



## K A E GOVERNORS' ADVISORY BOARD

A meeting was held on **Wednesday 20<sup>th</sup> September 2023**  
at 6.30pm  
in Guildhall KAE Classroom

***Present:***

Hilda Clarke - HC (Chair)  
Sam Burgess – SB  
Ur-Cheng Leong – UL (RA)  
Amanda Olley – AO (RA)  
Nick Board - NB  
Rebecca Roberts – RR  
Barry Avery - BA  
Sarah Jordan - Clerk to Governors – SJ  
RA denotes remote access

***Apologies:***

Roger Weatherhead – RW  
Dennis Clarke - DC

**1 Apologies**

Roger Weatherhead and Dennis Clarke

**2 Minutes of last meeting**

**Approved**

**3 Matters Arising and Declarations of Interest**

Non arising

## **4 Report by the Principal**

SB discussed the key elements of her report.

### **Enrolments 2022/23**

A highlight is ESOL enrolments which are up 117%. This is partly due to the Honk Kong and Ukrainian learners, and the fact that learners no longer need to have been resident in the UK for 3 years to enrol on courses.

In total across all areas enrolments are up 36%. This increase has a big impact on finances. The Service is currently on track to achieve its delivery targets.

### **Achievements**

ESOL achievements are currently estimated at 87.5% which is 4% down on last year. Given the increase in provision and the new staff that have been recruited this slight reduction is understandable.

English and maths achievements will be ready soon once all the results have come in. HC – what will Ofsted's reaction be to the results.

SB – in the context of what has happened in the ESOL department they will understand the slight drop.

### **Finances 2022/23**

The overall deficit for the year came out at 152k. This was a challenging year with well known issues such as Covid, the loss of our main premises (King Charles Centre) and the complexities of managing delivery from 11 different sites.

### **Finances 2023/24**

This is the first year that KAE is a break even Service. All costs need to be covered but there is not a requirement to make a contribution to the Council. This is very positive for KAE.

AO – this is fantastic to hear. Is the break-even situation a one off or is it going to continue?

SB – This is likely to continue.

RR – Who manages the expenditure?

SB – KAE do

HC – Who will pick up large costs such as a roof needing replacement in a building that we use?

SB – The council as the building are used by multiple services.

### **Resource realignment**

The need for the resource realignment was as a result of the changing delivery model to both online and on site delivery and the change in estates model to 11 different sites. The staffing budget remained the same but staffing resources were realigned to increase marketing, enable site coverage and consolidate curriculum areas.

Currently there are 4 vacancies. A marketing officer, an exams officer, an outreach and engagements coordinator and a creative skills and wellbeing manager.

HC – Once these vacancies are filled does that complete the realignment?

SB – Yes

AO – Are there any redundancies?

SB – Not so far but there are 2 curriculum managers for one post so one redundancy is possible.

### **Looking Ahead**

RBK are forecasting an overspend. There is a recruitment and expenditure freeze across the Council. Everything is being looked at to save money there are no red lines.

SB - explained how she has submitted a paper to Sarah Ireland about how KAE can move forward. It includes generating more income and exploring integration opportunities across RBK more widely.

SB - confirmed how she has been meeting other corporate heads across RBK to come up with further opportunities for KAE to deliver training.

Some examples of possible new opportunities are;

Homes – existing KAE courses are being promoted to new residents through liaison officers.

Public Health get active courses are being promoted.

Health improvement diabetes awareness courses are being promoted.

### **Projects and new courses**

A bid has been submitted to LSIF (local skills improvement fund) to put in a green kitchen and to deliver cooking classes at level 3 to disadvantaged learners as well as train the trainer courses. This is for a value of £60k.

In addition a bid for £160k to UKSPF (UK shared prosperity fund) has been submitted. This is to help set up courses to help people understand what is needed to set up new businesses.

Mindful movement courses are now being delivered in Dorich House and we are hoping to expand to another site in the borough.

SB – explained how being successful in these bids is very important. Additionally the Service needs to over deliver on its GLA and SFA targets to generate more income.

HC – Do we have the capacity to be liaising with other council departments and progressing with new projects?

SB – Yes. We will need to recruit additional staff if the bids are successful.

AO – It is commendable that you are working so well with the Council. The projects look really interesting.

SB – Scott Furlong has been a big influence in encouraging Council leads to engage with this process.

### **KPI's**

Achievement 93%

Retention 95%

Attendance 85%

Progression 35%

Learner Satisfaction 95%

Learner Mental Wellbeing 75%

Staff Mental Wellbeing 90%

It has proved very difficult to get learners to complete progression data.

### **Enrolments 2023/24**

Online enrolments for full cost recovery courses are now in place.

Overall enrolments are up on last year by 18%.

AO – Are multiply enrolments included in these numbers.

SB – Yes under skills for work and life.

HC – What are multiply courses?

SB – They are courses to help learners improve maths and move onto qualification courses.

### **Theme Weeks**

SB – outlined the key theme weeks for KAE over the next academic year. The first one being Black History Week which commences on 2<sup>nd</sup> October.

HC – When are Ofsted due?

SB – They are due at anytime now.

SB – Covid, premises changes and the realignment have all impacted on the mental health of staff. A period of stabilisation is now needed.

AO – Agreed that consolidation was needed.

## **5 Chairman's Report**

HC – Reported that she had attended a very successful staff conference. 38 people attended with 24 online.

The hybrid system of delivery worked well.

If staff were unable to attend it was recorded so it could be viewed at a later date.

## **AOB**

### **Safeguarding review**

Debbie Board has stepped down from the safeguarding team. The team is now Sam Burgess, Chris Cox, Kate Garrett and Matthew Scouller. Matthew is completing his level 3 training in November. Everyone else is already trained to level 3.

The term has only just started and so far there have been no reported safeguarding concerns.

The meeting closed at 19.41