



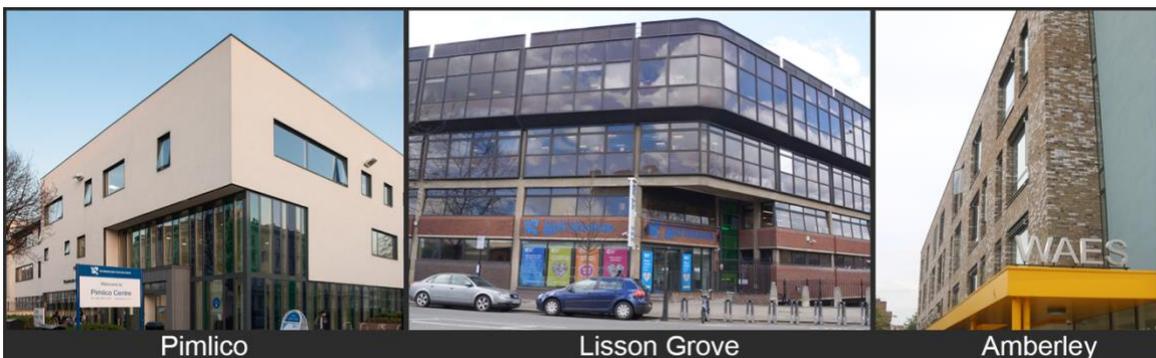
BECOME A GOVERNOR OF WESTMINSTER'S ADULT EDUCATION SERVICE

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. Run from 3 building-based sites (the main one is scheduled for redevelopment) and some 70 community venues across Westminster there were over 8,000 enrolments in 2020-21.

The Service has a broad offer, with a diverse range of part-time, day, evening and weekend courses. Subject areas include coding, 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. WAES also caters for the needs of learners with diverse learning needs.

We are looking for people who would like to support this important work and valued community facility by becoming a Governor. The Board of Governors is responsible for the strategic direction of WAES, bringing their experiences, life skills and knowledge to supporting the Service in achieving its objectives. We act as 'critical friends', monitoring and evaluating the work of the Service in order to ensure its continual development within a secure financial framework.

We are Westminster City Council's direct delivery adult education provider, graded as 'Good' at our last OFSTED inspection, and we are also one of the largest local authority providers of adult education in the country.



[Pimlico Centre](#)
Lupus Street, London
SW1V 3AT

[Lisson Grove Centre](#)
219 Lisson Grove, London
NW8 8LW

[Amberley Road Centre](#)
Amberley Road, London
W9 2JJ



The Service has a budget of £9.5million with the majority of the funding coming from the Great London Authority and the Education and Skills Funding Agency. Westminster 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 services provided by WCC such as payroll and the management of premises.

Our 2021 Impact Report published in December 2021 sets out what has been achieved in the past year and our objectives for the forthcoming year.

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 and community groups.

Our staff complement of over 200 experienced and enthusiastic people provides a nurturing and supportive learning experience. Our three centres are modern and well-equipped, providing our learners with up-to-date learning resources.

Course Guide: <https://www.waes.ac.uk/courses>

Our work with employers - particularly in the delivery of apprenticeship and traineeship programmes - is 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, hospitality and teaching assistant.

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.

WAES has significant provision which caters for the needs of learners with diverse learning needs (those 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.

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.

Our Learners

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. Most successfully complete their courses and progress into further learning, higher education or work. Some, particularly those undertaking the creative disciplines, have set up their own business, participated in skills competitions and won national and regional awards.



The Board of Governors

The Westminster Adult Education Service (WAES) forms part of the portfolio of Westminster City Council's Executive Director for Growth, Planning and Housing; and the relevant Cabinet Member with oversight of this area. As a department of Westminster City Council, WAES operates with a Board of Governors under well-established governance arrangements.

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 Head of Service and staff to provide the best possible education and training for learners. Members of the Board act as 'critical friends', monitoring and evaluating the work of the Service to support continual improvement. Members bring their experience, life skills and knowledge to supporting the Service in achieving its objectives. They act as 'critical friends' in order to ensure its continual development within a secure financial framework. Current Governors: [WAES governance](#)

The Board consists of up to 16 members: 5 nominated by Westminster City Council (WCC), the Principal and Head of Service, 6 appointed by the Board, 2 elected by staff and up to two places for learner Governors. The Board operates under an Instrument & Articles of Government and a Scheme of Management approved by WCC.

The **Board of Governors** currently has two sub-committees:

- **Resources Committee** is responsible for all financial, staffing and accommodation matters
- **Performance Review Committee** is responsible for monitoring the quality of the Service's courses, student attendance, retention and achievement;

The Search Committee is responsible for overseeing governor recruitment and development. This meets on an ad hoc basis.

Governors are expected to attend the termly meetings of the Board of Governors and to join one of the two sub-committees (Resources and Performance Review) which also meet termly. 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.

Governors are expected to participate in the wider life of the Service - meeting learners, observing classes and attend key events including the annual awards ceremony and art exhibitions. In 2021-20, these were a mix of in-person and virtual occasions.

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.

Meeting Dates are set in advance of the academic year.

Date: 09.05 2022