

**Family Learning Curriculum Meeting
Tuesday 17th January 2006
Chadburn House, Mansfield, 13:30-15:30**

Name	Attended	Apologies	Copied To
Hazel Cheshire	√		
Emma Jukes	√		
Hannah Bruccoleri	√		
Vicky Penrice	√		
Katie Barron	√		
Fran Lee	√		
Sandra Cowley	√		
Michelle England	√		
Lisa Buxton	√		
Shirley Javes	√		
Phil Bishop	√		
Maggie Darby	√		
Vicki Melling	√		
Marion Kavanagh	√		
Melanie Hancock	√		
Shirley Moody	√		
John Wheeldon	√		
Andy Ashley	√		
Susie Chambers	√		
Rebecca Lamb			√

Item	Commentary	Actions/Timescales
1. Apologies	No apologies had been received.	SC – Ensure that invitations to family learning curriculum meetings are reaching as many family learning tutors as possible, especially in light of the difficulties which have surrounded family learning in terms of standing separately in ACLS until recently/25 th March 2006
2. Introductions and Ice Breaker	Those in attendance were introduced by means of SC facilitating an ice-breaker which was taken from the Share programme. This involved everyone present choosing an item on them which was of sentimental value. Resources were provided by SC and those in attendance were encouraged to draw around their chosen object and	SC – Ensure that all family learning tutors (working for whatever type of provider) receive equal access to attend these curriculum meetings and to encourage diversity. In the process the intention is to foster greater

	write their name underneath it. A discussion was then based on working around the table individual by individual hearing about why people had chosen the items they did. There were a wide variety of choices which reflected the different backgrounds which those in attendance come from. People present included provider managers, tutors and co-ordinators.	richness in the exchange of good practice/25 th March 2006
3. Aims for curriculum team meetings	It was agreed from a round-table discussion of those present that the key aims for curriculum team meetings would be to aid the sharing of good practice; to avoid duplication of programmes across providers in the same geographical areas and enable us to be more proactive with curriculum planning.	N/A
4. Curriculum Strategy	AA gave an update on progress so far with the curriculum strategy, a part of which will be for family learning. SC, as curriculum lead for family learning, would be drafting the family learning section and any suggestions/contributions were welcomed.	SC – to draft family learning section of curriculum strategy (timescale by which this must be done will be discussed with AA)
5. Sharing Good Practice	SC gave an overview of the structure of family learning funding and explained the distinction between FLLN (Family Language, Literacy and Numeracy) programmes and Wider Family Learning. Everyone around the table then had the opportunity to provide an update of what they're involved with in family learning. There was, in particular, a discussion around the PEEP programme and possible progression into Early Start.	
6. New Individual Learning Plans	AA provided some background about the development of the new individual learning plan. Concern was expressed by a representative from West Nottinghamshire College about the fact that the new individual learning plan does not, in his opinion, lend itself to the formulation of SMART targets.	AA to look at whether modifications can be made to the individual learning plan to address the feedback provided.
7. Protocol observations feedback	AA gave an update of feedback provided by Protocol on the basis of	AA and SC to liaise about conducting

	<p>observations of teaching and learning which had been carried out. SC confirmed she had already been conducting some observations of teaching and learning and alerted those present to look out for information about upcoming moderation meetings.</p>	<p>observations of teaching and learning in family programmes.</p>
8. Re-inspection Update	<p>SC explained that the ALI (Adult Learning Inspectorate) would be re-inspecting ACLS between Monday 9th October 2006 – Friday 13th October 2006 inclusive. She encouraged those in attendance to attend as many staff training events offered by ACLS to ensure they are fully prepared for the re-inspection and offered support with any queries or requests for support they may have about preparing for the re-inspection.</p>	<p>All to attend staff development events offered by ACLS as and when they arise - ongoing</p>
9. AOB	<p>There was some discussion around the PEEP and Share network meetings which ACLS host and fund. Any interested parties were invited to contact SC to get involved.</p> <p>The family learning resource library owned by ACLS is available for use by all family learning tutors at the Peter Donnelly Centre on Black Scotch Lane in Mansfield by arrangement with the centre. Again, tutors were invited to contact the centre directly or ask SC to set up for them to visit to ensure they have access to as wide a range of resources as possible.</p> <p>Concern was expressed over the volume of paperwork tutors and learners are being asked to handle. It was suggested that the challenges are even more acute for Family Learning (particularly Wider Family Learning) in terms of learners understanding why these documents are required by ACLS. SC said that in her experience if a tutor has a positive approach to ensuring paperwork is complete it can often help learners be more positive about their learning experience as a whole.</p>	<p>SC to liaise with Vicky Penrice at the Sutton Centre Community College to ensure there is input at the next family learning curriculum meeting about the Early Start programme – by 24th April 2006</p>

	All those present agreed that a desirable format of the next family learning curriculum meeting would be to have a similar agenda but with an item specifically focused on a Family Learning programme (e.g. Early Start) to ensure tutors are aware of progression opportunities and can benchmark if they are already involved in particular programmes.	
10. Date of next meeting and venue	It was agreed that the next family learning curriculum team meeting will take place on Tuesday 25 th April 2006 between 13:30-15:30 at Chadburn House, Mansfield.	SC – to circulate notes from January 2006 family learning curriculum team meeting.

Notes taken and typed up by Susie Chambers, Family Learning Co-ordinator, Nottinghamshire
 ACLS