

Newham Adult Learning Service

NALS Advisory Board: Minutes 09-06-2020



Minutes

Meeting: NALS Advisory Board
Date/Time: 4.30pm: Tuesday 9th June 2020
Venue: Zoom Meeting
Chair: John Hartley
Minutes: Denise Herman

Attendees:

John Hartley (Chair)
Angelique Grygorcewicz-Townsend
Jane Sherwood
Louise Vera
Jan Prendergast
Marie Lloyd
Srabantika Dasgupta
Mark Townsend
Sara McCann
Diliara Mingazova

Apologies:

Margaret Almond (work)
Val Reid (work)
Ayse Lacy (see below)
Paul Schaffer (unable to access)

Topic	Actions
<p>Introductions & information: Ayse Lacy unable to attend – awaiting CV19 test results Derek Barrett and Steve Brayshaw invited – no apologies sent</p> <p>JH asked for clarification on Council roles: Steve Brayshaw - Link Councillor for Skills Mayor is lead member for Community Wealth Building (CWB) across Council No specific Skills directorate Jane Sherwood – post-16 & vocational CWB</p>	
<p>Minutes of last meeting (03/02/20)</p> <p>JH reminded all of Good Ofsted and key point from report to make NALS Advisory Board more effective for the Service. Should have real influence in bringing different stakeholders together.</p> <p>AG advised still have vacancies on the Board – will examine in detail at next meeting. Will not be viable to appoint Learner Rep until 2021 due to current CV19 situation.</p> <p>JH highlighted that collaboration with Workplace key to Council direction. Need to build link Council >Workplace>NALS</p> <p>Further review of Minutes deferred as superseded by CV19 crisis</p>	<p>Review vacancies at next meeting</p> <p>JS to relay to Derek B NALS' commitment to developing links</p>

Service Update (AGT)

AGT updated Board on steps taken by NALS to ensure continuity of delivery and to provide educational opportunities for residents of the borough during the current CV19 crisis and presented strategy for phased return to centres in the new academic year (refer to PowerPoint presentation). Presentation includes new delivery format (combining face to face, live streaming and Open Learning) and new work skills offer based on 'soft' skills (analytical thinking, collaboration and others) to be developed in discussion with Derek B and Work Place. Presentation also covers online IA and OTLA for Term A 2020-21

Definition of Open Learning requested by JH: online learning without tutor-learner interaction

NALS have started process of Risk Assessment for phased return with facilities management. JS advised corporate RA oversight also.

NALS staff will be risk assessed (e.g. mode of transport to work) and where necessary some tutors may continue to work from home during phased return period and utilised in different way e.g. development work

Family Learning Coordinator post filled after interviews.

Digi Skills provision will be free as per ESFA/GLA guidelines (ICT not free provision)

Confirmed that Open Learning will continue in September but adjusted to meet GLA funding guidelines

GLA/ESFA have confirmed no claw-back for current academic year

ML asked about plans for ALDD provision if Ls do not have required tech: will Council support them? Currently no appropriate funding stream but at next GLA meeting will be asking if Learning Support Fund (currently used for LSW) can be re-directed for equipment

ML asked if NALS has capacity to link with Newham General Hospital/Barts Trust for Health & Social Care Open and Blended Learning opportunities. Advised College already doing this with higher levels but NALS may be able to feed into lower levels. JP advised College training all ESOL Ls to become learner support workers.

JH asked how tutors who lack tech skills have coped with online delivery. Small minority have not accessed training opportunities but number is low. DH is liaising with tutors on development of OL courses. Going forward, ability to work online will be a requirement not an option but NALS will be as flexible as possible. JS confirmed ICT/tech issue not just an issue for NALS, but across the Council and is therefore a bigger piece of work to be undertaken. Some discussion around Zoom and GDPR – identified issues resolved.

AGT to send PowerPoint to all Board members

<p>Confirmed NALS will not be dropping face to face delivery but currently need to work observing safety measures.</p>	
<p>Open Learning update (SM)</p> <p>NALS only provider in region to offer Open Learning. Some offering Zoom and/or live stream delivery.</p> <p>Open Learning offer is diverse and varied.</p> <p>Uptake has been good – 600 + enrolled to date of which 85% are new learners</p> <p>New courses added weekly</p> <p>Additional new courses in development</p> <p>Courses will be re-released in September alongside new offer</p> <p>Confirmed that all courses original and developed by NALS staff</p> <p>Protocols for OL courses now in place</p> <p>Qs asked about monitoring: Feedback from Ls positive (AGT read email from learner sent to Matthew). Courses have Evaluation attached for Ls to complete. How to monitor engagement? Can be done via setting tasks but these will require marking and feedback on weekly basis.</p>	
<p>GLA Bid update (SM)</p> <p>Skills for Londoners Covid-19 funding Wednesday 10th June – submission date. 2 weeks turnaround. Support for remote learning Bid for around £40K for equipment to allow for live streaming of classes on carousel basis (x8 cameras) Telephone survey has shown that ALDD learners want to re-access centres ML asked if this would allow us to expand ALDD provision, as we are already over-subscribed. AGT & SM meeting with ALDD lead to discuss</p>	
<p>Assessment/predicted exam grades update (SM)</p> <p>GCSE English predicted grades submitted GCSE Maths predicted grades to be completed & submitted 10th June Functional Skills English and Maths predicted results to be submitted by June 19th Still waiting for ICT evidence requirements</p>	
<p>Zoom update (MT)</p> <p>Security – has been addressed</p>	

<p>70-80 licenses bought. 90% allocated. Allocation subject to attending training. Zoom surgeries weekly MT has delivered training to CWB Senior Management Team Research ongoing into live streaming – possible pilot in summer Options include carousel system or tutor alone delivering from classroom High spec tech required to ensure no sound/picture time lag Wellbeing aspect of Zoom – staff able to use facility for personal use within the UK – duality of use</p>	
<p>General</p> <p>NALS ahead of all other London boroughs in adapting programmes to online options NALS only provider offering Open Learning programme Some of the bigger institutions (e.g. City Lit & Morley College) now offering online/Google Classroom options at full cost</p> <p>Autumn enrolment on OL courses will be subject to eligibility (free to Newham residents, outside borough have to pay)</p> <p>JH asked AGT to pass on Board’s appreciation of work being done to staff</p>	<p>AGT</p>
<p>Reviews (JS)</p> <p>NALS sits within Regeneration – Community Wealth Building Directorate New director has asked for a review of all service areas External review – how NALS can be joined up more to skills development in the borough (e.g. links with Work Place) Is current staffing structure the right one to meet reviewed priorities? Project Manager appointed to take forward review of Work Place – should he come to next Advisory Board meeting in Derek’s place?</p> <p>JS & member of HR carrying out short cultural review of NALS – staff behavioural issues – Senior Managers have raised issues of concern</p> <p>The two reviews are not connected</p>	<p>JS to notify AGT of PM’s name AGT to invite to next meeting</p>
<p>Date of next meeting (via Zoom)</p> <p>10th September 2020 4.30-6.30pm</p>	<p>AGT to send calendar invitations</p>

NALS Advisory Board
Minutes
03-02-2020 @ Beckton Globe
Time: 6pm-8pm

SAR & DOT

- Both documents were reviewed and were in line with the Ofsted report
- AG addressed key recommendations and explained how they would be tackled in the academic year
- There was a quick recap of the administration of the actions and moderation and review through the timetable of service meetings

Ofsted

- The board congratulated the service on their achievement
- AG highlighted the key areas of developments, actions already taken and planned
- JH talked about the role of the Advisory Board as a result of the Ofsted inspection and it was agreed that further development of the role would initially be through Learning walks and surgeries

LW update

- SMC updated the Board on the LW done by managers, CLs and the TCT, the findings and the actions taken as a result
- JH & SMC talked about the developments of the Advisory board planned LWs

Advisory Board Surgeries

- AG highlighted the purpose
- The Board agreed members involvement
- The Board agreed the focus of surgeries to be around health & wellbeing
- The Board agreed dates/ venues

Advisory Board membership

- AG suggested another staff & learner election process, the board agreed. It was also agreed that if we couldn't do this that AG would approach a number of staff and see if any would be available/ interested
- There was a discussion about attendance
- It was agreed that the Cllr representation should change to the current portfolio holder
- It was agreed to have a full discussion of membership at another meeting. AG would make a proposal and the board could discuss and advise.

AOB