

PCCM Minutes – 30 March 2017

AfC

23 November 2017

Provider Contract Monitoring Meeting

Thursday 30 March 2017

Present: Alison Teader (Central & Cecil), Sam Silver (Action Attainment), Charlotte Cranidge (Orleans House Gallery), Melissa (Paragon Housing), Simon Lawson (RCABs), Gillian Thorpe (Richmond EAL), Christina Ball (SPEAR), Emma Cartwright (Mulberry Centre), Barri Ghai, Hugh Dale (Community Learning), Ryan Tolmia (Minutes)

Apologies:

Minutes	Action
Welcome, introductions and apologies	
Introductions made.	
Minutes of last meeting	
All agreed actions completed.	
Number of CL flyers confirmed for each provider.	
Advice Richmond website link added to CL website.	
Invoice template circulated to providers.	
Agreement made for Provider training courses to be shortened.	
Adult Achievement Awards	
It has been agreed that providers will nominate 1 adult learner to receive recognition of their achievement. A nomination form has been created and will be distributed electronically to providers.	
Criteria for nominations includes 'Learning distance' travelled by a learner, learner who has returned to learning and sustained learning, learner who has secured a positive outcome, learner who has demonstrated progression in the same course or subject and learner who has made a	

positive benefit to the community.

The deadline for the nomination forms to be returned is 21st July 2017. The prize for learners who have been nominated will be £20 gift vouchers and a certificate. The prize for the Adult Community Learner of the year (to be decided by the Richmond Community Learning Partnership Board) will be £100 gift vouchers and a certificate.

If a provider runs multiple activities or courses, the nomination criteria that best fits those activities or courses should be used to determine the learner to be nominated.

Community Learning will arrange for a formal presentation to be held for the winner at the provider's venue.

Lesson Plans

The expected format of lesson plans should include a purpose and a scheme of work. The purpose of a lesson plan should provide a practical and useable guide to the teaching and learning activities that will occur within a particular lesson.

The scheme of work should include an overall plan for the course, overall learning objectives, schedule, evaluations and assessments, British Values information, Health and safety, and a list of relevant resources.

The lesson plan should be written in a way that is clear and easy to understand what is intended within the lesson to another teacher or observer.

AP: Template lesson plan to be put on Community Learning website

Provider Training 2016-17

Richmond Adult Community College offered available dates/times for the remaining 2 Provider Training sessions.

Agreed dates/times are:

Prevent Duty Training Session – Wednesday 28th June (Afternoon – TBC)

Embedding English and Maths – Tuesday 13th June (Afternoon)

AP: Confirm with RACC if afternoon is available for Prevent Duty Training

Community Learning Flyers

Community Learning Flyers have been created for Providers to hand out to learners at the beginning of each course. The flyers contain relevant information on Community Learning, British Values and the Prevent Duty and contain contact information for Community Learning for learners who want to find out more information.

AP: Print/Post extra flyers to Providers where required

Community Learning Invoicing

Invoices should be submitted along with Enrolment and Evaluation forms on a termly basis. Providers should ensure all forms are either scanned or photocopied in order to keep copies for own records.

AP: Circulate Enrolment and Evaluation template forms to Providers

Enrolment and Evaluation template forms will be circulated to Providers.

Date of next meeting: Thursday 13th July 2017 (10:00am, Heatham House)