

775 Minutes 775 of the Education and Employment Committee Meeting at the Education Learning Centre held on Wednesday, 18 November 2020 at 0900hrs.

Present: Hon. Clint Beard Chairperson
Hon. Miss Christine Scipio Deputy Chairperson
Hon. Dr Corinda Essex Member
Hon Lawson Henry Member
Mrs Wendy Benjamin Director of Education & Employment
Mrs Angela Benjamin Assistant Director Life Long Learning
Miss Kerry Lawrence Assistant Director Schools
Miss Santana Fowler Secretary

Invited Mrs Joanne Jonas Finance Officer for Item 75.7

Apologies: Hon. Brian Isaac Member

75.1 WELCOME

The Chairperson welcomed all present to the meeting; a special welcome was extended to Mrs Joanne Jonas for Item 75.7

75.2 DECLARATION OF INTERESTS

The Chairperson, Deputy Chairperson and Assistant Director Schools all declared personal interest as their children are currently enrolled in the education system. This will be noted for subsequent meetings.

75.3 CONFIRMATION AND SIGNING OF MINUTES

The minutes were confirmed as a true record of the meeting and signed by the Deputy Chairperson. There were no matters arising from the meeting.

75.3.1 The Assistant Director Lifelong Learning is to circulate to members the additional information relating to the numbers of courses completed in comparison with registrations once she has received this.

ACTION: Assistant Director Lifelong Learning

75.4 EDUCATION STRATEGIC PLAN

This document was circulated prior to the meeting where Members were asked to have a read through and whether there were any amendments to be suggested.

Various minor amendments were noted such as Employment needs to be included in the document, it was noted that the advice from Deputy Chief Secretary is complete the plan on the current service provision. The Chairperson is still to follow this up.

ACTION: Chairperson

It was noted that the Labour Market Strategy should be linked, to the Strategic Plan therefore it needs to be flagged for reference purposes. The Chairperson will report back to Committee what is said.

ACTION: Chairperson

Attainment levels were discussed thoroughly and it was noted that reporting was not consistent across Primary, Secondary and the Community College. Various queries were answered. It was noted that the number of Year 6 students plays a big part in the percentages, therefore it was proposed to include the numbers of cohorts as they vary from year to year.

ACTION: Director

The Chairperson noted that the Directorate is doing very well, and it was stated that through the KPI's, DFID wanted feedback on all children who did not attain age related expectations. DEE explained this to members, it was noted by a member that students were moving in the right direction, and were making progress.

GCSEs were discussed and explained by the Director, the requirements to move to A Level regarding the required grade A* to C, this was then explained by Assistant Director Lifelong Learning. The Chairperson asked if this could be started earlier so that students are aware earlier. It was make know that students are made aware of this in Year 9, however it was noted that this needs to be added in relevant documents to make it clearer. Assistant Director Schools to follow this up.

ACTION: Assistant Director Schools

It was noted that identifying specific areas where children were based in for Apprenticeships needed more detail and once information from St Helena Research Institute is received, this will need to be included; in Tertiary education, members asked to include a chart to show what areas students are studying. Assistant Director Lifelong Learning will action this.

ACTION: Assistant Director, Lifelong Learning

The targets for secondary education were queried and was told that targets were based on predicted grades. Various queries were then made by a member to which the Director answered accordingly and explained in great detail. It was reiterated that Employment needs to be addressed for the budget and flagged where there will be implications and it will also need to be mentioned in the Strategic Plan.

ACTION: Director

The risk register will be circulated via email for members and if there are any feedback, this will be then sent to the Director directly.

ACTION: Members

75.5 CHARGING POLICY

Documentation was circulated prior to the meeting and Members were asked to review and give guidance on the policy.

It was noted that the Directorate used to have a charging policy in 2012, it was proposed by the Director to combine all together and place on one Charging Policy.

It was proposed by the Chairperson that these policies be reviewed on a yearly basis; various amendments were made, the Director explained the document and why we need to take in some revenue, it was agreed that forms should relate to the charging policy, some additions were made as well and points where clarification were needed were made to Members.

Discussions were also held regarding various points including debates and some more work needs to be done for the Invigilation and Administration Fee, the Director is to include a scenario from outside of Prince Andrew School for costs to sit a paper, as well as a scenario for the St Helena Community College and changes will be circulated via email.

ACTION: Director

A Memorandum of Understanding was discussed and it was agreed that the money needs to be returned to St Helena Government, and it was agreed by Members that it should be at Director level to agree to the Memorandum of Understanding and not the school or head teacher. It was noted that the directorate has priority over long standing bookings. The section for registered members will be looked at by the Director, queries were then made by various members regarding registrations. The Director is to make the relevant changes and circulate via email, this will need to be done for 01 January with the relevant tracked changes.

ACTION: Director

74.6 IT POLICY

Documentation was circulated prior to the meeting.

Members were asked to review and endorse the ICT policy. This policy has been produced as a result of the cable project, making a commitment for all school children to have access to ICT. Members gave queries regarding whether the ICT policy is parallel to the St Helena Government ICT Policy. It was noted that the St Helena Government IT Section has also given feedback on the policy. It was stated that this policy needs to be consistent in stating ICT or IT and various other amendments were made. SHCC guidelines were also mentioned in the Policy, however these need to be developed as they will link to this Policy. Consistency regarding various wording and various additions were also noted. The Acceptable Usage Agreement also needs to be developed for SHCC. All queries were answered accordingly and Members endorsed the ICT policy after the amendments suggested were made and then circulated via email by the Director.

ACTION: Director

75.13 DATE OF NEXT MEETING

The next meeting of the Education and Employment Committee will be held provisionally on Wednesday 16th of December 2020 commencing at 0900 hours at the ELC Hall.

There being no further items to discuss the meeting closed at 1200 hrs

Hon. Clint Beard
Chairperson
Education and Employment Committee



Date: 20/01/20