

**ACLS Curriculum Team Meeting**  
**Hawtonville Family Centre, Newark.**  
**Wednesday 17<sup>th</sup> October 2007, 1.30 – 3.30.**

<b>ATTENDEES.</b>	<b>PROVIDER.</b>
Carol Smith	WNC
Janice Rayns	NCN
Katrina Farrand	Castle college
Lucille Porter	Sutton Centre
Lynne Willoughby	NNC
Sylvia Driscoll	Castle College
Tracey Cranmer.	Dukeries
Vicky Penrice	Sutton Centre
Christalla Patsides	ACLS
Andy Ashley	ACLS

<b>ITEM ON AGENDA.</b>	<b>COMMENTARY</b>	<b>ACTION.</b>
Introductions	<p>Andy welcomed all to the meeting. Those present introduced themselves to the group.</p> <p>Andy gave a briefing on the staffing at County Hall and their roles and responsibilities since Susie Chambers has gone on Maternity leave.</p>	
Tutor Conference feedback.	<p>Andy collated all of the evaluations from the 2-day conference.</p> <p>We are pleased to report that the common conception was that it was a very informative and successful event. The venue and menu got a very good score.</p> <p>The format was deemed as an improved method of delivery.</p> <p>The market stalls were positively commented on by everyone.</p> <p>Although several commented that</p>	

	<p>they ran out of time to view them all. The numeracy workshops delivered by Shirley Moody was "Brilliant" People really enjoyed the fact that photos of a selection of work were on display.</p> <p>The completion of the registers went down well; it made the process easier to understand, as the providers became the learners.</p> <p>The only 2 negative concerns were to do with time. Firstly, people would have liked to have got away an hour earlier due to traffic and distance. Also, that there was not enough time to do and see everything.</p>	
Marketing of courses.	<p>We have heard of 2 occasions where people with high qualifications have shown an interest in joining a course. Whilst this can be awkward, we have a target group whose needs are our priority.</p> <p>If providers change the name of a programme whilst marketing, that is fine. Please could you revert back to the original name, or place in brackets, for our records. That way we do not have to make assumptions. This is particularly important when we are processing National Test data.</p>	
RARPA resource boxes.	<p>Andy Ashley has put together a RARPA resource box consisting of,</p> <ul style="list-style-type: none"> <li>1 digital camera,</li> <li>1 digital voice recorder,</li> <li>1 USB flash drive,</li> <li>1 battery and charge kit.</li> </ul> <p>It has proven to be a popular resource when recording evidence of work.</p> <p>For those of you who have as yet to try it out, they are kept at County Hall and are available on request.</p> <p>One query was whether we need a consent form to record voices.</p> <p>The easiest way would be to add this to a photo consent form, so that you can approach learners at the same time as asking for photo agreement.</p>	C.P

Big Lottery Fund.	<p>At present ACLS are discussing activities with partner services in order to gain funding from the Big Lottery Fund. The aim is to increase the number of high quality family learning opportunities and make them more accessible to those in need.</p> <p>We are in the process of applying for £40,000 over 5 years.</p> <p>The programmes have to be delivered to adults and children together.</p> <p>We would like to, in part, concentrate on generational poetry, stories and nursery rhymes, which seem to be all but forgotten.</p> <p>We are in the early stages, but if funding is allocated we may be looking at delivering this time next year (2008)</p>	
SAR	The SAR report will be out on our website for providers by next month.	
THOMAS	<p>Christalla brought along a revised THOMAS format, which we hoped would make it easier for providers to collect and submit data. After discussion it seems we have succeeded.</p> <p>The FLLN schedule for collecting data from the providers has also been revised this will be sent out to you shortly. The schedule asks for the information in the same month that it is to be returned, rather than asking for it mid way through a month.</p>	
Service level Agreement.	<p>We discussed the purpose of the Service Level Agreement.</p> <p>This topic was on the agenda as an instance arose.</p> <p>A programme being delivering in a school were told at one session that they would have to use another room for their session. The room was not appropriate to the learners or their children's needs. The Service level Agreement (SLA) should be signed before a programme begins. It allows</p>	

	<p>all concerned to be clear about their commitments.</p> <p>Once signed, it is to be sent to County Hall, we will take a copy for our records, and send a copy back to you. A copy is also given to the venue.</p> <p>The SLA is now on our website in Word format.</p>	
<p>AOB.</p>	<p>We now have an up-dated coach risk assessment form.</p> <p>Please could you periodically ask for feedback from programmes that you have provided. We have to collate evidence for our Inspections. Also, it is really good to hear of all the successes that you are achieving. We are also interested in any negative feedback, where we may have to implement changes.</p> <p>Carol from West Notts collage reported great success in the Family Finance programme. She commented that they may change the title for marketing purposes as some parents thought that the course would advise on claiming benefits.</p> <p>It was suggested that the method of knowing how much funding was available is "wishy washy" Christalla will look in to this.</p> <p>We have had some great feedback about Lucille Porter's "Managing behaviour" Many providers have shown an interest in the content. Lucille has said that she will send lesson plans out to providers.</p> <p>Sylvia asked what to do if learner numbers fall to 6 or below. Each case is individual, there is no hard and fast rule, please contact us, should you be in this position for advice.</p>	<p>C.P</p> <p>L.P</p>

	<p>At present we are experiencing more Level 1's for lesson observations. Keep up the good work.</p> <p>We are in the process of organising a phonics training session as some of you requested. Information will be sent to you shortly.</p> <p>The next Tutor Curriculum meeting may be delayed as we are in the process of recruiting for Susie's post, until she returns. The new recruit will be chairing the meeting.</p> <p>It was felt that the venue for this meeting, although pleasant, is too far to travel to. We will use an alternative venue in future.</p>	
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