

SGS/78/OH/SF

20 February 2007

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

Minutes of proceedings at a meeting of the Resources Committee held at Manygates Adult Education Centre on Tuesday, 20 February 2007 at 5.00 pm.

PRESENT

Cllr W R Jenkins (Chair), Ms S Dodderidge, Cllr Mrs O M Rowley and Mr P Taberner.

IN ATTENDANCE

Miss S Firth (Clerk to the Meeting).

DECLARATIONS OF INTEREST

There were no declarations of interest.

APOLOGIES

There were no apologies for absence.

MINUTES**Resolved 17**

That the minutes of the meeting held on Tuesday, 28 November, 2006, being correct, be signed.

MATTERS ARISING FROM THE MINUTES**Future Local Development – Resolution 10**

The Principal informed members that she had spoken with Peter Thomson in Regeneration & Economic Development, regarding the accommodation in Castleford. He had assured her that there were no plans to reduce it to two rooms above a supermarket, and that the Service would be consulted regarding any change.

Wakefield Learning Network – Resolution 12

Members noted that a meeting of the Wakefield Learning Network had been arranged but that all attendees had submitted their apologies for the meeting. The Principal informed Members that it was to be carried forward.

Raising Awareness of and Publicising the Adult Education Service – Resolution 15

Members noted that this item had been discussed at the full Governing Body meeting on 30 January, 2007, and that suggestions had been made how to raise awareness of the Service, which were being looked into.

BUDGET : PROPOSALS FOR REQUIRED SAVINGS

The Principal reminded members of the Service's position whereby they had to find savings of £200,000. She distributed a document to Members detailing suggested savings and explained the implications of making those savings. Members noted that some services may have to be reduced, which they expressed was unfortunate but was necessary for the Service to survive. They noted that the suggested savings on the document amounted to £193,000 and questioned where the remaining amount would be found and the Principal informed Members that this would be found at a later date. Members discussed alternatives for day-care provision and the difficulties facing Kinsley Neighbourhood Nursery.

Resolved 18

That the proposals for budget savings be accepted, with regret.

ENROLMENT UPDATE

The Principal circulated an Autumn Enrolment Snapshot and Members noted that enrolments were considerably reduced, which they felt could be a result of the increased fees, particularly in deprived areas. They discussed how to re-engage students. Members expressed that they felt the Service was doing well in light of the reduction in funding over the years. The Principal informed Members that she would be meeting the LSC on 22 February, 2007 to discuss the fall in enrolment numbers.

REVIEW OF FEES POLICY AND FEE RATES FOR 2007/2008

The Principal circulated a Fee Comparison of 2005/06 and 2006/07 and the fee options for 2007/08. Members discussed the proposed FE and ACL fees and the Chair questioned if the fees were comparable with providers in the surrounding area, and if they were not, whether they be raised to be closer to competitor fees. Members discussed having no reduced fee for older learners on ACL programmes and students on Incapacity Benefits, as there had not been much take-up of this in the past. Members also discussed other evening courses that could be offered, for example A levels, and suggested contacting NEW College regarding this.

Resolved 19

***That the proposals be accepted, in principle; and
That the Principal investigate the fees charged by competitors.***

LOCAL AREA AGREEMENT LA PILOT

The Principal reported that she had spoken with Kathy Allen regarding how the pilot could link to what the Service was already providing, and that they had agreed to work closer together, which she felt was a positive step, particularly as they now had an understanding of each others role. Members discussed the need for a deprived areas grant for Adult Education, as with schools. The Principal reminded Members of the need to forge links with contacts to increase provision, in light of the Authority's current budget situation.

Resolved 20

That the Principal invite Peter Turgoose, Service Manager for Partnerships and Communities to the next meeting of the Resources Committee.

TUTOR CONTRACT WEIGHTINGS AND DIRECTED TIME

Members noted that this item had been dealt with at the full Governing Body meeting on 30 January 2007.

ANY OTHER BUSINESS**License Agreements**

Members received a document detailing the proposed new charges for rent at the Westfield Resource and Enterprise Centre. They noted that the charges would be standardised on the amount of floor space used by each tenant, and that they were more realistic. The Chair commented that the rates should all be increased and that the Pupil Referral Unit rate should not be lowered.

Resolved 21

That the proposed charges be accepted.

Agbrigg and Belle Vue Centre

Members noted that a report had recently been published into an Audit carried out on the Centre. They noted that the Audit followed a complaint from the public regarding the running of the Centre, which they had not been made aware of. Members noted that there had been a weakness in not having a Service Level Agreement with WAWA for a year but that the building was now in the Authority's ownership and management, and that WACES had put a new Manager in place and had introduced new procedures. Members discussed the implications of the report. The Chair requested that a report be compiled by the Principal on Service Level Agreements and that the report be scrutinised in case any points raised could be put in place elsewhere.

Resolved 22

That the Principal deal with the Chair's requests.

Strategic Review of the Service

Members discussed how to take this matter forward and how the Review should be undertaken.

Resolved 23

***That a Special Meeting be arranged to discuss this matter; and
That Governors be invited to attend.***

IDENTIFICATION OF CONFIDENTIAL ITEMS**Resolved 24**

***That the following items be removed from the minutes which are available for public inspection:
Budget Proposals for Required Savings; and
Agbrigg and Belle Vue Centre.***

CHAIR