

# NALS Advisory Board

## Minutes

21/10/2019 @ Forest Gate Learning Zone

Time: 6pm-8pm

### Present

Angelique Grygorcewicz-Townsend (POAL NALS)	John Hartley (Chair)	Val Reid (Learner Rep)	Louise Vera (The Renewal Project)
Sara McCann (Curriculum and Quality Manager, NALS)			
Note Taker: Mark Townsend (NW Area Manager)			

### Apologies

Dani Wade (Head of Schools Improvement, Education & Skills LBN)	Janet Prendergast (Director ESOL & Com Ed NCFE)	Srabantika Dasgupta (Tutor Rep)	Derek Barrett (Workplace Manager)
Julianne Marriott (Cllr)	Fatima Mahmood (Student Rep)	Paul Schaffer (Research & Development Consultant)	Diliara Mingazova (UEL: HE Rep)
Jane Sherwood (Head of Commissioning LBN)	Marie Lloyd (Post 16 ECH Officer, previously Quality Manager for the youth service)		

Agenda Item	Presenter	Actions
Housekeeping	Angelique Grygorcewicz	
Minutes of last meeting	John Hartley	<ul style="list-style-type: none"> <li>• <b>Marketing</b> - social media campaigns implemented to support enrolment, targeted advertising of particular courses/workshops and tasters.</li> <li>• <b>Survey monkey</b>: visitors at town show could give details and were sent email responses</li> <li>• <b>Marketing freebies</b> water bottles, pens, student handbooks were well received, contained information re centre details, useful links, safeguarding, policies.</li> <li>• <b>Student Handbook</b>: students reported they liked the handbook and thought information was useful. Additional details to be included such as appeals in the next edition.</li> <li>• <b>Staff use of social media</b> Tutors not confident using social media - not sending good news stories. Barriers to use, for example, tutors not prepared to use own devices.</li> <li>• Currently no impact on increasing learner recruitment.</li> </ul>
Notice & Reminders	Angelique Grygorcewicz	<ul style="list-style-type: none"> <li>• <b>Budget</b> is now with the GLA.</li> <li>• PoAL reported positive working relationships benefitting the service.</li> </ul>
Introduction to new Curriculum and Quality Manager	Angelique Grygorcewicz/Sara McCann	<ul style="list-style-type: none"> <li>• The CQM has been now with the Service for 7 weeks Powerpoint - copies to be circulated - service responsive, plenty of evidence of highly effective collaborative work across the borough with a wide range of partners.</li> <li>• <b>Teaching, learning and assessment</b>:</li> </ul>

		<ul style="list-style-type: none"> <li>• Need to open up conversations about learning and teaching - putting the learner at the heart of what we do and move to a more reflective practice across all curriculum areas.</li> <li>• Proposal from January to move to ungraded observations across the service rather than the 2 pilot areas.</li> <li>• Longer term to create a separate observation team composed of CLs, Senior Tutor Coach, CQM, (PoAL, AMs possibly dip in and out).</li> <li>• Review of the communication loop between AMs, CLs, Tutor Coach Team and CMT</li> <li>• The intention is to introduce new process on monitoring the quality of learning, teaching and assessment for next academic year 2020-21</li> </ul>
<b>Programme update</b>	Angelique Grygorcewicz	<ul style="list-style-type: none"> <li>• <b>English for Everyday</b> – community based grant funded project delivered from a range of community venues for pre-entry and E1 ESOL students</li> <li>• <b>Staff surgeries</b> to be revised to engage tutors in curriculum development.</li> <li>• Praising staff through Monday motivators, staff surgeries (to include the new CQM). Surgeries are valued by staff with feedback very positive.</li> <li>• <b>Home-grown talent programme</b> - training youth workers - PoAL is lead and CMQ leading on curriculum development aspect</li> <li>• <b>Council restructuring</b> - NALS moved to Community Wealth Building due to skills agenda - no line management currently as all posts are vacant - Advisory board requests the need for this matter to be resolved quickly</li> <li>• Statistics indicate low numbers of male learners - need to attract more men possible fathers through Family Learning - NALS is slightly above national decline in male take up of education</li> </ul>
<b>Retention and achievement</b>	Angelique Grygorcewicz	<ul style="list-style-type: none"> <li>• Most recent data for 2018/19 was presented by POAL.</li> <li>• 3 year summary explained</li> <li>• Need for complete review of <b>SSA6</b> (ICT) due to declining enrolments in both Skills and Community Learning.</li> <li>• <b>Destination and progression</b> are likely in future to be linked to broader outcomes, for example, employment, and not just focussed on passing a course. Tutors need to be encouraged to report impact such as learners getting jobs. Data to be gathered in preparation for focus on progression into work by the GLA.</li> <li>• <b>Learner Voice forum</b> 21st Nov at GLC 3.30-6/ Advisory Board to be invited..</li> <li>• MIS now web based - still waiting for <b>Dashboard</b> facility.</li> </ul>
<b>Learning Walks training session</b>	Sara McCann	<ul style="list-style-type: none"> <li>• CMQ presented an overview of Learning Walks –what they are, why they are carried out and how learning walks are undertaken. Learning Walks supports the embedding a reflective culture enabling early identification of emerging trends. Learning walks can be themed. Frequency of learning walks needs to be considered – should all tutors receive a learning walks very half term?</li> <li>• Board members to be involved and undertake LWs</li> <li>• Advisory Board members to undertake learning walks in Term B accompanied by managers and curriculum leads.</li> </ul>
<b>Board Member Surgeries</b>	Angelique Grygorcewicz	<ul style="list-style-type: none"> <li>• To be discussed at the next meeting due to insufficient time.</li> </ul>
<b>AOB</b>		<ul style="list-style-type: none"> <li>• Concern was expressed at the low attendance at the meeting although reasons for absence were received.</li> <li>• Another learner rep is required for the board.</li> <li>• Council representation is also required.</li> </ul>

**Next Meeting**  
**Monday 3<sup>rd</sup> February 2020**  
**NWLZ**  
**18.00-20.00**

