

Family Learning Tutor Group Meeting  
Monday 2 April 2007: 1pm-3pm  
Boughton Pumping Station

**1. Persons present:**

Melanie Clay  
Katrina Farrand  
Lynne Willoughby  
Hannah Bruccoleri  
Janice Rayns  
Deborah Rajakaruna  
Carol Smith  
Sue Dickson  
Shirley Moody  
Phil Bishop  
Lynne Willoughby  
Anita Johnson  
Noel Proud  
Elaine Parry-Crick  
Susie Chambers

**Apologies:**

Martha Speed  
Sylvia Driscoll  
Jane Sayers  
Valerie Lowe  
Vicki Jones

**2. Minutes**

The group were informed by Susie that the minutes from the last meeting were posted onto the website and were sent to tutors through the email lists. Susie explained the system used for circulating the minutes of meetings. Susie explained that Castle College are now going to provide services through ACLS for FLLN in the future and welcomed new tutors to the meeting.

**3. Matters arising – nil**

**4. Curriculum strategy**

Susie asked the group for ideas as to what should be included in the curriculum strategy for Family Learning that may lead to further improvement. She explained that an idea behind this approach is to ensure that there are clear rationale behind putting provision in place that is responsive to need rather than putting on provision according to what tutors are available.

Some tutors – but not all the tutors – who attended confirmed that they had seen and read the strategy. Susie guided them towards the ACLS web site as the document is available to download.

Lynne suggested that tutors could survey people to find out their needs. Shirley said that 'word of mouth' about course delivery works very well!

Revising and reviewing the strategy will promote more opportunities for both providers and learners to have their say. Susie informed the group that ACLS want to broaden their outlook of courses available within the community for all areas of learning.

**Action: Susie to ask Andy Ashley the time that the strategy needs to be completed and the deadlines for input from tutor groups.**

Noel suggested that 'Every Child Matters' drives the provision. This will differ in areas in the county. He asked if Susie could meet with managers of centres to promote the understanding of the drive of ACLS to the managers for each local partnership.

**Action: Susie to verify this with Sue Green**

Shirley said that she meets with local groups and keeps in contact with them about their needs. Lynne talks to parents at groups too.

Susie suggested that ACLS appreciates input from learners and tutors to make accessible the relevant resources for the courses to be delivered successfully.

Susie explained why Elaine and she were running meeting together today. She continued to explain about the single weakness identified in the ALI report for family learning in terms of the need to track progression and development.

Janice said that it does not always happen instantly it might happen a year on after the completion of the course. Melanie agreed and said that she had developed a 'distance travelled form' used by Skills for Life and family learning tutors.

**Action: Melanie to send a copy through to Susie**

Noel explained that he had done similar with courses funded by the Big Lottery. Deborah said that she is currently setting up a database of learners and has adapted 'signing in forms' for all information to be in one place.

Susie linked back to inspection and identified progression routes and shared an example from an event. Including unique learner reference number and thought that these had already started?

**Action: Susie to check up about ULRN**

Susie talked about Joint Area Reviews (JAR)

She talked about how they are looking at multi agency working and the impact on children and young people but needs to show that ACLS are tracking progression. Susie explained about an example of work that is taking place in Wakefield. This is where they track each child through a unique reference number and record improvements of learners.

Phil suggested that this might be difficult where parents have got children in a variety of schools and different times that each attend. Janice explained about 4 years ago they did formal assessments at the start and end of school. It also linked to what teachers were are doing.

**Action: Susie asked the group if they had any tools to assist Andy in preparation of the plan and to let her know about them.**

Susie asked if anyone knew of schools or organisations that are doing any testing – can we look at it? Noel reminded the group that it is Family Learning not just about schools.

Anita said that she thought that ACLS also need to be able to measure outcomes not just set targets for the management. Deborah suggested that 'The Little Red Health Book' could be altered to include some additional pages to link health and education. She said that the idea has already been 'fed upwards' but did not know about the progress and where it sits currently.

**Action: Deborah would find out where the progress of the book is to date and would feedback to Susie.**

Janice asked about qualifications – what can we offer to students in the community what are people using?

It was suggested that currently there are National Tests, City and Guilds, OCN and progressions.

Susie explained to the group about the ACLS route and where ACLS want to be heading towards.

#### **4. Curriculum focus – sharing good practice**

Susie gave an example of good practice from an equality and diversity point of view regarding signage where learners on the course are encouraged on arrival at the school to follow red and blue plastic outlines of feet laid on the floor so that all people could find the room that they were looking for! (Good idea for the Tutor meetings in September?).

One tutor said that in the past she had tended to feel alone as a tutor but now she is working with the development worker she feels supported! She senses a real team feeling and is glad of the tutor meetings like this that we have!

Lynne told the group about her experience at Eastwood Town Football Club – linking to dads and lads in the crowd and how very successful it felt.

Shirley told everyone about a class visit where she saw a laminated sentence of individual pieces of paper strung together on the washing line. It enabled the teacher to move letters and the punctuation around to show the difference of the effect commas can have in one sentence.

The group thought that it would be good to meet together to literally share good practise ideas and resources with the other FLLN tutors. It was suggested that a summer term workshop for this would be good to prepare. Initial assessment would also be a topic best addressed in a practical way at this event.

Shirley also added that she might be available to train tutors in Kinaesthetic training.

**Action: to email Shirley to find out more**

Noel said that he and others were on the brink of launching the allotment project. It is very exciting and hopes to let others know about how successful it is.

Janice informed the group about 'Quick Reads' for pleasure has now proved to be very successful and hope to carry on with this idea in the future.

Susie thought that the BBC 'raw campaign' with the new Max and Lara books were great and explained to the group the progress of this work.

## **5. Events**

Susie informed the group of the Learner Awards and of the Family Learning week – October 24<sup>th</sup>. More would be discussed over the coming months.

Susie told the tutors about the ACLS Tutor events booked for Boughton Pumping Station on the 8<sup>th</sup> and 12<sup>th</sup> September. Susie asked all to put the date/s in their diaries.

## **6. Quality Improvement Plan**

Explained to the group monthly report from the group

## **7. Information, advice and guidance**

a. Susie suggested for all to check provider contracts if they were unsure if IAG is part of the contracts issued. If not sure, Susie suggested contacting Alan Clark at county hall.

b. A reminder to the group that ground rules for courses need to be displayed in the room for learners and for the tutor too.

c. Venues need to be DDA compliant. (Noel offered that he may be able to help if necessary where tutors are unsure of the viability of venues and if they are DDA compliant or not). Phil also offered his help too in understanding requirements for this. Hannah and Deborah also visit all venues before course delivery for H and S purposes.

## **7. Equality and Diversity – no issues arising.**

## **Any Other Business**

National Test types

- Susie confirmed that this had been discussed at the Regional Achievement Dialogue (RAD) event she had attended recently in Leicester and it was discussed that the LSC are looking to gain a greater understanding of what national tests and other qualifications contribute to the 'full level 2' outcome target in order for this information to be shared further with authorities. Susie assured those present that as soon as she receives further guidance on this from the LSC that she will share this with tutors and providers.

**8. Date of next meeting:** Monday 25<sup>th</sup> June at Boughton Pumping Station  
12noon to 2pm