

SGS/78/OH/CLT

4 March 2008

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

Notes of proceedings at an inquorate meeting of the Governing Body's Quality and Curriculum Committee held at the Manygates Education Centre on Tuesday, 4 March 2008 at 5.00 pm.

PRESENT

Mr H K Berry and Ms S Dodderidge.

IN ATTENDANCE

Miss C Thomas (Clerk to the Meeting);
Mrs S Elliott (Adult and Community Education Officer).

PROCEEDINGS

Members noted that the meeting was inquorate to make any decisions.

DECLARATIONS OF INTEREST

There were no declarations of interest.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ms M Cummings, Miss J Downing, Mrs T Hollies, Cllr T Izon and Cllr Mrs O Rowley.

MINUTES**Recommended QC08/52**

That the minutes of the meeting held on 21 November 2007, being correct, be signed.

MATTERS ARISING FROM THE MINUTES**Progress Report on Quality and Steering Group Action Plan**

Referring to Resolution QC06/49, Ms Dodderidge reported that the issue had been addressed by expanding acronyms and providing an appendix to the report.

Referring to Resolution QC06/50, Ms Dodderidge reported that all SSAs had been received. However, the Languages, Literature and Culture review had been late, therefore the proposed change to grade 'satisfactory' had not gone through to the Self Assessment report posted on the LSC web-site. Ms Dodderidge reported that the reviews had been very useful.

PROGRESS REPORT ON QUALITY STEERING GROUP'S ACTION PLAN

Mrs Elliott distributed a progress report including items on: Quality Manual, Next Priorities: Managing Learner Absence Policy, Development of e-Learning and the VLE, Skills for Life Whole Service Approach, Programme Management File, Individual Learning Plans in Place for Use of New Learners September 2008, Improved Progression Advice and Outcomes and Improved Learner Involvement.

Mrs Elliott outlined the overall purpose of the Quality Steering Group. She stated that the Quality Manual should be finalised and distributed to centres and tutors after Easter 2008.

Mr Berry asked that copies also be distributed to Governors, for information.

Recommended QC08/53

That this appear as an item on the agenda of the next meeting of the full Governing Body.

Governors asked whether a website or VLE would be established for the Wakefield Adult and Community Education Service. Mrs Elliott confirmed that these were already in place and she spoke about the development and increased use of the VLE. Mrs Elliott offered to present the VLE to Governors at a later date.

Recommended QC08/54

That 'VLE' appear as an item on the Autumn term agenda of the Quality and Curriculum Committee.

Mrs Elliott circulated the Quality Manual – Contents List. She stated that the format was yet to be finalised.

Governors commended all members of the group on their hard work and Mrs Elliott was thanked for her presentation.

Mrs Elliott left the meeting.

ANY OTHER BUSINESS**Peer Review and Development Scheme**

Ms Dodderidge reported that a peer review visit would take place the following day with representatives from York and Stockton. She agreed to feedback at the next meeting of the committee.

Ms Dodderidge reported that Cllr Ms Cummings would meet with the Lead Inspector and she would be asked to determine who should be invited to the feedback meeting at the end of that week.

IDENTIFICATION OF CONFIDENTIAL ITEMS**Recommended QC08/55**

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

CHAIR