

NALS Advisory Board

Minutes of meeting 21/01/2019 @ LILZ

Time: 6.15pm-8.30pm

Present

Angelique Grygorcewicz-Townsend (HOAL NALS)	John Hartley (Chair)	Janet Prendergast (Director ESOL & Com Ed NCFE)	Louise Vera (The Renewal Project)
Denise Herman (North East Area Manager)	Maryam Moalej (Tutor Coach)	Marie Lloyd (Post 16 ECH Officer, previously Quality Manager for the youth service)	Paul Schaffer (Research & Development Consultant)
Srabantika Dasgupta (Tutor Rep)	Jane Sherwood (Head of Commissioning LBN)	Debbie Callender (Tutor Rep)	Fatima Mahmood (Student Rep)

Apologies

Dani Wade (Head of Schools Improvement, Education & Skills LBN)	Vale Reid	Ayman Mohmoud (Tutor Rep)	Derek Barrett (Workplace Manager)
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Agenda Item	Presenter	Actions
Housekeeping	Angelique Grygorcewicz-Townsend	Handouts given for: <ul style="list-style-type: none"> Newham Adult Learning Service NALS Advisory Board Roles & Responsibilities Terms of Reference NALS Advisory Board
Minutes of last meeting	John Hartley	Minutes Agreed. Actions points: AG Introduced the new student Rep FM & Tutor Rep SD <ul style="list-style-type: none"> AG confirmed she contacted Redbridge but was unsuccessful. The two people she had in mind will be retiring shortly. ML contacted UEL JP asked at the college, no-one at the moment
SAR (Self Assessment Report)	Denise Herman	Handouts were given. DH went through the points of SAR requirements ie: why/performance/improvement/quality. Reports due: <ul style="list-style-type: none"> Term A – Jan Term B – Mar/Apr Term C – July Self Assessment – Sept/Oct SAR complete – December SAR – completed by end of

		<p>January 2020</p> <ul style="list-style-type: none"> • Subject Sector 14: has to be manually separated out • Students struggle with L1 to L2 transition especially in English • There are some issues with Termly Reports to be addressed specifically the need for authors to ensure that each term refers back to the previous term rather than each term's report being seen as autonomous • DH explained what is needed for the Quality Improvement Plan • JP explained why the college's SAR was sent back to them
Retention & Achievement data	Angelique Grygorcewicz-Townsend	<p>Discussed</p> <ul style="list-style-type: none"> • How student attendance percentages is worked out • Why has there been a drop in learners? Perhaps the fee increase? • Community Neighbourhoods proving free courses • Piloting new methods of intensive learning ie: instead of 2 hours over 10 wks, perhaps 20 hours over 3 wks, Twilight learning, online learning, weekend • Managers are not using data for full impact measurement. JS asked for clarification DH responded Destination data, Impact data, Progression data • AGT also emphasised NALS will not shy away from any problems but take on board feedback and improve
Non graded Observation pilot (2018-19)	Maryam Moalej	<p>MM informed everyone at the meeting of the new non-graded observation pilot and has/will be explained/explaining the process with the Tutors. LV gave feedback on the Renewal Programme's Ungraded Observation Pilot. There will be a further update at the next meeting on 11/06/19</p>
English & Maths Achievement issues	Angelique Grygorcewicz-Townsend	<p>AG gave the percentages, also issues identified.</p> <ul style="list-style-type: none"> • Bridging classes not being used by tutors • Maths & English L2 retention lower than KPIs

Board Vacancies	Angelique Grygorcewicz-Townsend	ML has liaised with UEL contact re advertising within UEL
AOB	John Hartley	<ul style="list-style-type: none"> • FM gave feedback on the students thoughts, on her recent meeting & pointed out Waltham Forest & Redbridge do not have breadth of programme NALS has • Mystery Shopper feedback deferred to next meeting • PS problems with directions to the Beckton Globe office: need to be clearer • How to improve marketing, • How to improve potential students' access to information courses • Keep in contact with learners after they have completed a course • Where are the best places to advertise courses? • Forest Gate stabbing incident: AGT filled everyone in that support had been given to staff & students and recommendations implemented eg: the issuing of walkie talkies to staff members
<p>Next Meeting Tuesday 11th June 2019 Beckton Globe 6pm</p>		