

PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation PDS Committee/Portfolio Holder

**Date:** 12 April 2011

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **BROMLEY ADULT EDUCATION COLLEGE ANNUAL REPORT**

**Contact Officer:** Michael Wheeler, Principal, Bromley Adult Education College  
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**Chief Officer:** Marc Hume

**Ward:** All wards

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1. Reason for report

Every year members receive the Annual Report from Bromley Adult Education College and this provides an opportunity to review and comment upon work undertaken over the previous academic year.

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2. **RECOMMENDATION(S)**

Members are asked to note the achievements of Bromley Adult Education College over the past year as presented in the 2009/10 Annual Report.

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: N/A.
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### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Adult Education College
  4. Total current budget for this head: £112K 2010/11 latest budget
  5. Source of funding: External
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### Staff

1. Number of staff (current and additional): 60ftes and 325 sessionally employed
  2. If from existing staff resources, number of staff hours: N/A
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### Legal

1. Legal Requirement: Non-statutory - Government guidance.
  2. Call-in: Call-in is not applicable.
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 10,000
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments:

### 3. COMMENTARY

- 3.1 The College has produced an Annual Report for the Academic year 2009/2010 in electronic format for the first time. The report provides a summary of the College's activities in the year, and includes information on various aspects of the College performance such as Income and Expenditure, Student profile, Health and Safety, Equality and Achievement. It also presents the results of student satisfaction surveys conducted over the year. These provide important qualitative assessments of the College's work.
- 3.2 The highlight of the year was undoubtedly a highly successful Ofsted inspection carried out in February 2010. The inspection team judged the overall effectiveness of the provision to be Good as was the Leadership and Management. Four areas of learning were in scope on this occasion, they were: - Non accredited IT, Non Accredited visual arts, Accredited modern foreign languages and Non accredited family learning. The grades and further commentary can be found in the annual report or the full Ofsted report can be found at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- 3.3 The College also successfully achieved re-recognition in December 2009 against the Matrix standards for providing good quality impartial information and advice to both prospective and existing students.
- 3.4 The College engaged with over 10,000 students and recorded over 16,000 enrolments during the year the vast majority of whom are borough residents. The ratio between male and female students reflects previous years and indeed the national trend in adult education. The report provides an interesting breakdown of enrolments by subject area, enrolment by centre and enrolment by funding stream.
- 3.5 The College welcomes feedback from students and received a very positive rating when asked 'How good do you think the College is overall? There were 32 formal complaints and this represents a 32% reduction in the number of complaints received during the previous academic year.
- 3.6 There were a number of events held throughout the year celebrating College student achievement. The highest profile event was the Committee of South London Principal's Awards held during National Adult Learners Award week at the House of Lords. High quality Art and Craft exhibitions were held at Widmore, Kentwood and the Central Library. One comment from the visitors book is worthy of mention 'Today Bromley library, tomorrow the royal academy'.
- 3.7 The report also provides details of the College internal quality assurance/improvement scheme in which a total of 189 sessional tutors were observed (97.5% of the overall teaching workforce) and a breakdown of grades is provided. It was pleasing to note that the internal grades awarded closely matched the findings of the external Ofsted inspection team.
- 3.8 The College made good progress in Equality and Diversity matters and introduced a new Integrated Diversity Policy, participated in a joint national project with Bromley and Orpington FE Colleges and Nash College to produce a balanced scorecard and checklist to gauge organisational performance in Equality and Diversity. The Report provides a detailed breakdown of the ethnicity profile with a comparison against the 2001 census data. There is also a Disability and a Learning disability profile. It was interesting to note that 45% of students enrolled were actually attending BAEC for the first time.
- 3.9 The College experienced a relatively low level of accidents and incidents (25) given the number of students and staff involved throughout the year. Four of these accidents were RIDDOR reportable.
- 3.10 The College relies upon external funding and student fee income to maintain activities. The year saw the transition from the Learning and Skills Council to the Skills Funding Agency. The end of

year figures show that the College continued to thrive attracting over £1,3million in tuition/exam fees and over £486K in other income. Overall controllable expenditure was reduced by 1.8% from the previous year. The report provides a helpful chart listing all the income and expenditure.

**4. POLICY IMPLICATIONS**

None

**5. FINANCIAL IMPLICATIONS**

The College operates on an academic year but the expenditure and income are accounted for by financial year ending 31<sup>st</sup> March. Accounting adjustments are made at the end of the financial year to reflect this, for example grant funding or fees received in March for courses taking place in April.

Tuition fees are reviewed annually and were brought to the last meeting of the committee for approval.

The grant from the Skills Funding Agency is not confirmed until after budgets are set and during the 2010/11 financial year the College had to make in-year reductions in expenditure as a result of lower grant. This was anticipated and further reductions are also expected to the 2011/12 grant.

**6. LEGAL IMPLICATIONS**

None

**7. PERSONNEL IMPLICATIONS**

None

<b>Non-Applicable Sections:</b>	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	Bromley Adult Education College Annual Report 2009/10