

RCLP Minutes - 2

February 2017

AfC

23 November 2017

Richmond Community Learning Partnership Meeting

Thursday 2nd February 2017

Present: Heather Mathew (Chair), Eamonn Gilbert, Gaynor Bray, Barri Ghai, Hugh Dale, Ryan Tolmia (Minutes)

Apologies: Carol Clapperton, Sarah Reid.

Minutes	Action
<p>Introductions and apologies</p> <p>Introductions made.</p>	
<p>Declaration of interest</p> <p>There were no declarations of interests.</p>	
<p>Minutes of last meeting and matters arising</p> <p>There were no actions from previous meeting.</p>	
<p>Terms of Reference update GB – The QIP / SAR should be mentioned in TOR. A separate meeting should be arranged to discuss the QIP / SAR and quality assurance.</p> <p>There is a challenge in getting information (e.g. Prevent Duty) across to CL learners but this has been resolved by sending a statement to Tutors to read out at the beginning of a course as well as a CL flyer which covers the necessary information.</p> <p>HM – There should be a representative for Public Health within the RCLP membership.</p> <p>BG will speak to Carol regarding this.</p>	<p>BG to add QIP / SAR to TOR document.</p> <p>BG to set up separate Quality Assurance meeting / Bring CL Flyer and Statement to review.</p>

ACL Mid-Year Performance Update 2016/17

M1 – Learner Number Targets

Target = 750

Actual = 147

Number of POTs = 183

Actual number is lower than target because there has been a decrease in commissioned Providers and some courses are still ongoing. The quality of courses/providers has been difficult in meeting the required standard necessary for commissioning.

M2 – Minority Ethnic Groups

Target = 20%

Actual = 21% (31 out of 147 learners)

Breakdown of learners by ethnic group included.

There have been no Gypsy or Irish Travellers recorded but Sam Bradley will be holding a sewing course which targets this group.

M3 – Learners with learning difficulties and/or disabilities

Target = 20%

Actual = 10% (15 out of 147 learners)

Breakdown of identified learning difficulties/disability groups included. There is a high percentage of learners with mental health difficulties.

M4 – Learner retention / completion

Target = 100%

Actual = 97% (143 out of 147 learners)

There are courses which are still ongoing so retention rate may change.

M5 – Learner progression / destination

Target:

Hard = 2%

Soft = 98%

Actual:

Hard = 0%

Soft = 100%

100% for Soft Skills outcome is not unexpected. Children Centres are offering work specific courses that need to be looked into further. Breakdown of progression/destination data included.

M6 – Observed lessons

Target = 92%

Actual = 86% (6 out of 7 observations)

7 tutor observations carried out by CL and RACC since 1st August 2016. Richmond EAL requires improvement – Hugh will follow this up in May if required changes have not been met.

M7 – Learner Satisfaction

Target = 100%

Actual = 99%

Not Satisfied = 1

Satisfied = 2

Very Satisfied = 74

RACC Mid-Year Performance

Target = 6000 learners

Actual = 3983 learners

Ethnic Minority = 37.5%

LDD = 11.5% (3.5% Mental Health Difficulties)

Retention = 97.8%

BG – There are lower numbers this year as providers have a lower number of attendance so we have received less enrolment forms.

BG – Data has been sent to us which includes a number of possible providers to approach. Commissioned courses need to be more targeted at specific skills for learners.

HM – We need to target providers who have the necessary skills to deliver these targeted courses.

EG – CL could support SEN Travel Training (Balance / Certitude) Look into CL Applications for this – Some offer volunteer buddies for support.

BG – Create a justification report to evidence lower enrolment numbers

ACL Children’s Centre Mid-Year Update 2016/17

HD - ESOL, English and Maths provision needs to be seen in all Children Centres. All CC managers are to monitor lesson plans and schemes of work to ensure these priorities are embedded in teaching and learning.

Learner Progression samples spreadsheet circulated – This is quick and easy for CCs to use and will be very useful evidence for Ofsted inspections.

CC data should be merged with KPI data in future and this should be taken to CC partnership meetings.

Adult Achievement Awards – Details will be decided after things settle down in CCs.

Round 2 & 3 2016/17 Commissioning Update

HM – The budget available to spend needs to be reflected instead of the total funding amount – This can be split into Total Budget and Available Budget.

BG – There is around £58K left to spend. The percentage of in-kind contributions received in 2015/16 was 209% and for 2016/17 is 43%.

EG – CL should aim to support low income families to have cultural experiences – Target families in receipt of free school meals (£16.5K p/year income households).

RT to send calendar invites for next Commissioning Board meeting.

Date of next meeting: Thursday 18th May 2017