

South Adult Learning Partnership

Minutes of Meeting

Location Cardonald Campus, Glasgow Clyde College **Date** 8th June 2016

Present Catherine Garvie (Scottish Union Learning), Cheryl McLean (Glasgow Clyde College), Christine Nanguy (PALS), Elspeth Crawford (British Red Cross), Gail Cochrane (Fair Deal), Jim Lee (Glasgow Clyde College), Karen Armstrong (GCVS), Maria-Elena Heather (Glasgow Life), Mary Rocks (Glasgow Life), Nadeem Hanif (WSREC), Pat Urquhart- Chair (Glasgow Life), Ruth Forsythe (Finns Place), Sheila White (Glasgow Clyde College), Susan Johnstone (Homestart Glasgow South), Victoria McHard (Glasgow Clyde College), Viktoria Mogyla (WSREC).

Apologies Fiona McGovern, Garry Farquharson, Jim Connie, Sallie Condy

AGENDA

ACTION POINTS

No	Item	Description/Action	Person	Action
1.	Welcome and Introductions	The Chair, Pat Urquhart, welcomed all in attendance. Introductions were made around the table.		
2.	Apologies	Fiona McGovern, Garry Farquharson, Jim Connie, Sallie Condy		
3.	Previous Minutes/ Matters Arising	Previous minutes approved and matters arising are on the agenda to be discussed. Flyers from Wellbeing Services were made available to partners.		
4.	Update on Annual reporting process 2015/16 and 2016/17	Sheila would like to thank everyone who gave feedback for the Annual Report. All reports have now been submitted. An audit may take place so please keep all relevant paperwork for 1 year. An indication of our South Grants has been received. Bids have been accepted from partners and the majority have accepted. For upcoming classes partners should record student details such as: postcodes, age range, ethnicity, disability and employment status. Learners can only be	SW	Will send out template for returning details if needed.

		<p>counted once. Funding bids will be relooked at over the year if necessary.</p> <p>The South funding lost approximately £10,000- budget for crèche and materials will be cut. South East has the same level of funding as expected. Sheila would like to welcome any questions regarding funding by new partners.</p>		
5.	South Programmes Funding update	<p>Programmes in the South West who were allocated funds include: Homestart and ESOL at Ibrox. Approx. £22,000 allocated, £4000 left. South East programmes that were allocated funds include Finns Place, Glasgow Life at the Gorbals, Ardenglen. Approx. £18,000 allocated.</p> <p>Sheila will follow up with any non-returners of the funding criteria form.</p> <p>All partners were encouraged to speak to Victoria if you have any questions regarding purchase orders or invoices.</p>	All relevant partners	Return criteria form
6.	ESOL Update- Register of Interest	<p>A pilot ran from January-April 2016, launched based on research from 2015. It gathered information from learners such as location and level. Project has now been extended for 2 years with a project admin working 7 hours a week. Once a learner has registered, they will receive a text within three days with a registration number. They will receive a 2nd text with information on assessment venues. As of June, approximately 1000 learners have registered.</p> <p>ESOL website was updated in June. It is now more user friendly with maps and colourful balloons.</p> <p>The next step will be to re-look at the register for issues. Register will require a second stage follow up for advising learners of learning opportunities.</p> <p>Questions raised by partners included: Will the register track the learner journey and will it restart every year to keep the register up to date? Feedback from partners would be required, i.e. which students are attending their classes so the register could be updated.</p> <p>There will be new testing at Hillhead Library. Testing will re-start mid-August to feed into Glasgow Life and Glasgow Clyde College classes.</p> <p>ESOL Access Project leaflets were handed out.</p>	<p>ALL</p> <p>ALL</p>	<p>If you have any comments on the register, please contact Jim Lee.</p> <p>To update your ESOL class details on the website and Jim Lee's regular email updates, please contact Jim.</p>

<p>7.</p>	<p>Adult Achievement Award Update</p>	<p>The Adult Achievement Awards are a new award through Napier University and Newbattle Abbey College. It was created to award students involved in community learning. It is a reflective process, based on learning that is already taking place. Work can be written, scribed and/or recorded. The awards have now been through the initial pilot phase and phase 2 will start in September. Previous costs taken into consideration were the cost of printing the workbooks, teaching costs and internally verifying. The costs for externally verifying and certification were met by Newbattle Abbey College.</p> <p>Sheila White attended a recent AAA seminar where she was given updated information on phase 2. Phase 2 pilot programmes will run from September 2016 to March 2017. They are seeking cross sectoral partners and are ideally looking for a good geographical spread. They would like to begin with around 12 – 15 pilots and would like to involve up to 250 learners at SCQF level 3, 4 and 6. Newbattle Abby is will look into developing levels 2 and 5.</p> <p>Please click this link for the note of interest form. From this note of interest those involved will be given training by NBA.</p> <p>National Dissemination Day in Spring 2017.</p> <p>Proposed Costs</p> <p>There were 3 options discussed but none yet agreed. These were</p> <p>Option 1 – Consortium of Partners. Newbattle provide the materials, quality assurance EV and Certification. The consortium do assessments locally.</p> <p>Option 2 – Individual partners. Newbattle provides materials, QA, assessment, certification</p> <p>Option 3 – Newbattle will provided materials, QA, assessment, certification, tutorial support for learners.</p> <p>NBA are looking for partners to pay the following costs:</p> <p>Annual Licence Fee – Up to 25 students = £500 + VAT Up to 26 – 50 students = £1000 + VAT Up to 51 -100 students = £1500 + VAT</p> <p>Candidate Fees –</p>	<p>SW</p> <p>SW</p>	<p>Sheila will send on the AAA materials to anyone that would like to see them.</p> <p>Sheila will update when she has any new information.</p>
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8.	The Learners Voice/ Learner Involvement	<p>'Join your local Adult Learners' Forum' cards are now available and have been distributed. The group are now able to look at how to involve learners in the South Adult Learning Partnership. Questions were raised such as- Would the meetings that are currently held be appropriate to ask students to come along to, or should the partnership hold a workshop out with the regular meetings?</p> <p>It was agreed that a separate event would be held for learners. Partners were asked to nominate themselves for a Learner Involvement Subgroup. Maria- Elena Heather and Christine Nanguy both put themselves forward. The subgroup will discuss the setup of Learner Involvement meetings or workshops and marketing the events to students.</p>	ALL	If you would like to be a part of the Learners subgroup, put your name forward.
9.	CLD Learning Plan	<p>Maria- Elena Heather spoke about the role of learners and stakeholders and the need for early intervention. She asked how we make sure the people who attend our services shape the provision we offer. It was suggested that Frances Bradley could come along to a future meeting to talk about how this relates to good practice.</p> <p>It was agreed that a future meeting would be 'Learner Focused' or could be a separate event altogether. Frances and Sallie Condy could be asked to deliver a short workshop.</p> <p>Sheila White and Diane Gardner co-chaired the CDN Meeting in Perth recently and the poster version of the CLD Action plan was very well received.</p>		
10.	Aye Write	<p>The Aye Write festival in March 2016 had the biggest audience since the festival began. Learners displayed and performed their work and there were several workshops.</p> <p>Photos, youtube clips and publications may be available.</p>	ALL	Get in touch with MEH if your group would like to be involved with Aye Write 2017.

		If you have other groups in the community that would like to be involved or perform at next years event, or if you have any ideas for the next event, please get in touch with Maria-Elena.		
11.	AOB	<p>Christine Nanguy asked for information on Advocacy Projects in the area e.g. medical. A few suggestions were given such as GAMH, SAMH, Flourish House and Carr Gomm.</p> <p>Drop box- if you have any information to be distributed to partners, please send to Victoria McHard or Sheila White.</p> <p>ESOL classes at Govanhill Library and Gorbals Library will be starting after the October week. Will cover Employability, ICT, Confidence Building and CV's. Cheryl McLean is the contact for these classes.</p>	ALL	Get in touch with Christine Nanguy if you know of any advocacy projects.
12.	Date of next meeting	The next meeting will be held on 20 th September at 10am in the Cardonald Campus, Glasgow Clyde College.		

Name	Organisation	Email address
Alastair Callaghan	Open Museums Project	Alastair.callaghan@glasgowlife.org.uk
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