



Adult Learning Board

Background, Structure and Terms of Reference

INTRODUCTION

ORGANISATION:

The Adult Learning Service (ALS) moved to the Children and Young People's portfolio, within the Learning, Skills and Prevention team with effect from 1 October 2014. Politically it comes under Education and Skills, which is the responsibility of Mike Appleyard who is the Deputy Leader of Buckinghamshire County Council (BCC) and Cabinet Member for Education & Skills. He is supported by Bill Bendyshe-Brown, who is the Deputy Cabinet Member for Education & Skills. Key decisions are currently agreed and signed off by Mike Appleyard, for example around future direction, fee levels and sub-contractor management.

The ALS is managed through the BCC corporate frameworks, in particular relating to finance, performance and HR. It contributes towards BCC's strategic priorities and objectives, through the Education and Skills portfolio plan. These are reported on centrally, as is financial performance. The ALS's senior management team meets bi-monthly to review performance and quality issues, as part of a cycle of continuous improvement, setting actions to ensure targets are met. It is the ALS's senior management team who interpret the Skills Funding Agency's and Department for Business Innovation & Skills' policies and priorities and ensures that these are reflected in service's and portfolio's objectives.

ADULT LEARNING BOARD:

In order to ensure that there is more explicit service direction, challenge and performance management by non-ALS personnel, an Adult Learning Board has been set up. Whilst there is uncertainty around the future delivery model for the ALS, as a result of BCC's future shape programme, membership will initially be restricted to BCC councillors and staff. The composition of the Board will consist of:

- Cabinet Member for Education & Skills or Deputy
- Service Director for Culture & Learning
- Adult Learning Service Manager
- Learning Services Manager – Adult Learning
- An employee representative – Adult Learning
- A representative from Children & Young People's Services
- A representative from central finance
- A representative from corporate performance/policy
- A representative from Scrutiny

Longer term the intention is to widen participation with additional representation from:

- Other local further education providers
- Secondary schools
- Local industry
- Learners.

PURPOSE OF MEETINGS:

The purpose of the meetings will be to:

- Determine the overall strategy for the service and priorities for delivery, ensuring that these are in line with government and BCC priorities;
- Support and challenge the service in order to deliver continuous improvement
- Review performance and ensure that targets are met;
- Ensure there is robust financial management and review financial performance;
- Review the quality of service delivery
- Receive reports on tutor performance
- Receive reports on safeguarding and any safeguarding incidents

FREQUENCY OF MEETINGS:

Meetings will take place 4 times a year, times so as to be able to address the key issues arising during the planning and delivery cycle. Certain items will be standard and will feature on the agenda for each meeting. Other meetings will have specific topics, as set out below:

DATE	ISSUE
January	Strategy, key targets & delivery priorities to include fee policy, to include fee levels and concessions
March	Review of success rates for previous academic year
July	Budget for next academic year
November	Sign off of Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

MEETING AGENDA:

A standard meeting agenda is set out in appendix A.

TERMS OF REFERENCE:

- To ensure that there is robust leadership and management of the ALS;
- To support and challenge the ALS in order to deliver continuous improvement
- To develop and monitor the ALS plan, the Community Learning plan and contribution to the portfolio plan
- To ensure that the quality of teaching and learning and outcomes for learners are good so that the requirements of inspection criteria as assessed by OFSTED are met;
- To review and agree the ALS's Self-Assessment report and Quality Improvement Plan, including the self-assessment grade awarded;
- To ensure that competent staff deliver and assess learning, receiving reports on assessment of Teaching and Learning Observation grades and actions taken to support grade 3 and 4 tutors;
- To ensure that there is robust financial planning and management, receiving regular reports and a final year-end financial outcome report;
- To ensure that there are adequate arrangements for learners health, safety and welfare, receiving reports on any safeguarding incidents;

Standard Agenda

ADULT LEARNING BOARD

1. Apologies
2. Accuracy of the previous minutes
3. Matters arising from the minutes
4. Review of service plan, community learning plan and quality improvement plan
5. Review of:
 - Achievement of targets
 - Financial performance
 - Quality of Teaching and Learning
 - Safeguarding incidents
6. Discussion of key issue of the meeting date
7. AOB
8. Dates of next meeting