



## Governor Recruitment Pack

2018/19



## 1.0 About WAES

- 1.1 Westminster Adult Education Service (WAES) is a vibrant, warm and welcoming Service with over 25 years' experience of meeting the skills, training, learning and employability needs of adults and young people.
- 1.2 We are Westminster City Council's adult education provider. A well-regarded and successful Service having been graded as 'Good' at our last OFSTED inspection, we are also one of the largest local authority providers of adult education in the country. As a department of Westminster City Council, WAES operates with a Board of Governors under a well-established Scheme of Management.
- 1.3 With a staff complement of over 200 experienced and enthusiastic people, we provide a nurturing and supportive learning experience. Our three centres are modern and well equipped, providing our learners with up-to-date learning resources.
- 1.4 The Service has a budget of £9.5million with the majority of the funding coming from the Education and Skills Funding Agency (ESFA). The City Council does not provide any direct funding to WAES although it does provide the centres at Lisson Grove, Pimlico and Amberley Road. WAES pays for the services provided by WCC such as payroll and the management of premises.
- 1.5 We believe in working collaboratively and work closely with over 200 businesses in Westminster and the Greater London area, delivering traineeships, apprenticeships and bespoke training programmes to help employers develop their workforce. Additionally we work in partnership with community organisations like children's centres, libraries, community groups and voluntary organisations and deliver in over 80 venues annually.



[Amberley Road Centre](#)

Amberley Road  
London W9 2JJ



[Lisson Grove Centre](#)

219 Lisson Grove  
London NW8 8LW



[Pimlico Centre](#)

Lupus Street  
London SW1V 3AT

## 2.0 Our Programmes

- 2.1 The Service has a broad offer, with a diverse range of part-time, day, evening and weekend courses. Subject areas include accounting, business studies, ceramics, childcare, cookery, English for Speakers of other Languages (ESOL), English for International students, family learning, fashion, fine art, floristry, glass, graphic design and media, health and social care, hairdressing, ICT, make-up, maths, and teacher training.



- 2.2 Our work with employers, particularly in the delivery of apprenticeship and traineeship programmes continues to grow, successfully offering options for learners and employees for whom work-based learning is a better route. Programmes in this area support those training for roles in childcare, health and social care, office administration, management, retail and hospitality and supporting teaching and learning.
- 2.3 WAES has significant provision which caters for the needs of learners with learning disabilities and difficulties (LDD). The courses are specially designed to encourage independent living, enhance social, educational and employment opportunities in a safe and supported environment. Programmes include art and crafts, creative writing, basic skills, horticulture, skills for daily life, personal and social development.
- 2.4 Recognising that accessibility and flexibility is key in the current climate, WAES offers courses online and through distance learning, for people who need to learn when it suits them.
- 2.5 The Service also supports local, community based events and festivals and works with a number of Councillors utilising their ward budgets to provide locally based classes, mostly for older learners. The Service is committed to providing local solutions to meet local needs.

### **3.0 Our learners**

- 3.1 Our learners range in age from 18 to over 90, with the majority in the age range 25 to 40 years. Over 70% of our learners are women, which is in line with adult education services nationally. The ethnicity of students is very diverse and matches that of the local population.
- 3.2 During the last academic year, over 8000 people enrolled on our programmes, with most of them completing successfully and progressing onto further learning, higher education or work. Some of our learners, particularly those undertaking the creative disciplines, have set up their own business, participated in skills competitions and won national and regional awards.

### **4.0 Contribution to the City Council's Priorities**

- 4.1 The Council is committed to achieving a City for All for Westminster residents, through the three priorities of:

- Civic Leadership and responsibility
- Opportunity and fairness across the city
- Setting standards for a world class city.

The Service is actively collaborating with City Council colleagues to contribute to these priorities by working extensively with the most vulnerable and disadvantaged to provide progressive and supported opportunities that develop the skills and confidence to succeed.

### **5.0 Future Challenges**



- 5.1 The focus of adult education has fundamentally transformed over the last ten years, moving from leisure learning to qualifications, skills training for the workplace and apprenticeship delivery. WAES has adapted well to these developments and is recognised as a flexible, responsive provider.
- 5.2 The proposed devolution of the Adult Education Budget by 2019/20 to the Greater London Authority (GLA) will bring further significant funding changes, including the possibility of funding providers like WAES through a commissioning process, which is yet to be determined.
- 5.3 In addition, the apprenticeship reforms, which includes the introduction of the Apprenticeship levy in May this year has completely altered the apprenticeship landscape for all providers and employers. These modifications could present both a threat and opportunity for the Service with regards to future funding. Along with other providers nationally, WAES might be facing funding cuts and an increasing requirement to focus on more narrowly defined priorities in the use of public funding.
- 5.4 WAES continues to develop and adapt to deliver the programmes that will be eligible for funding from the public purse going forward, and within a funding envelope that will require a more flexible and different approach to delivery. In addition, the Service will need to identify and access alternative funding sources and opportunities to mitigate the impact of the funding shift.
- 5.5 WAES is well placed to respond effectively to the changes required of the sector in terms of the type and range of programmes it provides. The Service will be well placed to exploit the opportunities for income generating programmes to meet both skills development needs and leisure learning opportunities paid for fully by the fees generated. Income generated through such programmes could be used to support some currently unfunded programmes that meet specific areas of local education, training and skills need.
- 5.6 The current Lisson Grove site is scheduled for redevelopment from 2022 as part of the regeneration of the Church Street area. The Board is therefore looking at options for ensuring the relocation of the Service within the area.

## 6.0 Board of Governors

### 6.1 Overview

WAES forms part of the portfolio of Westminster City Council's Cabinet Member for Business, Culture and Heritage and the Scrutiny Committee for Business, Planning and Transport.

The Board of Governors is responsible for the strategic direction of WAES, overseeing the Service's activities and budget, monitoring quality and performance, and working with the Principal and Head of Service and the staff to provide the best possible education and training for learners.

Members of the Board of Governors bring their experience, life skills and knowledge to supporting the Service in achieving its objectives. They act as 'critical friends', monitoring



and evaluating the work of the Service in order to ensure its continual development within a secure financial framework.

## 6.2 Structure

The **Board of Governors** consists of 14 members:

- 5 Governors nominated by Westminster City Council
- 6 Governors appointed by the Board of Governors (called co-opted Governors)
- 2 Staff Governors elected by staff (One teaching staff, one support staff)
- The Principal & Head of the Service

The **Board of Governors** has two standing Committees:

- The **Resources Committee** is responsible for all financial, staffing and accommodation matters
- The **Performance Review Committee** is responsible for monitoring the quality of the Service's courses, student attendance, retention and achievement.
- The Search Committees meets as necessary.  
Governors are also represented on internal committees such as Health & Safety.

## 6.3 Requirements

Governors are expected to attend the termly meetings of the Board of Governors and to join one of the two sub-committees, which also meet on a termly basis. All meetings of the Governing Body and its sub-committees take place on Tuesday evenings, with meeting dates agreed at the start of each academic year.

In addition Governors are expected to participate in the wider life of the Service by making visits to observe classes and attending key events including the annual awards ceremony and art exhibition.

All Governors are required to complete an annual register of financial and governance interests and to observe the high standards of conduct expected of charity trustees.

Governors can claim travel, childcare and other related expenses to enable attendance at meetings. After a year's service, Governors receive a 20% discount if they enrol on any of the courses offered by the Service.

## 6.4 Meeting Dates (2018-19)

| <b>Board of Governors<br/>(Tuesday 6.35pm)</b>  | <b>Resources Committee<br/>(Tuesday 6pm)</b>   | <b>Performance Review<br/>Committee (Tuesday 4pm)</b>  |
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| <ul style="list-style-type: none"><li>• 11 December 2018</li><li>• 2 April 2019</li><li>• 9 July 2019</li></ul> | <ul style="list-style-type: none"><li>• 16 October 2018</li><li>• 12 February 2019</li><li>• 7 May 2019</li><li>• 18 June 2019</li></ul> | <ul style="list-style-type: none"><li>• 20 November 2018</li><li>• 12 March 2019</li><li>• 21 May 2019</li></ul> |

**Application to join the Board of Governors**

If you would like to apply to become a governor of WAES, please complete the [application form](#) and return by email [jhadsel@waes.ac.uk](mailto:jhadsel@waes.ac.uk) (or in hard copy to):

**Jane Hadsel  
Clerk to the Board of Governors  
Westminster Adult Education Service  
215-219 Lisson Grove  
London  
NW8 8LW**

If you require further information or an informal chat please contact Jane Hadsel email [jhadsel@waes.ac.uk](mailto:jhadsel@waes.ac.uk) or by telephone **0207 641 3368**.

Alternatively, you can visit our website - <https://www.waes.ac.uk/governance>