

ACLS CURRICULUM TEAM MEETING FOR AOL 9, HELD AT NEWSTEAD MINERS' WELFARE, 10 JANUARY 2006 2.00 P.M.

Name	Attended	Apologies	Copied To
Andy Ashley	x		
Carol Fitzgerald	x		
Catherine Barlow	x		
Jill Bewick	x		
Pat Lloyd	x		
Joy Pitt	x		
David Judd	x		
Kathy Johnson	x		
Susan Westwood	x		
Ann Hinnit		x	
Kathy Birch		x	

Item on Agenda	Commentary	Actions/ Timescales
1. Introductions and welcome	Carol Fitzgerald welcomed everyone to the meeting. Introductions were made round the table. There were no previous minutes of meetings to discuss.	
2. Aims for meetings	Andy explained the history behind establishing the Curriculum Team Meetings, and that the aims were to review issues concerning delivery of the curriculum, to discuss common issues, share good practice and address any staff development requests on key issues.	
3. Non Agenda items	There was initially a discussion around feedback from the ALI inspection last April. Several members of the group had not received this and CF agreed to forward to everyone. Pat informed the group that learners at the WEA are asked to complete two enrolment forms, the ACLS form and the WEA form, as well as additional WEA paperwork, which she felt was counter productive. Andy agreed to look into this.	CF asap AA
4. Re-Inspection Update	A Re-Inspection update was given by Andy who explained that the lead inspector had already made two visits (planning meetings) with a third to follow in March. He confirmed that the re-inspection will take place week commencing 9 October 2006. Art and ICT are to be the main focus as they were graded unsatisfactory at the first inspection but other areas of learning will also be inspected. <i>Some</i> of the issues raised by the lead inspector were: <ul style="list-style-type: none"> • The need to develop a curriculum strategy (see 	

	item 8) <ul style="list-style-type: none"> • Carry out OTLs of induction sessions • Check learner understanding of learner handbook and content • Tutor handbook needs to be linked to the learner handbook • Use of ILPs • IAG to be offered to all learners 	
5. Protocol observations feedback	<p>There was a discussion around the Protocol observations feedback. Handouts were given out with strengths and weaknesses highlighted. One comment from the group was there would have been a very negative attitude from many tutors and learners because of the impending closure of classes.</p> <p>Carol and Andy agreed that the Autumn term had been a very difficult and fraught one for everyone. It was explained that Protocol had been asked to look at the areas of weakness identified by ALI last April, and that overall these weaknesses still exist, and copies of the summary report were circulated to the group. Examples of good practice from the Protocol observations were also circulated from the summary report.</p>	
6. New ILPs	<p>The new ILPs were handed out and Susan Westwood explained that she had never seen a copy of this form. Andy to follow this up with Netherfield Forum.</p> <p>Pat Lloyd and Jill Bewick expressed concern that the ILP is unsuitable for students with learning difficulties and also for students who have literacy problems. Andy agreed to speak to Alan Clarke about this.</p> <p>Joy Pitt also said that the ILP was likely to put her group of young mums under pressure, and felt uneasy about asking them to complete it each week, but said she would try it out and see how things went. It was reinforced by Carol that the ILP is for the learner and not a funding document. She also confirmed that it should be kept at the end of the course by the learner, and not handed in with course paperwork.</p> <p>There was also a discussion around the course IILP learning aims which is completed by the tutor. As there</p>	<p>AA</p> <p>AA</p>

	<p>seemed to be confusion on this Carol suggested that this may be one of the areas that could be on the agenda for the next meeting.</p> <p>The draft of the new single session ILP was handed out for perusal and comment.</p>	
7. Sharing good practice	<p>Sharing of good practice was discussed by the group. Carol said that an effective way was through OTLs, assuming that the observation is followed by feedback and action planning and review. There were a few tutors who had never been observed, or not been observed within the last few years, and Andy will follow this up. Other ways discussed were raising good practice through Websites (ACLS are currently looking into setting this up). Conferences and Workshop (most tutors had attended at least one ACLS Conference or workshop</p>	AA
8. Curriculum Strategy	<p>ACLS Curriculum Strategy was discussed briefly – the first meeting was held yesterday on 9 January when Curriculum Team leaders from all Curriculum areas met. Carol explained that she would be contacting the group to ask for help with the input for AOL9.</p>	CF
9. AOB	<p>Andy gave out his e-mail address for those tutors who aren't currently able to access the e-mail group. Carol said she would contact everyone regarding visiting classes.</p> <p>Joy asked if social time could be incorporated into the next meeting as she felt this would be a good networking opportunity.</p>	CF CF
Date of next meeting	<p>Tuesday 4 April at Newstead Miners' Welfare from 2.00 – 4.00 p.m (TBC) Agenda also to be confirmed.</p>	CF