

NALS Advisory Board

Minutes

11/06/2019 @ Beckton Globe

Time: 6.15pm-8.15 pm

Present

Angelique Grygorcewicz-Townsend (POAL NALS)	John Hartley (Chair)	Val Reid (Learner Rep)	Louise Vera (The Renewal Project)
Srabantika Dasgupta (Tutor Rep)	Jane Sherwood (Head of Commissioning LBN)	Marie Lloyd (Post 16 ECH Officer, previously Quality Manager for the youth service)	Diliara Mingazova (UEL: HE Rep)
Note Taker: Mark Townsend (NW Area Manager)			

Apologies

Dani Wade (Head of Schools Improvement, Education & Skills LBN)	Janet Prendergast (Director ESOL & Com Ed NCFE)	Ayman Mohmoud (Tutor Rep)	Derek Barrett (Workplace Manager)
Julianne Marriott (Cllr)	Fatima Mahmood (Student Rep)	Paul Schaffer (Research & Development Consultant)	

Agenda Item	Presenter	Actions
Housekeeping	Michael Robinson	
Minutes of last meeting	John Hartley	<p>Mystery Shopping feedback not good –</p> <ul style="list-style-type: none"> discussion with NBS team leader has lead to training further generic training identified - key issue of concern telephone manner – NBS staff have received general customer service training further Mystery shopper activity to happen in new academic year to include drop ins <p>Marketing –</p> <ul style="list-style-type: none"> NALS developing a marketing strategy together with input from Managers, Curriculum Leads and Tutors. Now have a social media presence through FB, Instagram, Twitter and YouTube. Learners to be encouraged to make use of social media platforms to celebrate achievements, as well as teaching and Social media to support recruitment, community learning provision, health and well being. NALS has agreed the use of algorithms to target specific groups- Training to be done with staff at next conference social media will be included in the enrolment & induction process NALS also introducing open days
Notice & Reminders	Angelique	<ul style="list-style-type: none"> Adult Achievers Awards: 26th June Well Being Festival for Staff: 6th July
Finance	Angelique	<p>Finance update</p> <ul style="list-style-type: none"> New finance officer unavailable due to university commitments Has reviewed work undertaken over the last 18 months - reported no overspend – have had a carry forward around £370k agreed to cover a number of things including training, refurbishment etc <p>Funding –</p> <ul style="list-style-type: none"> Adult Education Budget(AEB) for London to be devolved to GLA from September - several meetings with partnership manager from GLA have happened – to date GLA has demonstrated excellent communication approval gained to introduce new pricing structure for community

		<p>learning provision</p> <p>New funding</p> <ul style="list-style-type: none"> 2 x pots from ministry of housing and local government have been gained: English for Everyday led by Redbridge and other boroughs & Integrated communities to support ESOL Exchange developing standardised initial assessment to support centralised referrals - initiative to spread to other local boroughs - funding is for one year - further funding possible. DWP funding through Workplace is funding Words for work
Project Updates	Angelique	<p>Destination and Progression update - see PowerPoint (PP) for details –</p> <ul style="list-style-type: none"> project is to develop more robust measures of progression & destination outside of the current funding grouping. This will ensure accurate mapping of destination of learners after they leave the service Renewal committed money to capture data of 80 learners (profile numbers per term) to pilot measuring impact of learning journey. Company has approached NALS to gain our interest in using materials - unsure of financial implications. Database (MIS) online system - now installed - will be able to complete online register in the classroom <p>Ungraded OTL project update - see PP</p> <ul style="list-style-type: none"> some teething issues – <ol style="list-style-type: none"> trying to establish a coaching ethos managers and curriculum leads involvement to be further discussed If a Tutor is deemed at risk a series of support mechanisms will be deployed - if no change in OTL feedback then council capability systems will be implemented Some of Tutor Coach team - feel threatened with the inclusion of Managers & CLs in lesson observations no final decision as yet on full implementation of new observation process for 2019-20 <p>Social impact project - see PP</p> <p>The Learning Journey - see PP</p> <ul style="list-style-type: none"> purpose is to stream line tutor paperwork more effectively <p>Other Projects –</p> <ol style="list-style-type: none"> attendance and punctuality review undertaking research - how to encourage learners to continue learning – sensory gardens - centres to work with groups partners etc to develop sensory gardens
Health and Safety update		<p>stabbing incident Oct '18 in FGLZ/FGYZ-</p> <ul style="list-style-type: none"> security recommendations implemented, safe zones, grab bags, walkie talkies <p>electrical fire at GLC</p> <ul style="list-style-type: none"> fire brigade found a number of minor issues - Service undertook audit <p>one safeguarding matter has been sorted with relevant agencies</p> <p>one case of TB</p> <ul style="list-style-type: none"> dealt with public health UK (local & National) <p>All learners and staff to be issued lanyards, visitors to given a visitors pass from Sept '19</p>
Direction of Travel (DOT)		See PP
AOB		Next meeting to involve learning walks training

Next Meeting
Monday 30th September 2019
Forest Gate Learning Zone
18.00-20.00