

Family Learning Curriculum Meeting
Tuesday 25th April 2006
Chadburn House, Mansfield, 13:30-15:30

Name	Attended	Apologies	Copied To
Kate Stubbings	√		
Nina Staples	√		
Joy Pitt	√		
David Judd	√		
Janice Rayns	√		
Sue Ellison	√		
Julie Smith		√	
Vanessa Rochester	√		
Andrea French	√		
Andy Ashley	√		
Susie Chambers	√		
Rebecca Lamb			√

Item	Commentary	Actions/Timescales
1. Apologies	No apologies had been received.	SC – Ensure that invitations to family learning curriculum meetings are reaching as many family learning tutors as possible, especially in light of the difficulties which have surrounded family learning in terms of standing separately in ACLS until recently/25 th May 2006
2. Introductions	Those in attendance introduced themselves, identifying the organisation they represented and gave a brief verbal summary of the family learning programmes they are involved with, identifying whether they were FLLN (Family Literacy, Language and Numeracy).	SC – Ensure that all family learning tutors (working for whatever type of provider) receive equal access to attend these curriculum meetings and to encourage diversity. In the process the intention is to foster greater richness in the exchange of good practice/24 th April 2006
3. Aims for curriculum team meetings – review of previous meetings	Reference was made to discussion on this theme at the first meeting and those who had not attended the first family learning curriculum meeting were in agreement that a key role is for the curriculum meeting to both allow tutors to share good	SC – Ensure that the family learning strategy for 2006/2007 is drawn together for comment at the next curriculum meeting to check aims are appropriate in the

	practice and also to learn of 'hot off the press' developments at ACLS in terms of family learning and support with tutor's professional development.	wider picture/31 st July 2006
4. Curriculum Strategy – Early Start	As per agreement at the previous family learning curriculum meeting, there was a programme-specific input given by VP at the Sutton Centre on Early Start. VP explained that she considers Early Start one of her favourite courses as a tutor and explained the structure of the course, covering its hallmark around the communal meal and the practicalities of how this course is run. Issues surrounding initial assessment, completion of individual learning plans and assessment methods was also covered. Those attending expressed their thanks to VP for her input on the programme and a number said they would be interested in running Early Start in the future.	ALL – Inform SC of their interest in running Early Start so that it can be built into the FLLN schedule and appropriate support offered/ongoing
5. Sharing Good Practice – Updates for tutors/centres	<p>Such was the positive atmosphere following VP's input on Early Start that meetings were agreed for JR from New College Nottingham and JP & DJ from Tales from the Heartwood to visit VP at the Sutton Centre to learn more about the Early Start programme with the intention of running it and/or learning more about FLLN.</p> <p>Also, there was a discussion around different tools used for initial assessment. NS confirmed that at Key Skills they do use Fast Track for screening. The pros and cons of initial assessment were discussed briefly and the requirement recognised (particularly for FLLN courses above a certain number of guided learning hours) to have it in place confidently.</p> <p>JP and DJ expressed some concern generally over the volume and questionable relevance/appropriateness of some of the paperwork they as tutors are</p>	<p>ALL – Liaise with their line managers to ensure that teaching and learning in family learning is meeting requirements of family programmes funding guidance for 2006/2007 from the LSC.</p> <p>ALL – Familiarise themselves with alternative tools for initial assessment which can be used on family programmes and ensure they are administered appropriately.</p> <p>ALL – Ensure that the ACLS lesson plan template is used for family learning programmes and that something appropriate, differentiated and evolving is entered in the box for Equality and</p>

	<p>asked by ACLS to ensure is completed. AA responded by explaining the reasoning behind the paperwork and the revisions which had been necessary in order to address weaknesses identified in ACLS's inspection report in 2005.</p> <p>KS and JR expressed concern over the recently-added Equality and Diversity box on the ACLS Lesson Plan Template. Several people said they felt it was time consuming for the tutor to complete and added little value to the class. AA again explained why ACLS felt it necessary and explained that the box would need completing. In response to a tutor suggesting she would leave a standard phrase in the box each week, AA confirmed that this would not demonstrate a responsiveness to Equality and Diversity issues.</p>	Diversity.
6. Observation feedback	<p>AA provided some background about the development of the OTL schedule and spoke about standards expected and targets. It was recognised through group discussion that some people present had already received an OTL recently, some were expecting one shortly and there were others that shared their opinions of what inspectors will be looking for. VP confirmed that while she saw the value of completing ILPs she felt the role of the lesson plan ACLS had circulated was less clear.</p>	AA to look at whether modifications can be made to the equality and diversity box on the ACLS lesson plan to address the feedback provided/31 st July 2006
7. Re-inspection Update	<p>SC explained that the ALI (Adult Learning Inspectorate) would be re-inspecting ACLS between Monday 9th October 2006 – Friday 13th October 2006 inclusive and pointed out that it coincided with Family Learning Week 2006. For this reason it was established that in terms of support for our curriculum area of family learning would be under additional pressure during that week and SC urged those present to contact her directly on 0115 977 2181 or on her mobile on 07950</p>	All to attend staff development events offered by ACLS as and when they arise - ongoing

	409201 to share any concerns so that the desired support can be provided.	
9. AOB	There was no other business.	
10. Date of next meeting and venue	No date was set at the present time as SC and AA explained further discussion would be needed at ACLS to ascertain the future frequency of such meetings.	SC – to circulate notes from April 2006 family learning curriculum team meeting.

Notes taken and typed up by Susie Chambers, Family Learning Co-ordinator, Nottinghamshire ACLS