

Community Learning Provider's Network Meeting - Minutes

Date: Monday 4th February 2014

Venue: Orleans House Gallery

Present: Clare Leighton (CL); Heather Whitt (HW); Heather Mathew (HM) Jo Austin (JA); Karen Ings (KI); Kate Woodhouse (KW); Liz Fraser-Betts (LFB); Manoj Nanda (MN); Mary McDonald (MM); Mary Kemsley (MK); Pippa Joiner (PJ); Vicky Phillips (VP); Tina Cruise (TC) Ryan Tolmia (Minutes)

Item		Points	Actions
1.	Welcome and Introductions	All introduced and welcomed to the group.	
2.	Minutes of the previous meeting	<p>Minutes from the last meeting agreed.</p> <p>Financial Strategy this paper is still in the development stage. A draft copy will be presented to the Richmond Community Learning Partnership on the 6 March. There will be an item on the next agenda to seek providers input and opinions.</p> <p>TC has updated the flow chart (as discussed in previous meeting).</p>	Flow chart to be send out with minutes
3.	Review and outcome of round 2 commissioning	<ul style="list-style-type: none">• There was discussion on successful applications for funding. Details of activities which received funding are available on the Community Learning website• Provision for family learning was identified as an area that Community Learning was encouraging, schools, children's centre and providers to submit funding applications. The number of previous application for funding in this area has been very disappointing.• The group indicated they would be interested to review the data available on learner profile in order to identify gaps in target audience	TC to bring an overview of last year's learners to the next meeting

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4. Support and guidance available for round 3 commissioning	<ul style="list-style-type: none"> Richmond CVS are offering advice surgery sessions on the 20th February. There will be 45 minute appointments. Further information is available on the website. This is officially only open to voluntary and sector groups but it will be open to other groups although lower priority will be given to these groups. To book a slot please e-mail Reetu Sood your name and organisation details reetus@richmondcvcs.org.uk. All projects need to be completed by July 31st. 	Providers to book directly with CVs
5. Community Consultation Survey	Community Learning Survey <ul style="list-style-type: none"> The questions for the Community Learning survey after extensive consultation has now been agreed and is currently with the authority's Communications Team. The survey will be available electronically from the 1 March until the 31 April 2014. The survey is being undertaken to gain the views from Richmond residents of what Community Learning provision they would like to be made available and where there would like these learning activities to be delivered. The outcome of this survey will be used for future Community Learning provision planning and will be shared with providers and members of the community. Providers, schools, children's centres, local authority service, voluntary services/charities and housing associations are being asked to support the survey and promote the on-line survey to learners who have access to the internet. The link to the on-line survey which will go live on the 1 March is https://consultation.richmond.gov.uk/education-childrens-and-cultural-services/learning and for residents who do not access to the internet to be engaged in a paper survey. Providers are requested to contact Tina Cruise t.cruise@richmond.gov.uk to indicate how many paper copies they require. Providers may claim £2 towards administrative fees for each completed paper copy survey returned to Community Learning before the 31 April 2014. Please note only external providers are eligible to claim administrative contribution schools, children's centres and local authority are excluded. 	<p>TC to send out final copy of paper survey with minutes.</p> <p>All to contact TC with number of copies of the paper survey they require.</p>

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	<p>Skills Funding Agency (SFA) Learner Satisfaction Survey</p> <ul style="list-style-type: none"> As part of the funding criteria the SFA require the local authority to engage learners who have or will be participating in a Community Learning Funded activity between the 25 November 2013 and 13 April 2014 to participate in a Community Learning Satisfaction Survey. The survey is to ensure that public funding is being used appropriately and to evidence learners are receiving good quality learning experiences. The authority will be contacting learners who have provided email information to advise them on the opportunity to participate in the survey and to provide them with the link and their unique learning number which they will require to complete the on-line survey which will be available until the 13 April 2014. Where we do not have email information we will send a paper copy for completion. Paper copies need to be returned and completed by the 10 March. The SFA will be collecting paper copies from the authority and will not be accepting paper submission after this date. The Skills Funding Agency will provide feedback on the outcome of the survey. 	
6.	<p>Consultation with Richmond Adult College on training opportunities for Community Learning Providers and Tutors</p> <p>MN asked providers what training they would find useful</p> <p>VP – Need training in IT for staff in order to maintain websites and keep them up to date. Have tried training courses but it would be easier to work 1 on 1 with staff members.</p> <ul style="list-style-type: none"> MM – A few members want to do gardening courses, especially in growing. If offering a growing course we will need to think about sustainability. KW – Would be good if we could get some training on using excel. LFB – Need training in marketing skills such as graphic design and photo shop. 	<p>Manoj will be in touch with each of these centres individually to follow up on local needs.</p>

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		<p>MN provided information about service available at college</p> <p>He also advised providers of Naric.com which is a website where you can convert qualifications from another country into qualifications which are accepted in this country.</p>	
7.	Opportunity for providers to share information and seek advice or support	Unfortunately there was not time to cover this item. If any providers would like to share information or seek advice or support please do contact Tina Cruise.	All
8.	Date of next meeting	13 May 2014 from 10 – 12.00 in the Adult Learning Suite, Richmond Business School, Parkshot, Richmond TW9 2RE	Please let TC know if you will be attending