

**ACLS CURRICULUM TEAM MEETING FOR AOL 9,
HELD AT NEWSTEAD MINERS' WELFARE,
4 APRIL 2006 2.00 P.M. – 4.00 P.M.**

| Name | Attended | Apologies | Copied To |
|------------------|----------|-----------|-----------|
| Andy Ashley | x | | |
| Carol Fitzgerald | x | | |
| Catherine Barlow | x | | |
| Joy Pitt | x | | |
| David Judd | x | | |
| Kathy Johnson | x | | |
| Susan Westwood | x | | |
| Bev Buckle | x | | |
| Clare Hollick | x | | |
| Linda Robinson | x | | |
| Hazel Beaumont | x | | |
| Barrie Weaver | x | | |
| Ian Chapman | x | | |
| Paul Bramley | x | | |
| Ann Hinnit | | x | |
| Kathy Birch | | x | |
| Emma Gladwin | | x | |
| Sue Booth | | x | |

| Item on Agenda | Commentary | Actions/ Timescales |
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| 1. Introductions and welcome | Carol welcomed everyone to the meeting. Introductions were made round the table. Minutes of previous meeting were discussed and agreed. | |
| 2. Re-inspection update | Andy updated the group on the re-inspection progress visit by the Lead Inspector on 14 March. He said that the OTLs on AOL9 courses were deemed satisfactory, and some progress had been made overall, but there was still work to be done around equality and diversity. A discussion followed re the best way to tackle the 'bullying and harrassment' issue. Andy said West Notts were working on suitable posters that could be displayed in classrooms – also discussion around negotiating a group contract may be useful for some groups of learners. | |
| 3. Examples of changes in practice | Carol asked if anyone had changed their practice since attending any of the workshops/conferences/meetings this year. | |

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| | <p>Catherine and Linda are now using the colour coded assessment method, and Linda is also piloting a 'chart of confidence' with her learners.</p> <p>Some tutors are using photographs to re-inforce evidence on ILPs. Kathy/Hazel suggested a star/coloured stamp system might be useful for ILPs.</p> <p>There was some discussion regarding the induction process as many tutors are finding it challenging fitting everything into the first session. Both Andy and Carol agreed that it is acceptable to spread induction out over a few of weeks, as long as this is evidenced on the lesson plan.</p> <p>Initial assessment was also discussed and it was felt that the RARPA workshops had been useful in highlighting the different ways that initial assessments can be carried out.</p> <p>Andy also informed the group about the new website, and mentioned that there would be an opportunity for learners to showcase their work on it – everyone thought this was a very good idea. Website details are: http://www.nottinghamshire.gov.uk/adultandcommunitylearning.htm</p> | |
| <p>4. Evaluating your teaching</p> | <p>Carol handed out a guide for tutors to enable them to evaluate their teaching, and Carol asked tutors to use one of their own lesson plans to assess their delivery against this criteria. Carol asked if everyone was using the ACLS format lesson plan, and Andy informed the group that he would be amending this form slightly and would then distribute.</p> <p>A simple teaching style analysis and a learner analysis was also handed out to enable tutors to match their delivery with the learning styles of their learners.</p> | <p>AA</p> |
| <p>5. Differentiation</p> | <p>Carol had been asked by tutors to discuss differentiation as many are experiencing problems evidencing this on their lesson plans. A discussion followed and Carol distributed handouts on strategies for dealing with differentiation and also on which methods were the best ones to use, and suggestions for improving weak methods of differentiation.</p> | |

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| | The exercise planned was shelved due to lack of time. | |
| 6. Group networking | The group broke up for a networking opportunity (which had been requested by tutors) ten minutes before the end of the meeting. | |
| 7. AOB | <p>Andy spoke briefly to the group about the funding difficulties experienced this year, and expressed his appreciation to everyone for their support during this difficult time.</p> <p>Andy told the group that ACLS priorities for 2006/2007 were: S4IL, Healthy Living, Personal & Community Development, Extended Services, and Family Learning. He also informed the group that the provisional dates for ACLS Tutor conferences in September are: Saturday 9 September and Wednesday 13 September.</p> <p>Carol asked if everyone had received either a class visit or an OTL this year – and everyone had!</p> | |
| Date of next meeting | Carol and Andy to discuss this and inform everyone at a later date. | CF/AA |