda or if you would like to host the session. If the timing is not convenient please do suggest an alternative.</p>	<p>Items to be forwarded by providers.</p>