

SGS/78/OH/SF

31 October 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 Wednesday, 31 October 2007 at 5.00 p.m.

PRESENT

Cllr Ms M Cummings (Chair), Mr H Berry, Ms S Dodderidge, Miss J Downing, Mrs T Hollies, Cllr T Izon, Mrs M McLoughlin, Mr C Moran, Cllr Mrs O Rowley, Mr P Taberner and Cllr Miss J Williams.

IN ATTENDANCE

Miss S Firth (Clerk to the Meeting)
Ms S Elliott (Guest Speaker)

DECLARATIONS OF INTEREST

There were no declarations of interest.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs M Close, Mr H Ellis, Ms K Fisher and Cllr Mr D Hopkins.

Governors noted that Mrs M Holman and Mr J Khan were absent from the meeting and no apologies had been received.

Governors' Consent to Absences

Resolved 11

That Governors consent to the absences of Mrs M Close, Mr H Ellis, Ms K Fisher and Cllr D Hopkins.

MINUTES

Resolved 12

That the minutes of the meeting held on Tuesday, 3 July 2007, being correct, be signed.

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

STAFF DEVELOPMENT POLICY 2007-2008

Ms Dodderidge informed Governors that the Staff Development Policy for 2007-2008 had been reviewed in the summer, but that it had been more recently reviewed to include a section on Continuous Professional Development for Tutors. She introduced Sandra Elliott who had been invited to the meeting to present the item. Ms Elliott gave a report on Annexe 3 to the policy and explained that registration and continuous professional development would become a requirement of all LSC funded provision in the future and that all tutors were being urged to register via the IFL website. She confirmed that information regarding this had been sent to all tutors and had been included in the recent newsletter. Cllr Rowley enquired as to what feedback had been received from tutors and Ms Elliott confirmed that very little feedback had been given. Mr Taberner commented that 30 hours per year of CPD was a lot for those tutors who were not full-time and Ms Dodderidge confirmed that it was pro-rata and that supervision and appraisals counted towards it. Governors queried if the professionalisation of the workforce would impact on courses offered if tutors of certain courses decided not to register. Ms Dodderidge confirmed that this could happen, but that it would not be a new problem, since engagement in CPD of some tutors on small contracts had been an issue for some time.

Resolved 13

That the Staff Development Policy for 2007-2008 be approved.

STAFF DEVELOPMENT REPORT 2006-2007

Ms Elliott presented the Staff Development Participation Report for 2006/2007 and explained the Action Plan for 2007/2008.

CONSTITUTION

Community and Voluntary Sector Representative

Ms Dodderidge updated Governors as to how the vacancy had arisen, explaining Mr Manifold's decision to step down as a Governor. Ms Dodderidge recognised Mr Manifold's commitment to the service over the years and Governors

Resolved 14

That the Clerk write to Mr Manifold, on behalf of the Governing Body, to thank him for all his hard work and commitment.

Ms Dodderidge confirmed that she had commenced the process of finding a replacement and that all Partner Agencies to whom the service provided funding were invited to nominate a representative.

Secondary Schools' Representative

Ms Dodderidge confirmed that no nominations had been received. A Governor suggested writing to all professional associations. Governors discussed why it was difficult to recruit Schools' Representatives and

Resolved 15

That Ms Dodderidge and the Chair examine the constitution regarding Schools' Representatives; and

That 'Secondary Schools Representative' appear as an item on the agenda of the next meeting of the Governing Body.

CORRESPONDENCE

There was no correspondence to report.

CHAIR'S ACTION

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

PRINCIPAL'S REPORT

The Principal presented her written report on matters of interest relating to the service for which she was thanked. The report included items on: Preliminary End of Year Position - Targets and Results, Exams and Moderation, Enrolments Autumn Snapshot, Progress on Employability Projects, PCDL Partnership Report, Publicity and Marketing and Mystery Shopper.

MATTERS ARISING FROM THE PRINCIPAL'S REPORT

Autumn Enrolments Snapshot

Governors queried as to how the service would hope to retain learners in the future and Ms Dodderidge explained that the service needed to better predict where learning could be developed by analysing cohorts and centres. Mr Moran spoke about his experience of learning and discussed the bureaucracy involved in Adult and Community Education.

Governors questioned how the service was to ensure that it was meeting learner needs and Ms Dodderidge explained that, for example, younger learners would be given a mentor and that there would be more targeted work.

Mystery Shopper and Employability Projects

The Chair congratulated the service on the results of the 2007 Wave 1 Mystery Shopping and with the Neighbourhood Employment Team Project.

REVISED SCHEDULE OF MEETINGS FOR 2007/2008

The Chair apologised for the changes to the schedule and asked Governors to note the new dates and times. Mrs Hollies and Ms Williams gave their apologies for the meeting of the Quality and Curriculum Committee on 21 November 2007.

GOVERNOR ATTENDANCE

There were no attendance issues to consider.

ANY OTHER BUSINESS

Service Director, Schools and Lifelong Learning

The Chair placed on record her thanks to Mr John Edwards, Service Director for Schools and Lifelong Learning, who had recently left Family Services. She informed Governors that Alison Delyth would take over the role in the interim.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 16

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

CHAIR