

SGS/78/OH/SF

29 January 2008

**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 the school on Tuesday, 29 January 2008 at 5.00 pm.

**PRESENT**

Cllr Ms M Cummings (Chair), Mr H Berry, Mrs M Close, Ms S Dodderidge, Mr H Ellis, Ms K Fisher, Mrs F Heptinstall, Cllr D Hopkins, Cllr T Izon, Mrs M McLoughlin, Mr C Moran, Cllr Mrs O Rowley and Mr P Taberner.

**IN ATTENDANCE**

Miss S Firth (Clerk to the Meeting);  
Cllr Miss J Williams (Observer).

**WELCOME AND INTRODUCTIONS**

The Chair welcomed Mrs Heptinstall to her first meeting and introductions were made.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Miss J Downing.

**Governors' Consent to Absences****Resolved 17**

*That Governors consent to the absence of Miss J Downing.*

**MINUTES****Resolved 18**

*That the minutes of the meeting held on Wednesday, 31 October 2007, being correct, be signed; and  
That a copy of the signed only set of minutes be made available at the school for anyone wishing to inspect them.*

**Resolved 19**

*That the minutes of the Quality and Curriculum Committee held on Wednesday, 21 November 2007 and Resources Committee held on 27 November 2007, being correct, be signed.*

## **MATTERS ARISING FROM THE MINUTES**

### **Apologies for Absence**

Governors noted that Mrs Holman, Learner Representative had resigned from the Governing Body. They also noted that a letter had been sent to Mr Khan regarding his attendance and that if he did not attend that evening's meeting he could be removed from the Governing Body.

### **Resolved 20**

***That Mr Khan be removed from the Governing Body.***

Governors discussed possible replacements for Mr Khan and Cllr Rowley suggested a representative of the BME Group. Governors noted that this would be followed up by the Principal and Chair.

## **MATTERS ARISING FROM THE MINUTES**

### **Staff Development Policy 2007/2008**

A Tutor Representative explained that the introduction of a fee was stopping many tutors from registering and had put them off. The Principal reported that the Service had encouraged tutors to register but that it was not in a position to pay the fees on behalf of tutors. Governors noted that tutors would not be able to teach if they weren't registered and that it was actually free at the moment but annual membership may cost £30 per year in future.

### **Validation of Self Assessment Report**

Mr Berry raised that he had been asked to review a Sector Subject Area, along with other Governors, but that he had not been notified what to do with it when completed. The Principal confirmed that the reviews should have been submitted to herself, and that all reviews had been received.

## **CONSTITUTION**

### **Appointment of Community and Voluntary Sector Representative**

Governors noted that Mrs F Heptinstall had been appointed to serve as Community and Voluntary Sector Representative for a three year term of office ending on 9 December 2010.

### **Secondary Schools Representative**

Governors discussed the difficulties in filling the Secondary Schools Representative vacancy and noted that the vacancy needed filling. Governors agreed to write to the Secondary Heads Association once more but to state that the Representative does not have to be a Headteacher, it could be a Deputy Headteacher.

## **CORRESPONDENCE**

There was no correspondence to report.

## **CHAIR'S ACTION**

The Chair reported that she had approved the uploading of the Self Assessment report (SAR) onto the LSC portal on behalf of the Governing Body.

### **Resolved 21**

***That the Chair's action endorsed.***

## **POLICY AND EQUALITY, DIVERSITY AND INCLUSION**

The Principal explained that it was necessary for the Governing Body to review certain policies annually and that the Equality, Diversity and Inclusion Policy needed reviewing. She explained that the policy had been amended slightly to reflect developments in the law, align with Family Services policy and action-plan, and to reflect the LSC equality and diversity impact measures. Governors noted that the section specifically on race had been removed until further clarification was received from the Equality and Diversity Department regarding the legal position, and that Section 3 had been added. The Chair highlighted a couple of necessary amendments and Governors

### **Resolved 22**

***That the policy be approved.***

## **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: Observation of Teaching and Learning Autumn 2007, Self-Assessment, Support for Excellence : Poor Referencing, Progress on Employability Projects, PCDL Partnership Report, Staff Conference Plans, and Good News Items.

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

### **Observation of Teaching and Learning Autumn 2007**

The Principal informed Governors that the Service had received a Notice of Inspection in April and that it was exactly three years since the last inspection. She explained that observations of teaching and learning had been taking place and that for the first time all observers were observed, which has contributed to standardisation and observer development. A Tutor Representative reported on the process and explained that she had found it invaluable. Governors noted that some tutors had also experienced peer observation as part of the peer referencing project.

### **Progress on Employability Projects**

The Principal gave an update on the Employability Projects and explained that Project Learners now had the opportunity to attend the Social Services Induction Programme. The Principal gave thanks to the Social Services section for allowing this to happen. Cllr Rowley queried why Eastmoor had not been included in the scheme and the Principal explained that it might be one of the designated geographical areas but that it may be covered by a different provider, not WACES. A Tutor Representative gave an update and explained that one of the learners had secured a job after attending the Induction Programme.

### **Personal and Community Development Learning Partnership Report**

The Principal informed Governors that she was hoping to put the plan together in the next couple of weeks and that she would be able to present this at the next meeting of the Governing Body.

### **Staff Conference**

Governors noted that the Staff Conference took place on 26 January 2008 and that the focus was on the use of the VLE and how it could be further developed.

**Good News Items**

Mr Moran explained that it was good to hear of the success stories and good news, and that it was extremely valued. He congratulated the learners mentioned in the report and Governors noted that items such as those in the report promote the Service. The Principal informed Governors that the items were published in the Service Newsletter which was available on the website and Governors advised that it should be available on the Intranet too.

**GOVERNOR ATTENDANCE**

This item had been dealt with under 'Matters Arising from the Minutes'.

**CONFIRMATION OF DATE, TIME AND PLACE OF FUTURE MEETINGS**

Governors confirmed that their next meetings would be held as follows:

Full Governing Body	1 April 2008 at 5.00 pm
Resources Committee	19 February 2008 at 5.00 pm
Quality and Curriculum Committee	4 March 2008 at 5.00 pm.

**Apologies**

Cllr O Rowley submitted her apologies for the meeting on 4 March 2008.

**ANY OTHER BUSINESS**

There were no other items of business to discuss.

**IDENTIFICATION OF CONFIDENTIAL ITEMS****Resolved 23**

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

CHAIR