

Richmond Community Learning Partnership Meeting

Time 10:00am

Date Tuesday 15 May 2018

Venue Committee Room, Heatham House

Present: Heather Mathew (HM) (*Chair*), Chantelle Daniel (CD), Gaynor Bray (GB), Sarah Reid-Barker (SRB), Barri Ghai (BG), Hugh Dale (HD) **Apologies:** Eamonn Gilbert (EG)

Minutes	Action
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Introductions & Apologies - HM

Introductions made.

Declaration of Interest - HM

There were no declarations of interest.

Minutes of last meeting and matters arising - HM

There were no actions arising from the previous RCLP meeting on 15th February 2018

ACL Mid-Year Performance Update 2017/18 - BG

BG presented the mid-year performance update via PowerPoint.

M1 – Learner Number Targets

Target = 700

Actual = 359

Number of actual learners= 359

Number of POTs (Period of Training) = 398

M2 – Minority Ethnic Groups

Target = 19%

Actual = 23 %

(82 of 359 learners)

Breakdown of learners by ethnic group included.

M3 – Learners with learning difficulties and/or disabilities

Target = 20%

Actual = 11 %

(39 out of 359 learners)

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

Note: Not known or Information Not Provided / No Disability or Learning Difficulty may be a reflection of general reluctance of learners to self – declare.

M4 – Learner retention / completion

Target = 100%

Actual = 72%

(259 out of 359 learners)

M5 – Learner progression / destination

Target: Hard = 2% Soft = 98%

Actual: Hard = 1% Soft = 99%

Breakdown of progression/destination data included.

M6 – Observed lessons

Target = 92% Actual = 90%

(20 out of 20 observations)

ACL Tutor Observations: **10**

RACC Tutor Observations: **10**

Joint Tutor Observations: **3**

Outstanding (1:0) x **0**

Very Good (2:1) x **6**

Good (2:2) x **12**

R.I (3:0) x **2** (Coaching session at The Mulberry Centre – To be re-observed)

Requires Improvement: Two observations were graded R.I (3:0)

‘Coaching Skills’ session - The Mulberry Centre. The tutor was not re-observed as we were informed that she was not scheduled to deliver any further sessions for the Centre. However, the AfC CL Co-ordinator allocated a subsequent session at the Mulberry Centre, observed by RHACC which was graded 2.1

‘Creative Outreach Parenting Course’ Orleans House Gallery. No re-observation was carried out for the second R.I (3.0) as whilst much of the tutor’s preparation and delivery were good, RI was due to issues relating to organisational, planning, selection and engagement of families.

M7 – Learner Satisfaction

Target = 100%

Actual = 100%

CL: Not Satisfied = 0

CL: Satisfied = 6

CL: Very satisfied = 180

CL: No Response = 41 (Completed but evaluations not yet received)

CL: Not Known = 32 (Evaluation completed but no satisfaction response)

To date there are 186 responses to this satisfaction rating question against 259 returned evaluation forms. This equates to a response rate of **72%**.

These very good learner satisfaction ratings are supported by individual learner comments / responses gathered during CL observation of teaching, learning and assessment visits.

ACL Children's Centre Course Updates: September 2017 - May 2018 – HD & SRB

North East Richmond Cluster Children's Centres (Ham, 67b Richmond Road, Lowther) Serving Barnes, Mortlake, East Sheen, Kew, Richmond and Ham.

Enrolment numbers were provided for the following courses at Ham and Barnes CCs: First Aid. Lisa's Multisports. Lisa's Family Fitness and Cooking. DIY course booked for after Easter 2018, and plans to run Functional Skills from September 2018.

BG informed the meeting that CC have reported that over 500 CL enrolments have been recorded so far across the CC's. However, all forms were likely to be submitted in full for processing in July, which would cause a significant strain on staff time and resources. Discussions around employing a temporary member of staff were had to support BG with the data entry.

BG informed the meeting that CL were to employ a new apprentice to support HD and BG following Ryan's recent departure. The cost would be c £10k for one year and the move was seen as a positive step to support the team and the Government's commitment to apprenticeships. The apprentice would eventually be able to support BG with ILR data entry onto Maytas.

SRB / HM mentioned the lack of ESOL, English/ Maths For Life and Functional Skills provision in the NE Cluster's programme. The Cluster covers high claimant areas and which with the roll out of Universal Credit means that it is highly likely there are families who would not only benefit from the work of Citizens Advice Richmond but also the Core Offer provided through CL funding.

Action:

- **SRB agreed to attend the next CL / CC 2018-19 planning meeting. A change of date would be required by moving it to Wednesday 4 July at 230 pm, at Tangle Park CC and would contact Jill and Kath over the change of date.**
- **HD to address the concern over lack of ESOL, maths and English in the North East cluster**

West Cluster Richmond Cluster Children's Centres: (Heathfield, Stanley Tangle Park and Norman Jackson). Serving Hampton, Hampton Hill, Teddington, Twickenham, Whitton, Hampton Wick & St Margaret's

As above, enrolment data was provided for: Paediatric First Aid Workshops. Singing Hands (SEN children. ESOL Basic Entry Level. Cooking on a Budget (Heathfield. Cookie Tots. LK Fitness - Fun & Family Fitness. Tiny Talk Baby Signing Hands. Functional Skills English: Level 1 & 2.

Note:

- All learners passed Functional Skills L1 and are working towards L2
- By September 2018- learners are planned to take GCSE English
- Two learners gained employment

Richmond Children's Centre Annual Survey - March 2018

North East Richmond Cluster

- CL funded Courses: Well attended/ popular- First Aid and Cooking. Learners wish them to be delivered again in 2018-19
- Provision learners would like to be offered: Improving Well-being and Supporting Children's Communication.

West Cluster Richmond Cluster

- CL funded courses: Well attended/ popular- First Aid, Lisa's Fitness and Cooking. Learners wish them to be delivered again in 2018-19.

Action:

- **CL Coordinator confirmed with CC Managers that 31 July 2018 was the deadline for return of CL Enrolment and Feedback forms, invoices and course /activity registers.**

Adult Achievement Awards 2017-18

- 10 nominees per CC Cluster for 2017-18
- Clusters will fund cost of Gift Vouchers @ £25 each
- Nomination Form / Criteria – to be completed by Children's Centre Clusters/ Providers for each nominee.
- Nominees to receive Certificates and Letters of Recognition – Details, including the 'Reason(s) for nomination to be taken from nomination forms sent to us by Providers/ CC Clusters
- Nominees will be given £25.00 Gift Vouchers. Community Learning will fund the cost of vouchers, NOT Providers.
- Deadline For Completion and Return of Nominations – 1 July 2018
- Location of Awards presentation – The Venue, Heatham House
- Date: Monday 24 September 2018

Adult Tracking 2017-18

Lead Outreach Workers are responsible for oversight and conduct of the process. Prior to the start it was agreed that The following sections were added to the spreadsheet: Post codes. Email addresses and the names of all courses and activities run by children centres.

Date of next CL Co-ordinator & CC Managers Meeting

Purpose: CL / CC Planning for 2018-19
Wednesday 11 July 2018. Venue Tangley Park CC

Action:

- **SRB to contact Cluster Managers to re-arrange above date to 2:30pm, Wednesday 4 July 2018**
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2017-18 ACL Commissioning Update – Barri

BG confirmed that there was likely to be a CL budget underspend of c£20K. It was agreed that a 'needs analysis' should be used to determine how this amount could be / should be spent.

Examples of provision mentioned:

- 'New Routes to Work Starts Pilot Programme' to address learners' physical, mental and health resilience
- Fitness and Well- Being
- Job Coaching Skills
- Base Excellence Training (which can be delivered by CL Providers) and can lead to employment such as: Barista. Food & Beverage. Hospitality. Catering and Customer Services
- Base Excellence Training provides qualification outcomes
- RHACC could provide training for CL providers and attend Provider Contract Monitoring Meetings to outline training opportunities.
- CL Providers can be shown and enabled how to integrate IAG into their programmes.

Actions:

- **CD agreed to send the Base Excellence Training course outline to Barri and Hugh and would**
 - **CD agreed to arrange a meeting between Andrew Harland - Business Engagement Officer, Hugh and Barri at the Battersea Power Station.**
 - **GB and BG to arrange to meet regarding IAG pathways.**
 - **HM agreed to begin building IAG information for learners which will be added to the CL website pages.**
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AEB – (Adult Education Budget) Update – CD

- The AEB would remain the same for 2018-19 regarding the current Richmond / AfC Community Learning budget
 - Community Learning Commissioning should continue accordingly
 - The Sub regional Skills Strategy launched in January 2018 remains unaffected
 - The DfE / ESFA have not worked out how the devolution of AEB is to work
 - However, changes to devotion of AEB will be from 2019-20
 - Changes proposed by the Mayor of London for his pan London AEB strategy is likely to be based on a 'Deprivation Model'.
 - The 'Deprivation Model' may cause Richmond to financially lose out regarding its current level of AEB funding
 - Richmond will need to be 'identifying needs' during 2019-20
 - HM stated that the definition of 'need' will need to be more sensitively defined and has to be strategic
 - CD indicated the importance in this process for:
 - LB Richmond to identify '**Interventions / needs**' for those who are deprived in the borough.
 - This needs analysis should be '**outcome focused**'
 - People need to be on a '**positive journey**'
 - For example, for the recent local May 2018 council elections, the Liberal Democrats manifesto had a focus on 'Disability and learning Difficulties
 - Chantelle would seek to meet with the Lead Member for the Liberal Democrats
 - Planning needs to begin soon for 2019-20
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Date of next meeting: TBC

Hugh Dale
Community Learning Coordinator
Monday 4 June 2018