

SGS/78/OH/SF

20 March, 2007

**CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL
FAMILY SERVICES****GOVERNING BODY OF WAKEFIELD ADULT AND COMMUNITY EDUCATION
SERVICE**

Minutes of proceedings at a meeting of the Governing Body held at Manygates Adult Education Centre on Tuesday 20 March 2007 at 6.45 pm.

PRESENT

Councillor O Rowley (Vice-Chair), Mr H Ellis, Ms K Fisher, Mrs T Hollies, Mrs M Holman, Councillor D Hopkins, Mrs M McLoughlin, Mr P Taberner and Councillor J Williams.

IN ATTENDANCE

Miss S Firth (Clerk to the Meeting)
Ms J Granville (Vice-Principal)
Mr J Edwards (Service Director, Schools and Lifelong Learning).

DECLARATIONS OF INTEREST

There were no declarations of interest.

APOLOGIES

Apologies for absence were received from Mr H Berry, Mrs M Close, Councillor H Cummings, Ms S Dodderidge, Miss J Downing and Councillor W Jenkins.

MINUTES**Resolved 17**

That the minutes of the meeting held on Tuesday 31 January, 2007, being correct, be signed.

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

CONSTITUTION**Appointment of Student Member**

The Clerk reported that Mrs M Holman had been appointed to serve as Student Member for a three year term of office ending on 25 February 2010.

Appointment of South Asian and Community Liaison Forum Representative

The Clerk reported that Mr J Khan had been appointed to serve as South Asian and Community Liaison Forum Representative for a three year term of office ending on 13 March 2010.

Appointment of Schools Representative (Secondary)

The Clerk reported that Mrs Duncan, the Secretary of the Secondary Headteacher's Association, was continuing in her efforts to find a Secondary Schools Representative.

REPORTS OF COMMITTEES

Resources Committee

Governors received the minutes of a meeting of the Resources Committee held on 20 February 2007.

Councillor Hopkins raised the matter that evening meetings were no longer easy to arrange at the Agbrigg and Belle Vue Centre with the new arrangements in place, and restricted staffing. Governors noted that the management of the Centre would be the responsibility of the Neighbourhood Management Team from April and that WACES was not responsible for it. Mrs McLoughlin reported that the Centre was looking to recruit a caretaker, as the caretaking had been previously carried out by WAWA, and expressed her view that the situation should improve.

CORRESPONDENCE

There was no correspondence to report.

CHAIR'S ACTION

The Vice-Chair reported that the Chair had taken no action on behalf of the Governing Body since its last meeting.

FEES POLICY 2007-2008

The Vice-Principal presented the Fees Policy for 2007-2008 and explained that the policy was reviewed annually. The Vice-Chair confirmed that all aspects of the policy had been reviewed at a sub-committee meeting and that Legal Services were looking at the reduced fees for the over-60s. Governors discussed this and

Resolved 18

That the 2007-2008 Fees Policy be approved.

REVIEW OF QUALITY ASSURANCE POLICY

The Vice-Principal presented the Quality Assurance Policy and Governors noted that it had recently been reviewed to take account of corporate developments and national guidelines. The Vice-Chair confirmed that the policy had already been reviewed at a sub-committee meeting but that the review of the policy was a continual process so any issues with the policy could be raised at the next meeting.

Resolved 19

That the Quality Assurance Policy be approved.

SELF ASSESSMENT REPORT

The Vice-Principal presented the Self Assessment Report for 2005-2006, which had recently been reviewed and reflected the current position. Governors questioned why the results from 2005-2006 were not yet available and the Vice-Principal confirmed that they should be available by the end of March. Ms Fisher reported on the changes for inspection of FE and HE institutions, and Governors noted that there would be new gradings which the service would assess itself against. The Vice-Chair asked Governors to bring any further questions to the next meeting of the Governing Body and Governors

Resolved 20

That the Self Assessment Report and Development Plan be approved.

PRINCIPAL'S REPORT

The Vice-Principal presented the Principal's Report on matters of interest relating to the service for which she was thanked. The report included items on: Planning Review with LSC, Workexpo, Summer Programme, Access to Employment Bid, Agbrigg Centre Development, Partner Successes, Wakefield Young Apprenticeship Programme and Westfield Day Care.

MATTERS ARISING FROM THE PRINCIPAL'S REPORT**Workexpo**

The Vice-Principal reported that the Workexpo targeted people on incapacity benefit and put them on work placements within the NHS, where they were coached by the Human Resources Department of the NHS to apply for various jobs.

Access to Employment Bid

The Vice-Principal reported that she had undertaken the bid herself and that a decision should be made by 1 April 2007.

CONFIRMATION OF DATE, TIME AND PLACE OF THE NEXT MEETING

Governors confirmed that their next meeting would be held on Tuesday 3 July, 2007 at 6.45 pm, at the Chesneys Centre, Featherstone.

GOVERNOR ATTENDANCE

There were no concerns about Governor attendance.

ANY OTHER BUSINESS

There were no other items of business to discuss.

IDENTIFICATION OF CONFIDENTIAL ITEMS**Resolved 21**

That there are no items to add to those agreed by the former Education Committee.

CHAIR