



K A E GOVERNORS' ADVISORY BOARD

A meeting was held on **Wednesday 24th January 2024**
at 6.30pm
in Guildhall KAE Classroom

Present:

Hilda Clarke - HC (Chair)
Sam Burgess – SB
Ur-Cheng Leong – UL
Amanda Olley – AO (RA)
Rebecca Roberts – RR (RA)
Barry Avery – BA
Dennis Clarke - DC
Sarah Jordan - Clerk to Governors – SJ
RA denotes remote access

Apologies:

Nick Board - NB
Roger Weatherhead - RW

1 Apologies

Roger Weatherhead sent his apologies and tendered his resignation from the board due to his ongoing health issues.

Nick Board

2 Minutes of last meeting

Approved

3 Matters Arising and Declarations of Interest

Non arising

4 Report by the Principal

SB discussed the key elements of her report.

Enrolments as at 22nd January 2024

Applications for courses are up however enrolments are below the levels of last year at this point. The reasons for this are tutor recruitment issues for LLD cookery, English and maths. In addition with the Creative Skills and Wellbeing Manager position being run on a cover basis the recruitment to these courses has not increased as planned.

Service Update

The resources realignment has been implemented from 1st August 2023.

ESOL is now based at The Guildhall and Skills for Life is at The Hook Centre.

There is currently no Creative Skills Manager which is being addressed.

A new Exams Officer has been recruited under Learner Services.

A Development and Fundraising co-ordinator is being recruited and will manage the new Marketing Officer who has recently started.

The Finance and Systems Manager will manage MIS, Digital, The Systems and Compliance specialist and the Clerk to the Governors.

HC – How soon will the Creative Skills Manager situation be resolved?

SB – We are hoping by the 1st February.

Projects- The kitchens are being upgraded at The United Reform Church and Kingsgate where KAE will deliver courses at level 3 to disadvantages learners.

There is an upgrade of a Hook Centre classroom taking place to enable KAE to deliver train the trainer courses to help teachers to deliver lessons online.

UKSPF is funded through RBK. It is a 6 week course looking at business ideas and potential leading onto a Business and Commerce Course.

Multiply are maths courses that are designed to get people started with maths learning and move them onto qualification courses.

BNO Overseas – This is a project delivering ESOL across different communities.

Projects in development – The Balance Stud Nursery, working with them to deliver horticulture, arts and crafts courses to their learners. After 3pm KAE can use their facilities for our own learners.

We are working with AFC in Community Cafes to deliver ESOL classes and mindful movement.

We are looking to run classes for parents at the Ellingham School.

Organised Development is an RBK initiative providing Wellbeing courses for RBK staff.

HC – Do we have the staff to deliver this work.

SB – Balance have a horticultural tutor, we have recruited a new arts and crafts tutor and a wellbeing and mindful movement tutor.

Council update – The Council is running with a current deficit of £25m. Services across the Council are looking at how they can reduce costs and increase income. Sarah Ireland the CEO is carrying out a restructure at Executive level.

Ofsted are due to inspect KAE imminently. We are ready for them to inspect us. Both the SAR and QIP are completed with 80% of the actions on the QIP completed.

MIS and Rems are both in operation. Online enrolments are now taking place. It is a lengthy process and there have been some issues.

AO – What grade did you rate KAE in the SAR?

SB – A grade 2 with some outstanding features.

Achievements

Achievements have been improving in qualification based subjects since Covid. There has been a reduction in achievements in Community Learning. In this area enrolments have increased by 32% to fill the demand for these courses. In this area achievement rates are lower than other areas which has impacted on the services overall results.

DC – how are achievement rates measured in non-qualification courses?

SB – It is based on the learners PLP targets. 75% of targets need to be reached in order to achieve in these subjects.

The overall achievement rate for the Service has dipped slightly from 88.43% to 87.47%.

Staffing

There have been a number of appointments;

Ruth Antoniades, Childcare Tutor

Maria Yaroshevskya, Interpreting Tutor

Ayesha Nouman, GCSE Maths Tutor

Alice Choy, Digital Skills Tutor

Claudia Fumagali, Art Tutor

Tamsin Jones, LLDD Cookery Tutor

Alison Kenna, LLDD Cookery Tutor

Anna Reeves, Marketing Officer (0.5 FTE)

Natasha Olaniyan, Examinations Officer (0.5 FTE)

There have been 2 leavers;

Kay Wingate, Childcare Tutor & Assessor

Chris Cox, our Vice Principal, will be retiring in May.

SB commented how Chris Cox has worked for KAE for many years and will be very much missed by all. KAE will be advertising externally for a replacement Vice Principal.

Training – Filtering and Monitoring

Filtering blocks access to harmful internet sites and content.

Monitoring identifies when a user searches or accesses harmful material on Council machines. It does not block the access but reports it so it can be followed up with the individual.

RBK use filtering and monitoring on all their devices.

BA – Is this in place when learners are using KAE laptops?

SB – Yes

BA – Do learners use personal devices in class?

SB – Yes but filtering does not cover personal devices. Tutors are monitoring for this in class.

BA – Are learners told that when they hand computers back their search history may be checked

HC – Learners have a responsibility to use equipment in a responsible way.

Action – To check what learners sign when they take a KAE computer home **SB**

Action – Governors to complete online safety training **SB**

Action – Invite Matthew Scouler to our next Governors Meeting to discuss filtering and monitoring and its use in KAE in more detail **SJ**.

5 Chairman's Report

HC expressed her thanks on behalf of KAE to Roger Weatherhead for his length of service and commitment to KAE over the years. He will be greatly missed as a Governor of KAE.

HC discussed how she took part in the KAE SAR workshop and thanked everyone who was involved.

HC also thanked Governors for all completing the recent online Prevent training.

AO – Asked if KAE were going to apply for any national awards?

SB – Agreed that this would be a good idea for the future.

HC – Asked how the deep dive process of reviewing tutor performance has been going?

SB – They have been fantastic. A number of subjects have been reviewed so far. In the case of PLP's the management team visited every class over a 2 day period. From this a training video has been produced of the best practices.

AO – Do Governors ever observe in classrooms?

SB – We could involve Governors in the next Deep Dive.

Action – Governors to be included in observing during the next Deep Dive exercise **SB**

AO – Based on feedback from recent OFSTED inspections are there any points that the Governors need to be aware of?

SB – The issues tend to be with progression and wellbeing.

Action – Ofsted key points to be sent out to Governors **SB**

Action - British Value Deep Dive slides to be sent to Governors **SB**

AOB

Action – SB to look and see if there is a Mayors Award we can nominate Roger Weatherhead for his outstanding and long term commitment to KAE.

The meeting closed at 19.46