



K A E GOVERNORS' ADVISORY BOARD

A meeting was held on **Wednesday 16th October 2024**
at 6.30pm
in Online

Present:

Hilda Clarke - HC (Chair)
Sam Burgess – SB
Rebecca Roberts – RR
Barry Avery – BA
Suzy Brinded - SB
Dennis Clarke – DC
Nick Board - NB
Sarah Jordan - Clerk to Governors – SJ

Apologies:

Ur-Cheng Leong

1 Minutes of last meeting **Approved**

2 Matters Arising and Declarations of Interest

Apologies were received from Ur-Cheng Leong.

HC- Welcomed our new Governor representing the Voluntary Sector Suzy Brinded.

There were no declarations of interest.

3 Report by the Principal

SB discussed the key elements of her report.

Ofsted

The Service was given a Good across all areas. This is a huge achievement given all the challenges that KAE has faced in recent years. This was last achieved in 2017.

Enrolments 23/24 compared to 22/23

The demand for ESOL classes is very strong, enrolments are up 15.5%.

Skills for Work and Life are up 3%

Creative Skills and Wellbeing are down 27.6%. This is due to an ongoing staff absence issue. Staff in this area are working very hard to maintain class numbers.

Overall enrolment numbers are down 7.5%. Despite enrolments being down the year end financial position improved.

Achievement

There have been some outstanding achievements with Child Care L1 and Interpreting L2 both achieving 100%. In addition ESOL achieved 92.4% (with some results still to come in), Bookkeeping L1 91.7%, English GCSE 90%, Maths L2 90% and Maths GCSE 85.7%.

Key Performance Indicators

Attendance had a target of 85% and the actual has come in at 85.7%.

Learner satisfaction the target was 85% and the actual has come in at 85.5%.

Learner mental wellbeing the target was 75% and the actual has come in at 78%.

Staff mental wellbeing the target was 90% and the actual has come in at 100%.

The staff mental wellbeing statistic is completed from the staff survey. This year only 20% of staff completed this survey. Next year as a trial the staff survey will be anonymous to see if this helps increase the number of staff who complete the survey.

This year's KPI targets remain the same as last year. The plan is to increase these targets to 90% attendance and 80% learner wellbeing next year.

Resource Realignment Review

There are 6 areas covered by the resource realignment;

ESOL

Skills for Work and Life

Creative Skills and Wellbeing

Marketing and Development

Systems and Finance

Learner Services

The resource realignment for these areas is being reviewed in the spring 2025. The review will involve the staff who currently work in these areas to make it as comprehensive as possible.

Enrolments 2023/24

These are enrolment numbers up to the staff conference in September compared to the same time last year.

These are all in line with expectations however the Creative area is still a concern. This is due to the ongoing staff absence issues discussed earlier in the meeting.

Goldmine

There is a new staff resource called Goldmine. It is an online resource that replaces the staff handbook. It contains lots of useful information such as term dates, organisation structure, theme week dates etc. It also has links to key documents such as CPD, KPI's and safeguarding procedures.

Current Year Delivery

There are a number of key delivery areas for 2024/25.

The Service needs to over deliver by 3% for the GLA skills funding.

Grow the ESFA and GLA funding.

Deliver the creative skills target.

Deliver the multiply programme.

Deliver the programme for Hong Kongers.

Deliver the UKSPF courses. These are courses looking at maximising business potential.

Deliver the new corporate programme which looks at how to thrive at work.

Deliver the new family Saturday courses which will focus on cookery and arts.

Safeguarding

So far this year there have been no safeguarding referrals.

Staff have received additional safeguarding training.

HC - thanked SB for her report.

DC - asked if the staff conference was at the same time each year.

SB - confirmed that it was.

DC - asked how making the staff survey anonymous would address the issues of completion.

SB - explained it was a difficult decision but believed that putting names to the survey was a barrier to completion. There will be an option for staff to put their name if they want to.

Suzy B - asked what was meant by progression.

SB - explained that it was for all courses and included such things as improving levels within a subject, moving to a different course, getting a job paid or voluntary or moving on to a further education course.

HC - asked about filtering and monitoring of IT systems.

SB - explained that part of the Councils IT systems have been down now for 2 weeks.

Matthew Scouller has made it possible for classes to still run but we can't access Modern Desktop to enrol or complete registers. It is due to be resolved next week.

4 Chairman's Report

HC - asked if there was a measure to record how many classes were not being run due to absence, illness or recruitment issues.

SB - If we can't recruit a tutor in one area the service will be flexible and deliver in an area where a tutor can be recruited. The concern is more in the area of management and this is why enrolments in some areas are down.

AOB

The Governing Body welcomed Suzy Brinded who will be representing the voluntary sector.

It has been 4 years since the reorganisation of the Advisory Board and HC has confirmed that she, RR and BA are happy to stand again. In addition it has been 2 years since DC and NB came onto the Advisory Board and they are also happy to stand again.

HC confirmed that the continuation of Board members would give stability and experience to the Advisory Board.

It was agreed that HC would continue in the role of Chair.

The meeting closed at 19.17