**Community Learning Provider's Network Meeting - Minutes**

**Date:** **13ᵗʰ May 2014**                                    **Venue:   RACC, Parkshot**

*Attended: Pippa Joiner – Orleans House Gallery, Sam Silver – Action Attainment, Anna Potenza – Barnes Primary School, Mary Kemsley – Richmond Nutrition, Karen Ings – Richmond EAL Friendship Group, Fiona Muir – Integrated Neurological Service, Robin Bell – Room for Work, Manoj Nanda – RACC, Barri Ghai and Tina Cruise – Achieving for Children*

| Item | | Points | Actions |
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| **1.** | **Welcome and Introductions** | All introduced and welcomed to the group | |
| **2.** | **Update & Matters arising** | Minutes from previous meeting were agreed.<br><br>BG introduced himself in new role overseeing Community Learning. BG gave a rundown of courses Community Learning is funding in provider's areas.<br><br>Surveys have now all been completed and the results are to be analysed and agreed priorities to be identified and fed into ongoing strategic planning. This information is to be shared with providers, governing bodies and published on the website. | **BG to send survey results to providers** |
| **3.** | **Draft terms of reference** | BG circulated draft terms of reference and outlined key points. He asked the group for comments so that the TOR could be finalized asap.<br><br>Manoj asked for the inclusion of guidance re signposting processes re progression courses or help that can be offered. MN explained that assisting with IAG is part of RACCs contract with Community Learning and this could be offered formally. | **Group to feedback any other amendments**<br><br>**BG to include section re signposting in** |

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| | | MN suggested that a mapping exercise would be useful to keep a centralized list of provision on offer with contact details for associated services.<br><br>It was suggested that this could be kept on a provider's page on the website. Silver asked for an authority pathway to understand where CL sits. | **TOR**<br><br><br>**BG to explore adding a providers page on website** |
| 4. | **Community Learning activities on offer** | Tina Cruise circulated a document outlining what learning activities were currently on offer and reminded the group that the info was also available via the website.<br><br>TC reiterated that there was a really good diversity of courses on offer but was keen to develop a lager variety of courses and get new providers interested in bidding for funding.<br><br>TC asked the group to signpost the information to any interested parties. | |
| 5. | **Financial Strategy** | BG circulated the draft Financial Strategy to group and gave an overview of the necessity for having one. It is a mandatory requirement of the SFA as part of the funding criteria and ensures that Community Learning is maximizing the use of public funding whilst adding value.<br><br>The draft needs to be amended now that Community Learning sits in the AfC organization rather than the Local Authority.<br><br>BG explained to group that they will be developing guidance for providers surrounding fees – when to charge for courses etc as it is currently a grey area. This guidance will be added to the materials available to providers when making | **BG to attach PowerPoint presentation to minutes**<br><br>**BG to amend to AfC paperwork** |

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| | | bids. | |
| | | The group discussed other ways to maximize/obtain resources to ensure good value and the following were suggested: <br>• Develop a community board or add to the provider's page on website to encourage resource sharing. <br>• Group to look into different corporate sponsorship on offer <br>• Frequent email correspondence/newsletter highlighting any resources available | **BG to put sharing resources on next agenda.** |
| 6. | **Value of Collecting data** | BG explained that he understood that a lot of data is being asked for from providers and whilst he empathises that it is a lot of paperwork to process he reiterated that in order to receive funding from the SFA they have to provide this data. BG circulated a document <br><br>The group discussed this and it was agreed that we need different ways of collecting this data to suit the needs of the learners but also to make it easier for providers to capture. It was suggested that for learners with specialised or additional needs that their evaluation form can be adapted and then the onus is on the tutor to elaborate more and fill in any blanks. <br><br>BG outlined some of the results and explained that they do show an improvement on last year's figures that show we are offering activities to more of our targeted priority groups with larger numbers with recorded learner progression outcomes. | **BG to send document with minutes** |
| 7. | **Learning activities evaluation** | TC handed out a 'Good news' document outlining some of the positive feedback received re courses funded this year including learner and tutor feedback**.** <br><br>TC reiterated that she was really pleased with the activities on offer and learner progression. TC explained that she'd made good observations and that standards and levels of engagement are very good. | |

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| | | TC to develop a Good Practice guide for providers so they know the criteria of her observation visits. | **TC to circulate Good practice guide to providers.** |
| **8.** | **Professional Development Opportunity** | MN explained that there is a bespoke course on offer addressing 'Best Practice in Community Learning'. Its good preparation for inspection and providers are encouraged to attend.<br><br>The course is completely funded by Community Learning and offered by RACC.<br><br>A questionnaire was handed out to try to identify the bests days and times for the course and TC will be distributing to tutors/providers not in attendance so they can respond with their preferences. The members of the group in attendance however suggested that for them that perhaps a Wednesday afternoon session and perhaps one evening session so that the largest number of providers could attend.<br><br>MN also asked providers to feedback any other training requirements that they thought would be useful that he could arrange. It was suggested that they could do a short course on the best was to market/promote / advertise courses to maximize attendance numbers and ensuring you reach target groups.<br><br>MN also reiterated to signpost learners to RACC for progression courses or more training led courses. MN happy to engage and try to develop and offer the courses required. Group to let him know. | **TC to circulate list of suggested dates etc for responses.**<br><br>**MN to explore options and feedback at next meeting** |
| **9.** | **Round 5 bidding** | BG explained that there is still funding available for this year so they have added another bidding round to try to maximize the usage. The deadline for Round 5 is 5pm - 22nd May 2014. | |

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| | | However the course has to have been completed before August 1st so it is encouraged that providers bid for short term projects, training volunteers or run taster sessions to gather evidence for bidding larger and longer projects next year. | |
| 10. | A.O.B | The group discussed the possibility of running a Fayre type event to promote Community Learning courses. It was agreed that this would be a good idea to start planning for next year.<br><br>A group member asked if vouchers given to parents for parenting courses be used to attend CL courses<br>It was suggested that parenting courses be discussed with Karen Williams the parenting coordinator so that projects can link up and not duplicate.<br><br>It was discussed that the website be shown to group at next meeting | **BG to add Summer Fayre to next agenda.**<br><br>**BG to investigate whether 'vouchers' can be used.** |
| 11. | **Next meeting** | The next meeting will be held Wednesday 15<sup>th</sup> October 2014 – 2.30pm at Parkshot, RACC new building. | |