

**Lancashire Work Based Learning Executive Forum Meeting**

**Minutes of the Quality Improvement Sub Group Meeting**

**Held at Burnley College, 18th February**

**Present:**  Simon Clarke (Chair, NLTG), Raeleen Duthoit & Jane Clarke (LWBLEF), Paul McGrail ( Myerscough College) Christine Goldstone (LAL), Sandra Martland (Blackburn College), Michelle Keeley (Burnley College), Alison Humphreys (Preston’s College), Sean Starkie (Blackburn College), Alex Lang (Training 2000), Tim Cutler (Runshaw College),

**Apologies**: Kathy New (Lancashire Adult Learning), James Robinson (Preston’s College), Kelly Jones (Rathbone).

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|  | **ACTION** |
| **1. Apologies/Minutes of the Last Meeting/Matters Arising**5.6 – Still looking for Matt O’Leary contact details – Dan Gagg / Becky were to forward these details on but have yet to do so. 2.1/ 2.2 – Kim and Simon sent their notes from Ofsted “Better for All” seminar. These were attached to last meetings minutes  3.1 Paul to feedback at Feb meeting on Ofsted through the lens. Deferred to next meeting 5.1 Action learning sets to be a feature of each QI sub group meeting – starting today with Progress Reviews  6.1 FELTAG – Action Learning Set to be led by Paul McGrail at next Sub Group meeting – the requirement for 10% online delivery has now been dropped – perhaps to be resumed at some stage in the future. | Raeleen to try to get contact details. |
| **2. Progress Review: Christine Goldstone**Christine reported that she had met with Jane Pigott and Sandra Martland. Key findings – items included in progress reviews appears to differs from organisation to organisation – this depends on who is responsible in each organisation to create/design the progress review e.g. in some organisations it is the Quality Managers. Difficult to come up with an exemplar review as different organisations have different needs and also inspectors have different expectations. Sandra willing to share her newly formulated Progress Review at the next meeting. For Blackburn College inspection proved to be more about the learner journey and SMART targets. In future Ofsted, as part of the new Common Inspection Framework, will be inspecting progress on learners personal behaviours. At Lancashire Adult Learning they were missing capturing the setting of learners medium to long term targets. Examples of Progress Reviews were distributed. Discussions proved that some organisations had moved away from a set of specific questions for Trainers to use in their reviews i.e. increased emphasis on educating your trainers to put in meaningful explanations in their reviews. E.g. with Equality and Diversity … how is this developed in young people and the evidence to show this. A form is just one way of capturing Equality and Diversity but your organisation will have evidence of this in other ways e.g. having themes throughout the year, discussions that the Learners has been involved in, tasking the learner to explore themes and ideas and noting in reviews their opinions so that you can see the journey, inclusion with Schemes of Work /Lesson plan Alex mentioned that at Training 20000 they have retitled Equality and Diversity to Fairness and Respect and their experience is that staff and learner are able to relate it more easily. It is believed Blackpool and the Fylde College do similar) related more easily to the subject. Michelle reported that she has a Matrix that can be used /adapted to judge the completion of Progress reviews that could help. If anyone has any useful examples of Progress Review documentation please email to Jane in the Forum and we can make up resource packs for everyone.  **Feltag recommendations: Paul McGrail** Paul reported back from a conference that he had attended on 28th January. See notes attached to minutes. Discussion ensued regarding blended learning and how technology impacts on teaching and recording of learning. It would be useful to pursue this topic in future Quality Meetings as on-line learning and technology is an on-going agenda which we will introduce onto the QI Sub Group agenda. Paul will show interested persons the interactive package and how they manage quality of resources that are uploaded to their VLE at the QI sub Group meeting at Myerscough in June.  | Sandra to bring her Progress Review to next meetingMichelle to email Matrix to Forum to disseminate with minutes.Paul to send Jane the notes to circulateOn-line learning agenda item with Paul showing resources at Myerscough.. |
| **3. Feedback from NWFE and Skills Reference Group – Simon Clarke** Simon went through his findings from attending a conference on the 16 November – please see notes attached to minutes. The next follow up meeting is in the middle of March so if anyone has any questions to email them to the forum or to Simon direct at North Lancs Training Group Ltd. The broad vision form Ofsted is that they want to improve two way communication channels between providers and themselves and the meeting that Simon attends on behalf of the forum is one example of this.  | Simon’s notes to be attached. |
| **4 Ofsted – Through the Lens feedback – Paul McGrail / Becky Tootall (Deferred to the next meeting)****5. iPEG demonstration – Simon Davison**Simon Davidson delivered a presentation on a package that enables electronic completion of documentation and related systems– see you tube link <http://youtube/HQNKSHAKbUQ> Mobile – 07476 371398 Tel 01244 560717 simon@ipegsapp.co.uk www.ipegs.co.uk**6 Training 2000 report back on inspection – Alex Lang****Alex reported on the overall and main themes that Ofsted focussed on at Training 2000’s recent inspection**Lead inspector was Mike White – inspection went well as he lead the inspection well…he understood your position and he wanted you to get it right. * They didn’t stick to the timetable we had prepared.
* They built in regular feedback – this was instrumental in shaping the way forward for the inspection, agreeing understandings and enabling you to show what you want to show.
* It was helpful to open up the premises the weekend before for staff to prepare.
* Staff meetings after each feedback session helpful
* They were interested in the themes of English and Maths, Equality and Diversity.
* Training and learning must be rigorous and robust – need more outstanding grades for teaching.
* High expectations of learning.
* Interested in information, advice and guidance for young people.
* Health and safety of importance.
* Leadership and management scrutinised with relentless persistence.
* Interested in the partnerships that you develop
* Safeguarding on the agenda
* They look for a high development of vocational skills in trainees.

It was key for the Nominee to know which “fights” to pick during inspectionLearners and employers were contacted to complete Ofsted feedback questionnaires and this positive feedback contributed towards the inspection.Alex was thanked for her input of Training 2000s experiences**7 British Values – Raeleen Duthoit.** Raeleen made reference to the Counter Terrorism and Security Bill, and the new duties on Providers. She mentioned that some organisations such as Myerscough College are rolling out training (Prevent) and others accessing WRAP Training (delivered by Yorkshire Police). There are opportunities within your organisations to cover relevant topics with trainees (e.g. knife crime, forced marriages, radicalisation etc.). As a group what do you want to do? It is believed that you may need to carry out a risk assessment and a policy / procedure to meet the Bill’s needs. An Action Learning Set in the future may be a good idea as more information becomes available. Nigel Lund could be a useful contact suggested by Paul McGrail. | Agenda item next meetingPaul to send Raeleen the contact details of Nigel Lund. |
| **8. Any Other Business**Christine asked if anyone had any dealings with State Aid and Diminimus forms relating to ESF matched funding. Unfortunately no-one had any information that would help. Raeleen drew everyone’s attention to 3 training courses for CPD open to members. Emails have gone out to each organisation informing them about them. Sandra reminded everyone that the next meeting is in the Beacon Centre and parking is best on the Fielden Street Multi-storey car park. **9. Date of Next Meeting – 15th April 2015 – Blackburn College Beacon Centre.** . 15th April 2015 – Blackburn College  17th June 2015 – Myerscough College  16th September 2015 18th November 2015 Please let Jane know on admin@lancsforum if you are able to offer a venue for any of the dates |  |
| Simon closed the meeting with thanks to Michelle for hosting the meeting today. |  |