



K A E GOVERNORS' ADVISORY BOARD

A meeting was held on **Wednesday 19th June 2024**
at **6.30pm**
in **Guildhall KAE Classroom**

Present:

Hilda Clarke - HC (Chair)
Sam Burgess – SB
Ur-Cheng Leong – UL
Rebecca Roberts – RR
Barry Avery – BA
Dennis Clarke – DC
Nick Board - NB
Sarah Jordan - Clerk to Governors – SJ
Scott Furlong – Guest
Matthew Scouller - Guest

Apologies:

1 Presentation Scott Furlong

SF thanked everyone for their hard work prior to and during the Ofsted visit. He confirmed that the report would be issued after the General Election on 4th July.

Every council has a threat to its funding. The answer can't be to continue cutting costs. There is a discussion about how to prevent expensive needs by supporting people early on in their journey.

There are plans for the Guildhall to be re developed. The plan is to sell Guildhall 1 and 2 and to consolidate into the Guildhall. People will have to decant while the work is done. This is still at the early stages of planning.

NB – When the GH has been refurbished are KAE in the plans to come back to the GH.

SF – We don't know. The plan is for KAE to have alternative accommodation.

BA – We are re building the leisure centre in Kingston are there plans to put classrooms there.

SF – Costs are very tight and there is not a budget for this.

Kingston 2025 – It will be the 1100th anniversary of the crowning of King Athelstan in Kingston. There will be a 6 month cultural celebration with the opportunity for KAE to be involved in this.

HC – Thanked SF for coming to speak to the Governors and for understanding the importance of KAE having a base to work from.

2 Presentation Matthew Scouler IT, filtering and monitoring.

MS - discussed how 2 classrooms have been upgraded in The Hook Centre with PC's, projectors and monitors.

Google classroom is used by KAE learners and staff.

KAE loan out approximately 180 Chromebooks. The security patches are regularly updated. The learners use KAE Wi-Fi and the security behind that is provided by RBK. RBK use Checkpoint which is a dynamically updated system sending alerts if unauthorised content is being accessed.

The Chromebooks are power washed when they are handed back which clears all the information.

All storage is with Google. There is a disaster recovery plan in place. We have manual back up for enrolments.

BA – Do we have the students account details?

MS – We have RBK and KAE domain. MS has control of KAE staff and learner accounts.

BA – Can they log into Google from our device?

MS – Yes

BA – When a device is returned can you see the content of their account.

MS – No

BA – Can they connect to the WiFi on their phone in the classroom circumventing our checks?

MS – Potentially yes they can but the tutor and teaching assistants will be in the class to pick up on this.

HC – Have you come across any illegal activity while doing this?

MS – No. The only thing we have had is some damaged Chromebooks.

MS discussed the funding we have been given to deliver a L3 teaching qualification. The classroom will have a 75 inch monitor a 65 inch trolley monitor and in the ceiling a 360 degree camera and microphone that records lessons.

RR – Given that we won't be in the GH in the future has this change been mapped out?

MS – We are moving to BT council WIFI which is a much better service. If we move to another site the council will extend the WIFI.

HC – Thanked Matthew for his time and comprehensive presentation.

3 Minutes of last meeting

Approved

4 Matters Arising and Declarations of Interest

None arising

5 Report by the Principal

SB discussed the key elements of her report.

Enrolments

These started well but there was a decline due to staff sickness. Things have improved since the recruitment of a marketing Manager in January and a Development and Fundraising Coordinator in March. Numbers are still less than last year but improving.

Service Update

Partnerships

New Victoria Hospital – Delivering Digital Skills to their staff.

Stud Nursery – Delivering a learning programme including maths, art and drama

Kingsnympton – Delivering ESOL and Pilates

Burlington Primary – Delivering ESOL

Public Health – SB is working with Public Health to see how Adult Education can help reduce the Councils financial deficit.

Economy and Regeneration – Looking to provide courses on digital inclusion and a women's entrepreneurship programme.

Programme Planning

ESOL will be expanding.

Skills for work and life will now include a L3 teaching course and a food preparation and safety course.

Creative skills and wellbeing are setting up a Saturday programme.

SAR and QIP

There are 84 actions of which 47 are complete with 5 overdue.

MIS update

The system is still not online for learners to enrol directly for ESOL or Skills for Work and Life or Wellbeing.

Local Skills Improvement Fund

This has been used to upgrade 2 kitchens and to upgrade the classroom at Hook.

The Digital Skills drop in classes have had 19 students. The bookable courses will now be available for all unemployed students.

The BNO (British Nationals Overseas) Hong Kongers classes are full.

Enrolments for Multiply courses are picking up.

There is a learner exhibition currently being held at The Rose Theatre. Exhibits are displayed on the first floor and in the café.

The Rotary Awards were held at The Guildhall in May. These are rewards for learners who achieve against the odds. It was a fantastic event with many KAE learners being recognised.

Safeguarding

There have been 4 referrals so far this year.

Learner Survey

There have been 177 responses to the learner survey. The findings are detailed in The Principals Report.

6 Chairman's Report

HC discussed the need to recruit new Governors to the Advisory Board as we currently have 4 vacancies.

Action - To advertise for new Governors SJ and HC

AOB

The meeting closed at 8pm

