

Curriculum Meeting - Foundation Programme Area
Friday 13 January 2006 1.30pm - 3.30pm
Nottingham International Clothing Centre, Hucknall

Name	Attended
Gillian Thompson (Curriculum Leader)	*
Andy Ashley (ACLS)	*
Anne Hinit (Dukeries College)	*
Lynne Linacre (West Notts College)	*
Lynda Brotherhood (PALS)	*
Christine Lee (Sure Start Ashfield & Brierley)	*
Lisa Carnell (Sure Start Ashfield & Brierley)	*
Nicky Spice (Sure Start Gedling plus independent)	*

Item	Commentary	Actions
1. Introductions	Gill Thompson welcomed everyone to the first Foundation Programme Area curriculum meeting. Everyone introduced themselves (names, places of work, expectations of these meetings)	
2. Apologies	There were no apologies	
3. Aims for Curriculum Team Meetings	<p>Gill outlined her role of Curriculum Leader. Andy Ashley outlined the ACLS's expectations of this role and of Curriculum Meetings. Gill explained that the meetings need to include:</p> <ul style="list-style-type: none"> • The development of a curriculum strategy • Document updates eg ILPs • Sharing of Protocol Inspection feedback • Preparation for re-inspection (w/c 9th October 2006) • Sharing of good practice • Discussion of general quality issues, OTLs etc <p>She asked everyone to forward suggestions for future agenda items to her via e-mail. It was explained that some of the curriculum meetings would be generic, but others were likely to be 'subject specific' (ie based on Foundation Programme area)</p>	ALL
4. Curriculum Strategy	Gill outlined the draft curriculum strategy. She gave the group background information on Nottinghamshire districts. She explained that level descriptors were being developed, although Skills for Life levels are nationally standardised. She explained that the curriculum offer needs to be planned in response to local need and demand. It needs to relate to the ACLS mission statement. The curriculum is currently too 'safe'. Gill agreed to send copies of local statistics, website details and level descriptors to those present. Tutors were requested to consider less 'safe and boring' courses	GT ALL

	that they could offer. Suggestions should be fed back to Andy.	
5. New Individual Learning Plans (ILPs)	Gill distributed copies of the new ILPs and associated guidance notes. Not everybody had seen these, possibly because their contracts were yet been issued. Andy Ashley & tutors to check that communication is reaching the correct people within organisations. Gill went through the ILPs, using a 'dummy' completed ILP. She emphasised the need to record learning, to make it learner-friendly and to involve the learner in tracking their own progress. Everyone understood how to complete the paperwork. There were some concerns about the time it could take to complete ILPs, especially the sections that might be completed in the tutors' 'own' time.	AA, All
6. Protocol Inspection Feedback	Gill (and Andy) outlined the Protocol inspection feedback. This 'inspection' involved lesson observations in IT and Art. The provision was found to have stayed more or less the same - there were no significant improvements. Gill outlined and explained the main weaknesses, and agreed to forward information that would support tutors to improve their teaching/inspection grades.	GT
7. Re-inspection update & OTLs and class visits	Gill confirmed that the re-inspection will take place week commencing 9 th October 2006. The Adult Learning Inspectorate will select which lessons they observe. Tutors in all vocational areas, should therefore be prepared to be inspected. As part of ongoing quality arrangements, Gill (and other curriculum leaders) will be arranging class visits and Observations of Teaching and Learning. These will be planned with ACLS and providers to avoid duplication. This will support tutors with the needs of the re-inspection.	
8. Sharing Good Practice	Gill explained that this group would be a good forum through which to share good practice. Future meetings will address this important need. Andy reminded tutors that there were 2 tutor conferences planned for 24 th (Nottingham Race Course) and 28 th January (Boughton Pumping Station) (the same conference repeated).	ALL
9. AOB	Suggestions for tutors' training requirements were requested. Practical Skills for Life sessions, to update tutors' numeracy and literacy skills were mentioned. Tutors were asked to forward possible training needs to Gill. Tutors stated that they had found the meeting useful. There were some concerns about payment for tutors not contracted through an organisation. Andy will look into this.	ALL AA
10. Date and venue of next meeting	Next Foundation Programmes Curriculum Meeting Monday 3 rd April 2006 at 1.30pm. Venue Notts International Clothing Centre again. Andy to ask Rebecca to book and confirm with Gill.	AA/RL