



**WESTMINSTER  
ADULT  
EDUCATION  
SERVICE**

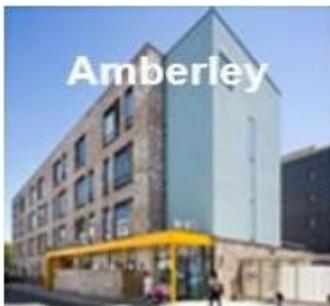


## **Governor Recruitment Pack**



## **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. We are proud of the nurturing and aspirational environment created by our staff that enables learners to achieve their goals. WAES has recently launched its 2023-2028 Strategic Plan and is looking to recruit new Governors to support its work.
- 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 in June 2022, we are also one of the largest local authority providers of adult education in the country. As a service 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 Greater London Authority (GLA) and the Education and Skills Funding Agency (ESFA). The City Council provides the centres at Lisson Grove, Pimlico and Amberley Road from which WAES operates but does not provide any direct funding to the service.
- 1.5 We believe in working collaboratively and 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, ceramics, childcare, digital bootcamps, English for Speakers of

other Languages (ESOL), family learning, fashion, fine art, floristry, graphic design and media, hairdressing, ICT, media make-up, maths, and teacher training.

- 2.2 Our work with employers 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 early years, library and information services, outdoor activity team leaders, retail and hospitality and supporting teaching and learning.
- 2.3 WAES has significant provision which caters for learners with Special Educational Needs, internally referred to as our Diversity and Inclusion Learners. 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 15 community partners to deliver local education opportunities 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 Over 8000 individuals enrol on our programmes annually, 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 [Fairer Westminster](#) for Westminster residents, through the priorities of:
- Fairer Communities
  - Fairer Housing
  - Fairer Economy
  - Fairer Environment
  - Fairer Council

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 The Future**

- 5.1 WAES has a [new five-year strategic plan spanning 2023-28](#), which will enable the Service to deliver on local, sub-regional and regional priorities, in a way that will ensure that the Service is sustainable



and delivers real value for local residents. The Strategic Plan reflects the diverse training, employability and education needs of the Westminster community providing a flexible and agile curriculum offer in response to emerging needs.

## 6.0 Board of Governors

### 6.1 Overview

WAES forms part of the portfolio of Westminster City Council's Cabinet Member for Planning and Economic D. 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 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** has up to 15 members:

- 11 Governors nominated appointed by the Board of Governors
- 2 Staff Governors elected by staff
- 2 Learner Governors
- The Principal

### 6.3 Requirements

Governors are expected to attend the termly meetings of the Board of Governors. All meetings of the Governing Body 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.

#### **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 to [jmorgan@waes.ac.uk](mailto:jmorgan@waes.ac.uk), or if you would like further information or an informal conversation please email [jmorgan@waes.ac.uk](mailto:jmorgan@waes.ac.uk) to book an appointment with the Principal

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