



K A E GOVERNORS' ADVISORY BOARD

A meeting was held on **Wednesday 24th May 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
Roger Weatherhead – RW (RA)
Dennis Clarke - DC
Sarah Jordan - Clerk to Governors – SJ
RA denotes remote access

Apologies:

Barry Avery -BA

1 Apologies

Barry Avery

2 Minutes of last meeting

Approved

3 Matters Arising and Declarations of Interest

HC Introduced and welcomed our new Staff Advisory board representative Nick Board

4 Report by the Principal

SB discussed the key elements of her report.

Enrolments

A graph of the last 3 years enrolment numbers shows enrolments continuing to increase year on year. This has resulted in a better funding position for the AY 22/23.

HC asked if this was a similar profile to other Adult Education providers.

AB confirmed that it was. She explained that some providers that have a centre to work from have recovered their enrolments more quickly.

Service Update

Resource realignment – KAE staffing resources are being realigned to ensure the service is fit for purpose and making the best use of its people. This type of review was last completed in 2019 and since then there have been a number of major changes;

The estates model has changed

The delivery model has changed

The service is recovering from Covid.

The KAE staffing model needs to react to these changes. Marketing needs to be effective and ensure it is helping generate additional income. Community learning needs to ensure it is focussing on the councils key strategic priorities.

This process started with 2 co design workshops and a Google Jamboard for suggestions and solutions. 10 main areas for change were highlighted by staff. From this initial work 3 different models were created and discussed with the KAE Strategic and Operations team. The proposed model was drafted and went to a 4 week staff consultation which ended on May 19th.

The suggestions that were generated during consultation are now being reviewed. The final model will be sent out to staff in the near future.

AO have you had good HR support through this process.

SB Yes HR have been very engaged and helpful.

HC everything that is being proposed is in line with Council policy as there has been very good communication throughout the process.

Partnership Meetings – These are to discuss future collaborations/synergies between KAE and other RBK services. This links into the medium term plan for KAE and the future delivery model.

SB discussed how KAE have a very strong Public Health course provision at the moment. Courses such as mental health and wellbeing, courses for LLDD, mental wellbeing to parents at schools.

DC asked how these courses are funded.

SB confirmed these were either fully or partly funded through the Greater London Authority (GLA) or the Education and Skills Funding Agency (ESFA)

AO asked about the regeneration programme for the Cambridge Road estate and if it had been completed.

SB explained that it was in phase 1.

Programme Planning – This process has started for the next academic year. ESOL remains similar to this academic year. Digital grew this year and will deliver qualification courses next academic year. English and maths reduced this academic year and is planned to increase next year.

AO asked why English and maths reduced.

NB explained that a number of tutors left KAE and there is now a waiting list of students.

HC asked if the maths provision will have a staffing problem.

SB confirmed that they have one tutor and that another is being recruited.

AO asked if KAE were part of the multiply funding.

SB confirmed that KAE has delivered £37k as part of this and it has gone very well.

The Vocational area are looking to expand counselling and environmental sustainability courses.

Family learning are increasing ESOL and ESOL for Hong Kongers.

LLDD have lost a tutor so some classes have reduced. For the next academic year there are 2 cooking classes planned, a performing arts class and a film making class.

SSL arts and craft, languages, creative writing and exploring London are doing well and will be maintained for the next academic year.

Starters and Leavers – SB informed the meeting about the sad death of Paul Gresham who taught French at KAE for over 20 years. The Governors sent their condolences to Paul's family.

2 tutors have left KAE Cathy King from LLDD and Nicola Jordan from ESOL

Safeguarding and Prevent – There have been 11 safeguarding referrals relating to 9 learners so far this year. There have been 195 advice and guidance referrals.

HC asked if all the Safeguarding referrals went to SPofA (Single Point of Access).

SB confirmed that all cases that needed to be referred to SPofA were referred.

Prevent – There has been specific training on lockdown procedures, Incel and refresher training. There is work being done on what sort of alarm will be used to denote a lockdown situation and how this will be clearly different from a fire alarm.

HC recognised the difficulty of having a clear alarm policy over 12 different delivery sites.

SAR and QIP (self-assessment report and quality improvement plan) –

Action – a link to the SAR and QIP will be sent out with the minutes of the meeting. **SB**

FE Commissioner – The FE Commissioner is looking to support providers. They are offering advice on specific subjects and providers can invite them to their service. KAE have invited the Commissioner to come and advise on the SAR and how to make it shorter. The Commissioner believes it can be as short as 4 pages.

AO a 4 page SAR would be fantastic. Is this service free?

SB yes the service is free. We are also looking to stop annual observations and complete deep dive reviews into specific areas instead.

HC do we have any news on OFSTED?

SB we are still expecting them at any moment.

DC do OFSTED have specific teams that look at Adult Education as it is very different to other education providers.

SB yes they have teams specialising in FE.

MIS Update – It is nearly complete with online enrolments expected in July.

Local Skills Improvement Plan – This ensures that providers target their courses towards local skills and employment gaps.

The LSIP fund for South London is expected to be between £2m and £3m. KAE hopes to put together a number of projects for approximately £250k.

The projects are;

- 1- Upgrading a classroom in the Hook Centre so teacher training for on line delivery can be run.
- 2- Build a kitchen for LLDD cooking, kitchen caterers and healthy eating courses.
- 3- To train staff in sign language.

Learner Exhibition – The learner exhibition is being held at the Rose Theatre Kingston between 6th and the 28th June. This is a much bigger exhibition than previous years and will contain arts and crafts as well as creative writing.

Learner Survey – 85% of learners found information and advice given by KAE excellent or good. This is a 5% improvement on last year. 94% of learners stated that staff were

extremely or very helpful which is up 6% on last year. There are mixed views on preferred classroom delivery methods. More learners would like face to face lessons.

DC I would be interested to see the age profile of learners who want more online and hybrid courses.

HC confirmed that 266 learners responded to the survey but what is that as a % of learners.

Action - the % of respondents to the learner survey to be confirmed by **SB**

The survey showed that only 38% of learners would ask for help with mental health at KAE and that 37% of learners didn't know the procedure if there was a safeguarding concern.

NB commented that it would be interesting to know what proportion of respondents were ESOL learners.

DC noted that the course he was on was fantastic and helped immensely with mental wellbeing.

HC confirmed that KAE courses can help individual confidence and that they are a place for social development as well as learning.

Action – the results of the survey will be sent to Governors **SJ**

5 Chairman's Report

HC noted the feeling of increased stability and development at KAE after a very difficult period. The work staff have done over the last 2 years should be commended.

AO agreed that it is a very tough landscape for AE at the moment and to be achieving increased enrolments and growth is excellent.

HC let the meeting know that she had been at one of the co design workshops in advance of the staffing realignment.

AOB

Action – SJ to circulate the meeting dates for the next academic year.

The meeting closed at 7.50pm

