

PRIVATE AND CONFIDENTIAL

12 June 2007

**CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL
FAMILY SERVICES****GOVERNING BODY OF THE WAKEFIELD ADULT AND COMMUNITY
EDUCATION SERVICE: QUALITY AND CURRICULUM COMMITTEE**

Minutes of proceedings at a meeting of the committee held at the Manygates Education Centre on Tuesday 12 June 2007

PRESENT

Cllr W R Jenkins, Cllr Mrs O M Rowley (Vice-Chair),
Cllr Miss J Williams, Ms S Dodderidge, Mrs T Hollies

IN ATTENDANCE

Mrs J Kirwan, Clerk to the Meeting
Ms Maggie Brown, Adult and Community Education Officer

APOLOGIES

Mr John Edwards

PRESENTATION ON LANGUAGES AND HUMANITIES CURRICULUM AREA

Ms Maggie Brown gave a presentation on Languages using Powerpoint, which explained the key points of the above curriculum area and included:

- WMDC areas where languages are offered across the district (5 languages)
- Accreditation
- 2006/07 statistics including number of courses, learner enrolment and retention
- Participation Profile
- Quality of provision
- Current challenges
- Learner comments

Sample portfolios were offered for perusal by the committee.

DECLARATIONS OF INTEREST

None

**MINUTES OF THE MEETING OF THE CURRICULUM COMMITTEE HELD ON
TUESDAY 24 APRIL 2007**

Sian Dodderidge confirmed that Jane Granville is liaising with the Play Strategy Co-ordinator.

MATTERS ARISING

Resolved QC06/40

That the minutes of the meeting of the committee held on Tuesday 24 April 2007, be recorded as a true record.

PROGRESS REPORT ON QUALITY STEERING GROUP'S ACTION PLAN

Sian Dodderidge distributed and explained the updated report.

Resolved QC06/41

That the agenda item Progress Report On Quality Steering Group's Action Plan be an agenda item at the next Quality and Curriculum Committee Meeting and thereafter as a standard agenda item for all meetings.

Resolved QC06/42

That Sian Dodderidge check progress on Consistency of Curriculum Management in respect of Producing Examination Information Pack for course leaders with Christine Hilton, the Examinations Officer.

DRAFT DEVELOPMENT PLAN FOR LSC

Development Plan for LSC-funded Adult and Work-based Learning 2007-8 (Draft 5) tabled and explained by Sian Dodderidge. The final version of the report should to be received by the LSC at the end of July.

Resolved QC06/43

That the document Development Plan for LSC-funded Adult and Work-based Learning 2007-8 is approved by the Committee.

Resolved QC06/44

That the Governing Body receives a copy of the report for information.

ANY OTHER BUSINESS

Mrs Hollies enquired when the Fundamental Performance Review carried out by Strategia in October 2006 would be reported on. Sian Dodderidge informed the meeting that a copy of the report would be provided to all consultees.

Resolved QC06/45

That a formal request be made for a copy of the Fundamental Performance Review report should be provided for the Governors.

Resolved QC06/46

That the Fundamental Performance Review Report be an agenda item to be discussed at the full Governors' Meeting on 3 July.

ITEMS NOT FOR PUBLICATION

None