

Newham Adult Learning Service

# **NALS Advisory Board: Minutes 17/09/18**



## Minutes

Meeting: NALS Advisory Board  
 Date/Time: 6-8.30pm Monday 17th September 2018  
 Venue: Gainsborough Learning Centre

### Attendees:

Angelique Grygorcewicz (HOAL NALS)	John Hartley (Chair)	Jan Prendergast (Director ESOL & Com Ed NCFE)	Louise Vera (The Renewal Project)
Dani Wade (Head of Schools Improvement, Education & Skills, LBN)	Margaret Almond (Regeneration LBN)	Marie Morgan-Henfrey (Post 16 EHC Officer)	Paul Schaffer (Research & Development Consultant)
Derek Barrett (Workplace Manager)			

### Apologies:

Jennifer Beale (Cygnet Trust)	Julianne Marriot (Cabinet Member for Education & Skills)	Jane Sherwood (Head of Commissioning LBN)	
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Agenda Item	Comments	Actions
Information: (introductions, apologies, vacant posts)	<p>Suggested that one of the vacant posts is filled by someone with knowledge of finance particularly ESFA regulations.</p> <p>Suggested that one vacant post is filled by someone with marketing / social media experience</p>	<p><b>AG</b> to contact Joni Cunningham at Redbridge to see if any of their finance staff would be willing and able to join the board. If unsuccessful, JP will ask College Finance</p> <p><b>MMH</b> to approach UEL for contact</p>
Discussion: introduction of a staff and learner member on Board	Possibility of external staff joining Board discussed.	<b>AG</b> to contact Redbridge in light of their recent Outstanding Ofsted to see if member of their staff willing & able to join Board with particular focus on Curriculum & Quality

	<p>Agreed that NALS' staff &amp; learner membership will depend on interest: in event of low interest, membership will be rotated; in event of high interest, membership will be decided by local level election</p>	<p><b>AG</b> to sound out NALS' staff and learners for interest</p>
<p>Overview of roles &amp; responsibilities of Board Members; agreement of Terms of Reference</p>	<p>Board will sit as 'critical friend' on key areas including Curriculum &amp; Quality, Personal Development, Behaviour &amp; Welfare of Learners (PDBW), impact of provision and Community Learning programmes</p> <p>Board will interact with Self Assessment (SAR): NALS' SAR has always been acknowledged by Ofsted as accurate; however, we need more input into how to address, monitor and moderate identified improvements</p> <p>Tutor and learners will see that they are supported not only by NALS but by LBN and other parties</p> <p>NALS' profile will be raised within the Council: some Council departments are unaware of our existence or confuse NALS with College. Need for robust marketing strategy repeated.</p> <p>Role of AB is to promote NALS and advancement of adults while at the same time acting as a critical friend Learning Walks: Board members to take part in scheduled Learning Walks with Area Managers</p> <p>Observation process discussion: ultimate goal is for Learning Walks &amp; Classroom Observations to</p>	<p><b>ALL:</b> review Terms of Reference Document Provided</p> <p>SAR Lead to present at next Board meeting</p> <p>Tutor Coach Team to present at next meeting so</p>

	<p>become one process for holistic quality improvement with Tutors taking responsibility for identifying their own areas for development in their practice</p> <p>AB to offer 'surgeries' for learners to promote openness and transparency.</p> <p>Board member to lead on Learner Voice activity discussed</p> <p>Open email address for learners to be able to contact AB proposed</p> <p>Learner celebrations of achievement (annual whole Service and local): Board members to attend where possible</p>	<p>Board members are aware of process and protocols</p> <p><b>AG</b> to liaise with Mandy Webb to get open email address set up</p>
<p>Meeting dates &amp; standardised agenda points</p>	<p>Agreed 4 meetings per year: 2 x Term 1; 1 x Term B; 1 x Term C</p> <p>Retention &amp; Achievement data and Progression &amp; Destination data as standard items</p> <p>Over time, Curriculum Leads to attend meetings to raise awareness and understanding of their specific curriculum area</p> <p>Agenda for next meeting discussed:</p> <p>R &amp; A data SAR ESOL Tutor Coach Team (re Learning Walks)</p> <p>Meetings need to be timed to coincide with R &amp; A data returns Agreed that 6pm best time to Meet</p>	<p>See AOB</p>

	Nominations / volunteers for Vice Chair invited – no takers	on hold
Information: Overview of NALS	<p>Missed out on Outstanding at last Ofsted due to: MIS, RARPA (Recognising &amp; Recording of Progress &amp; Achievement) &amp; need to stretch more able learners</p> <p>ESOL is 50% of overall programme: need to update progression pathways on website</p> <p>NALS is 100% ESFA grant funded. Hierarchy of funding in Council makes bidding for available external funding difficult if not impossible</p> <p>Need to be able to track increase in adults going into employment as a result of provision: need to work more closely with Workplace and Regeneration on this</p> <p>NALS offer needs to link into local offer</p>	<p><b>ALL:</b> refer to presentation notes in packs</p> <p><b>AG</b> to update</p> <p><b>AG</b> to contact Ian Sutton</p>
Information: Direction of Travel	Issues around moving to web based data base	<b>ALL:</b> refer to presentation notes in pack
AOB	<p>Meeting dates to coincide with returns so that most upto-date data available therefore meeting 2 planned for Term A moved over into Term B</p> <p>Outcomes for last academic year (2017-18) to AB when complete</p> <p>2017-18 SAR to AB when Complete</p> <p>Mystery shoppers required for both telephone and face to face</p>	<p><b>ALL:</b> date of next meeting: 21/1/19 Venue: LILZ</p> <p><b>AG</b> to schedule other dates once return dates available</p> <p><b>AG</b></p> <p><b>Denise Herman</b></p> <p><b>ALL:</b> any Board member able to assist to email AG</p>

	All invited to meet Learning Ambassadors at afternoon tea at PPC on 11th October	<b>ALL:</b> email AG to confirm attendance
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