

SGS/78/OH/LR

22 May 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, 22 May 2007 at 5.00 pm.

PRESENT

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

IN ATTENDANCE

Mrs L Richardson (Clerk to the Meeting).

DECLARATIONS OF INTEREST

There were no declarations of interest.

APOLOGIES

Apologies for absence were received from Mr J Edwards and Cllr W Jenkins.

MINUTES**Resolved 25**

That the minutes of the meeting held on Tuesday, 20 February, 2007, being correct, be signed.

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

The Principal informed members that there was no new information on this matter.

Wakefield Learning Network – Resolution 12

Members noted that the final meeting of the Wakefield Learning Network had still not taken place. The Principal reported that a letter should have been sent to all members of the Learning Network, but was unsure whether it had actually been sent.

Resolved 26

That the Principal be requested to check whether the letter had been sent and, if not, that Cllr Rowley be notified.

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

Members discussed ideas for marketing and publicising the Service. The Principal reported that Mr Edwards had informed her that it was not possible to produce a logo for the Service, however Kay Fisher at Wakefield College had agreed to produce a design that could be used. Mr Taberner reported that a recent event at the Kinsley and Fitzwilliam Centre had not been reported in The Citizen and that it was another lost opportunity for publicity. Members discussed the difficulty of producing press

releases when staff were already overstretched and the Vice-Chair suggested that the LA's press office might be used. The Principal reported that in general the work of the Adult Education Service was not widely known and that private organizations got more coverage in the press than local authority initiatives. After further discussion members agreed that an approach to Maureen Cummings, Cabinet Member, may be a way forward.

Local Area Agreement LA Pilot

The Principal reported that Peter Turgoose had been invited to the meeting of the Committee which had been scheduled for 8 May 2007, and apologised that he had not been invited to attend the current meeting. Members noted that there were three pilot areas for the Local Area Agreement but that not a lot of progress had been made. Members noted that a new manager was to be appointed for the Agbrigg and Belle Vue Centre and felt that a strong collaborative role was needed.

Agbrigg and Belle Vue Centre

The Principal apologised that she had not compiled the requested report on Service Level Agreements and agreed that it would be provided for the next meeting of the Governing Body.

Strategic Review

Members noted that Clive Lynett had been recently appointed as Development Manager and would be producing the 14 – 19 Strategy. The Principal reported that Mr Lynett was based within Manygates Centre and that she had arranged a meeting with him to discuss various issues.

Resolved 27

That Mr Lynett be invited to attend the next meeting of the full Governing Body.

BUDGET UPDATE

Members received a budget update and noted that the budget had balanced at closedown. The Principal answered questions regarding budget projections for 2007-08. Funding for three additional interactive whiteboards to be installed at Westfield, Chesney's and Kinsley Centres prompted discussion about the need for further training on their use.

Resolved 28

That the Principal make enquiries regarding further interactive whiteboard training and report to the next meeting of the committee.

ENROLMENT UPDATE

An update on enrolment figures was distributed to members and they noted that targets had to be met in order to maintain funding levels and service delivery for the future.

WESTFIELD DAYCARE – REVISED FEES 2007–2008

A comparison table showing fees charged at other nurseries was distributed to members and they noted that a slight increase in charges at Westfield had been proposed. Members agreed that, in some areas, there was more nursery provision available than children to take the places but that in other areas nursery places were very limited. The Vice-Chair reported that she had discussed nursery provision with

the Early Years department and that a coherent early years' provision strategy was required.

Resolved 29

That the Committee approve the revised fees at the Westfield Daycare Centre.

COURSE FEES 2007-2008: REVIEW OF PROPOSALS FOR REDUCED FEES AND FREE TARGETED PROVISION

The Principal distributed a paper on Course Fee Options for 2007-2008. A discussion took place regarding appropriate criteria for fee reduction. Members felt that fees should be income based, not age related, but that service users may be reluctant. Free provision in some circumstances was also discussed and members noted that projects running in three of the poorer areas within the LA were being carefully monitored. The Principal reported that schools with a high immigrant population could be targeted for free family learning sessions.

Resolved 30

That the Committee delegate power to the Principal to make a decision on free family learning sessions;

That Course Fees for 2007-2008 remain the same; and

That Course Fees be reviewed again in the forthcoming academic year.

ANY OTHER BUSINESS

Centre Facilities

A member asked what the Service's position was on other education providers requesting to use Service Centre facilities and it was agreed that an appropriate fee should be charged.

WAES Governing Body

The Vice-Chair reported that she had been asked why the Service had a Governing Body instead of an Advisory Group. Members agreed that having a Governing Body for the Service ensured a quicker response to issues raised and had been a very positive point at the last inspection. They also felt that the Governing Body allowed an element of democracy as it included members from the voluntary sector and other stakeholders.

Date of Next Meeting

Resolved 31

That a proposed schedule of future meetings of the Resources Committee be agreed at the next meeting of the full Governing Body.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 32

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

CHAIR