

South Adult Learning Partnership

Minutes of Meeting

Location Ardenglen Housing Association **Date** 25th April 2017

Present Cathy Mullen (Govan Help), Cheryl McLean (Glasgow Clyde College), Christine Nanguy (Pollokshaws ALN Project), Fiona McGovern (Ardenglen), Gail Cochrane (Fair Deal), Jim Lee (Glasgow Clyde College), Karen Armstrong (GCVS), Mary McAuley (British Red Cross), Mary Rocks (Glasgow Life), Nadeem Hanif (WSREC), Norman Ferguson (Glasgow Life), Shaun Pearce- Chair (Glasgow Life), Sheila White (Glasgow Clyde College), Victoria McHard (Glasgow Clyde College)

Apologies Ruth Forsyth, Marc Begley, Elaine Bell

AGENDA

ACTION POINTS

No	Item	Description/Action	Person	Action
1.	Welcome	Shaun Pearce welcomed partners to the meeting. Fiona McGovern and Ardenglen Housing Association were thanked for hosting the meeting. Group introductions were made.		
2	Apologies	Apologies were noted.		
3.	Previous Minutes/ Matters Arising	<p>Previous minutes were approved.</p> <p>Matters from the Minutes:</p> <p>Venue: To volunteer to host the meeting to be held on 5th December, contact Victoria McHard or Shaun Pearce.</p> <p>Aye Write: Community ESOL event at Royal Concert Hall welcomed over 200 learners and the Community ALN event at Mitchell Library saw 95 learners attend from a variety of organisations.</p>		

		<p>Scotland's Adult Literacies Curriculum Framework Guidelines: Speak to Shaun if you would like to discuss at a future meeting.</p> <p>DWP Contact: Sheila proposed to ask at the next City Wide Adult Learning Partnership Meeting about possible DWP contact.</p>	SW	City Wide Adult Learning Partnership Meeting
4.	Fiona McGovern-Learners work	<p>An item was added to the agenda.</p> <p>Fiona McGovern showed a short film called 'Living In Castlemilk from a Man's Point of View'.</p> <p>The film was created by a men's group to tell their story of the challenges faced by them. The men also spoke about what the group does and its effect on them.</p> <p>Cathy Mullen suggested contacting the Glasgow Film Theatre as they were recently looking for films to exhibit.</p> <p>Fiona also played a song written by the Creative Writing group- 'Low to High'.</p> <p>The partners at the meeting spoke about what they enjoyed about the film and song, and the impression it made on them.</p> <p>Shaun welcomed partners to bring other examples of students work to future meetings, or email Victoria for distribution or to be added to the Glasgow Clyde CLD Facebook page.</p>	FMcG	Forward film to VMcH for publicity on Facebook.
5.	The Learners Voice/Learner Involvement	<p>A report on the Workshop and Discussion on the Learners Voice that took place on 28th February was distributed.</p> <p>The group was asked 'How can SALP effectively involve learners'. A short life working group was agreed as the way forward. The group will look at planning local learning engagement events, to explore issues such as barriers to learning experienced by both learners and non-learners, what learning opportunities learners and non-learners are interested in etc. the findings from learning engagement events will help shape the future SALP agenda.</p> <p>Partners should email Shaun to take part in a short life planning group for agreeing a framework for running learner engagement events or to</p>		

		offer to host a learners engagement event in their area. Cathy offered to attend the meeting. Fiona offered to host a meeting.	SP	Circulate a date to group members.
6.	Individual Learning Plans-Discussion	Individual learning plans from Glasgow Clyde College CLD team were distributed. Sheila explained that Glasgow Clyde CLD team use the plans to show distance travelled by students, what learning has taken place, and what a group has agreed to focus on during class. Impact statements are captured during the class. Gail Cochrane spoke about effectively using the Glasgow Clyde plans as a template for her learners and she discussed how she found them useful. She pointed out how she found the impact statement section beneficial. Mary Rocks spoke about the importance of the Personal Statement section.	VMcH	Forward plans to partners.
7.	South Programme Update	Mary announced a new class taking place in Govanhill - Becoming a Mother in Scotland. The course is running in partnership with midwives and is an ESOL class for pregnant mothers to offer support and preparation for childbirth. Crèche and refreshments are provided. The course runs on Mondays 12.30-2.30pm and the students have to be 20 weeks pregnant or more. Cathy spoke about a 'Steps to Success' course taking place in Govan HA on Thursdays. The course will focus on confidence building and motivation. The criteria for joining the class is the participant must have a child under age of 8. Christine offered 3 available spaces on the UK General Knowledge course that takes place on Mondays, 10am-12pm. The course will look at preparing for studying for the Life in the UK test. Karen updated partners on the hustings event for local elections at GCVS from 5-7 on the 25 th April. Cheese and wine will be provided. The next North West Partnership meeting is being held on 11 th May and the next Providers Network meeting is being held on 18 th May. On the 24 th May there will be an 'Introduction to Dyslexia' training held. Partners are reminded that GCVS can provide bespoke training for groups if needed.	MR CM CN	Forward on publicity material to VM Forward on publicity material to VM Forward on publicity material to VM

		<p>GCVS recently met with 7 groups to get some feedback from learners. The report will be circulated shortly. Karen would like to thank Mary Rocks for offering classes and students to meet.</p> <p>Mary McAuley updated partners on the free British Red Cross Everyday First Aid sessions. Information sheets were distributed. Topics of learning include barriers to helping, what happens when you call 999 and defibrillator use. Sessions are tailored to the group.</p> <p>Fiona distributed an infographic on The Only Way Is Up programme and spoke about some of the figures, including that 205 people benefitted from activities.</p> <p>Sheila would like to thank all partners who have submitted their reports promptly as they are due on 28th April. Sheila stated how impressed she is with the statements, quotes and comments that help show the impact made. Copies of the final reports can be shared once completed. For the SE, the target student number was 150 and they achieved 408 learners. 74 learners gained certification and they exceeded their target for working with young people. For the SW, 550 people were given guidance and 120 learners achieved certification.</p> <p>Mary would like to say thanks to the partnership as they have 2 successful ESOL employability classes running now with Glasgow Clyde College. There are still some spaces at Access 3 level in Gorbals library, Friday, 10am-12pm.</p>	<p>CMcL</p> <p>VM</p>	<p>Forward publicity material to NH.</p> <p>Circulate ESOL poster and advertise on Facebook.</p>
8.	New Funding Proposals 17/18	<p>The funding paperwork for the new financial year is the same format; however, there is a £4000 limit this year to encourage smaller organisations to bid, and for shorter courses to run. Fiona voiced concern at the limit. She was advised to submit the forms adhering to the new limit and if additional funding is available, extra funding can be considered.</p> <p>Partners are advised that there are no material/ travel costs covered by the funding.</p> <p>Partners are also reminded that they have to attend at least 3 SALP meetings per year when receiving funding. Attendance at meetings is currently being looked at and will influence the upcoming funding. Partners are also reminded to record student information and how the</p>	ALL	Contact SW with

		<p>money was spent.</p> <p>Bids have to be submitted by 12th May.</p> <p>Cheryl advised that she is available for meetings to discuss new classes.</p> <p>Christine Nanguy raised the possibility of certification for ICT. She was advised to look into Digital Badges or to contact the digital learning team at Glasgow Life. She was also advised to look into SVQ in Employability.</p>	ALL	<p>questions.</p> <p>Forward any appropriate certification information to CN</p>
9.	Adult Achievement Award update	<p>Phase 2 of the Adult Achievement Award has now finished. Learners from One Parent Families participated this year. Students reflect on their learning process to achieve a level of 3, 4 or 6.</p> <p>A short discussion took place about the differences between Youth Achievement Awards, Community Achievement Awards and the Adult Achievement Awards.</p>	ALL	<p>Contact Cheryl McLean for more information or if you have any interested groups. CMcL can circulate forms, paperwork if requested.</p>
10	Dyslexia Action/ GCVS Project update	<p>Sheila White advised partners that Dyslexia Action recently went into administration. This will affect the current Support Pathway To and Through College programme. The class will still be supported by Glasgow Clyde College staff and GCVS. Students will still be able to use the Units of Sound programme. No new referrals will be taken at this time.</p> <p>Christine Nanguy reported that she referred several students to the class but was unhappy with the treatment they received. She stated that the students were asked to work in a kitchen due to refurbishment of the original venue. It appeared that the class was also short-staffed and they were not made welcome. Christine also remarked that the course materials were not suitable for all levels of learners and some students were given classroom material aimed at children. Christine was advised to put her comments in a report.</p>	CN	<p>Send report with comments to Sheila White.</p>
11.	AOB	<p>Jim Lee spoke about the number of learners tested through the EASE Project and city-wide. He also spoke about the levels, areas and ethnicities tested.</p> <p>The ESOL Register currently holds information on 10,000 learners. The</p>		

		<p>register is in the process of removing duplicates and moving from a spreadsheet to a database. Glasgow Clyde College, Glasgow Kelvin College and City of Glasgow College will be filling future classes from this list. Christine Nanguy asked if the register is “first come, first serve”. She was advised that the offer of places on courses is not based on when they joined, but that all learners should have been sent a welcome text and an offer of an assessment venue if they are not tested. Partners spoke about upcoming dates and venues of testing. Dates for testing are listed on the Learn ESOL Glasgow Webpage.</p> <p>Mary Rocks made partners aware that Adult Learners Weeks is being celebrated on 20th May 2017. Glasgow’s Libraries are holding a Reading Challenge with a certificate upon completion.</p>	VM	To recirculate EASE Testing Poster.
12.	Date of next meeting	27 th June 2017 at 10 am in the St Francis Centre, Cumberland St, Glasgow G5 0SE.		

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