

Minutes of Family Learning Curriculum Team meeting
25 June 2007
Blackburn house, Boughton Pumping Station

Persons present:

Katrina Farrand
Geraldine Martin
Sylvia Driscoll
Noel Proud
Carol Smith
Christine Lee
Lisa Carnell
Janice Cawkhill
Anita Johnson
Elaine Parry-Crick (taking notes)
Susie Chambers (facilitating meeting)

Apologies

Vicky Penrice
Lynda Brotherhood

1. Welcome

- (a) All those present were welcomed to the meeting from Susie.
- (b) All were asked to sign in on the attendance sheet.

2. Introductions

(a) Minutes from previous meeting
Amendment to previous meeting – apologies had been received from Vicky Penrice but this had not been documented.

(b) Update of curriculum strategy
Any details please let Susie know as soon as possible. All comments need to be in by the end of July 2007 in order that they can be collated into the strategy.

Items were update by Susie with the group.
Susie said that she had met with Sue Green and had talked about different strategies including connecting with Fran Lee to ensure that curriculum being developed supports other agendas, including Every Child Matters. Susie reported on a Children's Centre planning event which Jill Papper (ACLS Partnership Worker for Mansfield) had organised and Noel said that the thought was that it had been a powerful networking provision. Susie added that if she does find out about other events she will let people know about them.

Unique Learner Reference Numbers (ULRN)

The group agreed that they do seem the sensible way forward. The update again being that some ULRNs had been issued in the country but that it was a pilot project. Learners were able to register on line and activate a ULRN according to

information the group had received. Susie will be liaising further with colleagues at ACLS about the implications of developments in relation to ULRNs when further information becomes available.

Tracking

Susie will keep the group updated about how this is going.

National Test outcomes

All known outcomes will need to be forwarded regularly to Susie in order to let ACLS know for target purposes with LSC.

Geraldine pointed out that certificates go straight to learners so tutors don't always get to know or see how well people have done. Information regarding FLLN needs to go straight to Susie in relation to national tests. But Sue Green and Kelvin Longwe need to know about targets and achievements for them to be filed in the office for inspection purposes.

The little Red Health Book

Those present agreed that inclusion of Family Learning in the little red health book, as per Deborah Rajakaruna's suggestion at a previous family learning curriculum team meeting, is worth pursuing further.

3. Tracking Progression

Evidence for inspection and case studies need to be collected and sent to ACLS who are being asked to be pro-active about examples of good practice and about the impact on and as a result of the courses. Susie reminded the group for their end of term reports too please.

New: could we get inputs into other providers provision and think about Heads meetings and conferences (e.g. Head Teacher's conference)?

Christine added that we could put up posters at centres and see what people want.

Anita: Said that link teachers/Teaching Assistants in schools are also useful points of contact.

Susie reminded the group that the provision is not just for schools but for the wider community too.

Susie updated the group about Step into learning. She told the group that in the autumn term Pip Beasant at West Bassetlaw SureStart Children's Centre will be working with ACLS to deliver an awareness raising event for Sure Start Children's Centre staff about Step Into Learning – an update will follow. She reminded the group that 'Step into learning' is about identifying learner's needs and signposting accordingly in an early years setting. Susie asked to let her know if anyone wanted to know more about it or join in on it.

4. Curriculum focus

This year new additions to the FLLN menu are:

- Get healthy
- Family health

Carole wanted to know if there is already any sort of work lesson plans already created and available. Geraldine updated the group by stating that she has already taught a 6 week course previously. Geraldine will copy the paperwork to the group if anyone wants the details. Anita added that there were lots of financial organisations that already have plans on the web ready for you to download and use.

Susie updated the group regarding a 'family finance focus' and some possible joint training in July and August which would now be a regional event, further to an initial enquiry made by Susie with Clare Meade at NIACE. ACLS have been allocated a set number of places but again, Susie will update at the next meeting.

Carole asked about the national drive to use phonics and the implications to get trained to deliver this. Susie said that ACLS will wait until they have an update on the implications for resources for parents/carers before doing further training on this. She agreed that this subject would be taken forward for next year. Noel kindly offered to teach it – but Susie gracefully declined, in accordance with views expressed by other group members, as it was felt it needed to be linked directly in with the Education department and the standards they are training teachers in further to the Rose review.

5. Sharing good practice

(a) Sharing Good Practice Event

Susie shared the leaflets with the group.

People said that they thought the event was good for networking and the size of the group was just right for the room. All agreed that they had learned something but it was a bit time restricted and said that they would have preferred it to have been an event for the whole day rather than just the morning. People loved the letter box idea for literacy and numeracy!

The group said that the event had allowed people to share ideas with people who do not usually have colleagues to talk things through with. It also showed how many great ways there are for activities to be shared in different ways with different groups.

Handout – upskilling those on skills for life. Good website in put would be useful!

All thought it would be a good idea to have other sharing good practice events throughout the term time – with a change of days, venues and times too. Noel said that Lynn had found the day very exciting!

(b) Tutor conference

Contact Andy Ashley for places and details

6. Quality

Quality update – initial assessments

Contribution from Susie about sticker albums and the success of them in family learning exercises. The group thought that ACLS should promote the sticker album idea.

7. Equality and diversity – a mystery guest

There was an input from Janice Cawkhill about health and safety in the classroom.
A group activity!

Dates for diaries

Susie will be going on maternity leave from mid September 2007.

Family Learning Week was confirmed to be the 6th to the 14th October 2007.

8. Date and time of next meeting: Summit Centre, Kirkby in Ashfield NG17 7LL:
1 – 3pm Wednesday 17th October 2007