

**PRIVATE AND CONFIDENTIAL**

21 November 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 Wednesday 21st November at 5.00pm

**PRESENT**

Cllr Ms M Cummings, Ms S Dodderidge, Mr H Berry, Miss J Downing, Mrs T Hollies, Cllr Mrs O M Rowley

**IN ATTENDANCE**

Mrs S Elliott (Adult & Community Education Officer);  
Mrs D Hayes (Clerk to the Meeting).

**APOLOGIES**

Cllr Miss J Williams;  
Cllr T Izon;  
Mrs A Delyth.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**MINUTES OF THE MEETING*****Resolved QC06/47***

***That the minutes of the meeting of the committee held on Wednesday 12 June 2007, be recorded as a true record.***

**MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters arising from the minutes.

**Progress Report on Quality Steering Group Action Plan**

Mrs Elliott reported on progress on the action plan, which was tabled at the meeting, and explained the intention was to update and develop existing and new policies and procedures. The aim is to share good practice across curriculum areas. The responsibilities for developing these policies and procedures have been shared between certain people within the Service spreading the workload. Cllr Cummings queried the conclusion date of the Quality Manual, which Mrs Elliott anticipated would be March 2008.

***Resolved QC06/48***

***Sandra Elliott will amend the plan to include a key of the names and roles responsible for the actions.***

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

Sian Dodderidge explained that the LSC were moving towards self-regulation and therefore it is important that ACES (Adult and Community Education Service) have a robust system to self regulate. As part of inspection, Ofsted will evaluate how accurate ACES self-assessment is. The report needs to be validated and Sian Dodderidge thanked all for any time taken to consider the document before the meeting and explained that the report was not yet completed and hoped that with this first draft the Committee were able to allow ACES to validate the remainder of the report when completed. The report includes both ACES and work based learning provision (corporate learning). The evidence is drawn from a range of sources including Observations of Teaching and Learning (OTL's) and performance statistics. The Committee noted that 'achievements and standards' could have been graded higher.

Members of the committee has reviewed Sector Subject Areas (SSA) as follows:

Cllr Cummings reviewed SSA (Skills Subject Area) 14: Preparation for life and work.

Feedback: the report shows that the morale of learners and tutors is high and should be noted as a key strength. Cllr Cummings noted that future funding is likely to be based on evidence, monitoring and signposting and also requested that the report include a key of the acronyms used.

Mr Berry reviewed SSA 16: Family Learning

Feedback: there is no indication of how ACES will monitor and track key weaknesses and milestones or how the progression of learners is evidenced.

Miss Downing reviewed SSA8: Leisure, Travel, Tourism and Sport.

Feedback: Miss Downing agreed with the grade and queried if the low retention figures were as a result of the information given to students and their engagement with the tutors.

Cllr Rowley commented that black, ethnic and minority participation and retention should be stronger evidenced including how to we work to support these learners and why they joined the course. For some learners there should be more information on their culture and backgrounds, for example, reasons for school leavers leaving school early and attending the course.

Sian Dodderidge confirmed that ACES carry out a progression study on a sample of learners and are working towards including a progression session as part of the final session of every course.

#### ***Resolved QC06/49***

***That Sian Dodderidge will provide a key of the acronyms used within the document and profiles the culture and background of certain target learners. The Committee propose the Chair signs off the report when completed before Christmas.***

#### ***Resolved QC06/50***

***That the Committee review a further sample of completed SSA's and return to Sian Dodderidge by the 30<sup>th</sup> November 2007:***

***Cllr Cummings to review SSA6: Information and Communication Technology or SSA1: Health, Public Services and Care***

***Miss Downing to review SSA9: Arts, Media and Publishing***

***Mr Berry to review SSA13: Education and Training***

***Mrs Hollies to review SSA12: Languages, Literature and Culture***

**Course Approvals**

SD requested approval of a Level 3 Certificate in Health, Social Care & Early Years.

***Resolved QC06/51***

***The Committee approved the course and agreed that future approval of courses would be included in Chair's actions and presented to the Committee retrospectively.***

**AOB**

There were no other items of business.

**DATE OF THE NEXT MEETING OF THE GOVERNING BODY FOR QUALITY AND CURRICULUM – Tuesday 4<sup>th</sup> March 2008**

**Items not for publication none.**