

NOTES OF MEETING	
Meeting Title:	GROUPS COORDINATORS NETWORK: LAUNCH EVENT
Date/ Time:	7 th February 2020 11.00am-4.00pm
Venue:	Canada Water Library, 21 Surrey Quays Road SE16 7AR

Present: See Appendix 1 for detailed list of those present. The event was facilitated by Liz Day, Sue Felgate and Catherine Ware. The Trust's Volunteer Development Officer, Mingma Norman, attended as an observer. There were 21 attendees representing 16 U3As (out of a total of 44 London U3As). There were 16 Groups Coordinators present.

1.0	<p>Context</p> <p>One of the main aims of the London Region of U3As (LRU3A) is to support the efficiency and effectiveness of London U3As. During the past year LRU3A has been helping to develop peer group networks for specific committee roles in order to encourage mutual support through regional networking.</p> <p>Information relevant to the peer group networks can be found on the Sharing page of the LRU3A website. Following the launch of networks for Treasurers and IT/Webmasters, we are now focusing on support for Groups Coordinators.</p> <p>The pattern has been to arrange for the relevant national training workshop to be held in London, followed by an event hosted by LRU3A to launch a peer group network with relevant representatives of London U3As.</p> <p>On 10th January, a very successful National Office workshop, 'Interest Groups Matter' was held in London for Group Convenors/Leaders, and Groups Coordinators. For the benefit of those unable to attend, see Liz Day's summary of the highlights on the Sharing page of our website.</p> <p>The LRU3A website's Learning page provides a number of links to U3A learning resources and support. National Office has also uploaded links to many useful resources in the Advice section of the Trust's website (NB: accessing Advice requires a login password).</p> <p>Sue Felgate talked through a presentation highlighting the importance of learning in Trust's strategic plan. Click here for the Learning Development Plan and The Learning Committee Presentation</p> <p>This meeting on 7th February is the follow-up event aimed at launching the peer group network for Groups Coordinators. Click here for the Programme</p>	
2.0	<p>Aims of the day:</p> <ul style="list-style-type: none"> • Identify learning styles of different adult learners and implications for U3A activities • Stimulate creative ways to help Group Leaders/Convenors in setting up new groups • Consider the Role of the Groups Coordinator. How can you support your Group Leaders/Convenors and help to overcome challenges? Share ideas and experiences • Suggest priorities and an initial timetable for an effective Groups Coordinator Network 	

	<p>Anticipated Outcomes:</p> <ul style="list-style-type: none"> • Appreciation of different adult learning styles & U3A context • Understand the Groups Coordinator role • Network established with objectives, admin group & first meeting date 	
3.0	<p>Learning Styles Attendees had been asked to complete the Honey & Mumford Learning Styles Questionnaire in advance, and Sue had prepared an accompanying Learning styles analysis sheet to help participants identify not only their own style of learning, but also other learning styles.</p> <p>Group Coordinators were encouraged to conduct these exercises with Group Convenors so they might better understand the learning styles of their group members and plan relevant learning activities for all members in their groups.</p> <p>Liz Day talked through another learning styles theory by Malcolm Knowles, which described key differences in the approach to learning by young people (pedagogical, teacher-led) compared with the more self-directed approach (andragogical) of older learners like U3A members.</p>	
4.0	<p>Developing a new interest Group In this session facilitated by Sue Felgate, participants took turns in role-playing as Group Convenors and Group Coordinators. The Group Convenors had to present to their Groups Coordinator their ideas about a new group they wished to set up, along with the process they would follow and the resources and support required from the Groups Coordinator -- who in turn needed to judge whether it was a viable group and how they might support it.</p>	
5.0	<p>On being a Groups Coordinator Feedback from the above session was collected and summarised by Liz Day, and can be found in Appendix 2 of these Notes. See also Sample Role Description - Groups Coordinator</p>	
6.0	<p>Setting up the London Region Groups Coordinators Network</p> <p>Agreed priorities for the London Region Groups Coordinators Network (suggested acronym LRGNet):</p> <p>How can Groups Coordinators</p> <ol style="list-style-type: none"> 1) encourage Innovation in their U3A's Interest Groups? 2) encourage Diversity and Inclusion in their U3A's Interest Groups? 3) develop and share Good Practice in their Interest Groups? 4) develop, monitor and keep in touch with their many Interest Groups? 5) support Failing Interest Groups? 6) encourage Succession Planning of new Convenors and new Groups Coordinators? <p>It was agreed that the Network should meet again soon and include more Groups Coordinators. Suggested date: 10.30-12.30 am Friday 24th April at Canada Water Library (before the afternoon Delegates meeting).</p> <p>Vivek Nanda (General Member of Islington U3A Committee) agreed to take the Network forward in conjunction with the support of Liz Day and Catherine Ware. However, the team should primarily be comprised of Groups Coordinators -- volunteers required! Please email Vivek on nandav@btinternet.com</p>	

APPENDIX 1**EVENT FACILITATORS**

U3A	Last	Name	Your role title
Dulwich & District + LRU3A	Day	Liz	Chair, D & D; LRU3A Committee - Outreach
Crouch End	Felgate	Sue	Chair
Merton + LRU3A	Ware	Catherine	Chair, London Region of U3As

U3A REPRESENTATIVES

U3A	Last	Name	Role title
Barnet	Carstairs	Johanne	Trainee Groups Coordinator, currently a Group Leader
Beckenham	Crouch	Anne	Groups Coordinator
Crouch End	Pavey	Diana	Groups Coordinator
Dulwich & District	Abrahams	Neil	Coordinator and Committee
Ealing	Atkinson	Derek	Chairman (pp Groups Coordinator, Tim Carter)
Hackney	Powell	Wendy	Group Coordinator
Haringey	Nunes	Alison	Secretary
Haringey	Forteau	Sheila	Former Chair
Harrow	Luer	Rhoda	Study Group Coordinator
Hillingdon	Longhurst	Freda	Interest Groups Coordinator
Islington	Altshul	Judith	Groups Coordinator
Islington	Nanda	Vivek	Executive Committee General Member
Merton	Drummond	David	Groups Coordinator
Mill Hill	Simmons	Gill	Chairman (pp (Groups Coordinator, Yvonne Hay)
Redbridge & District	Wallman	Rikki	Group Coordinator
Upminster	Slade	Christopher	Groups Coordinator
Wandsworth	Long	Helen	Groups Coordinator
U3A National Office	Norman	Mingma	Third Age Trust Volunteer Development Officer

APOLOGIES

U3A	Last	Name	Role title
Barnet	Cohen	Henry	Groups Coordinator
Crouch End	Streeter	Maria	not Group Coordinator yet !
Croydon	Milgate	Carol	Group Coordinator
Hampstead Garden Suburb	Berkovi	Daphne	Group Coordinator; Events and Speakers; External Relations

U3As NOT REPRESENTED

Abbeywood & Thamesmead	Hounslow	Richmond
Bexley	Kenton & District	Sidcup & District
Brent	Kingston	Stanmore & District
Bromley	London South East	Sutton
Dagenham	North London	Tower Hamlets
Enfield	Northwood	U3A in London
Hammersmith & Fulham	Norwood	Waltham Forest

Havering	Orpington	Wanstead & Woodford
Hillingdon South	Palmers Green & Southgate	Welling

APPENDIX 2

SUGGESTIONS RECORDED FROM SMALL GROUP ADVISORY EXERCISE ON THE ROLE OF GROUP COORDINATORS:

Group Coordinators should advise a potential Interest Group as follows:

WHAT is the Focus?

Narrow down the topic. Does it interest members? What expertise or skills are available? Consider the timetable for 2 hr sessions – What content? What refreshments? Time to chat. Ask new Convenors to present a Synopsis to advertise group to members.

WHY this Focus?

Why might members be interested in this topic? What skills might they want to develop? Why might they want to share their learning/understanding? Might they want to develop their self confidence in this area of learning. And develop friendships through learning?

WHERE to meet?

What venue will be chosen according to target audience? How accessible is it? Is it free or costs? What equipment will be required? What costs, maintenance, insurance is required? Who will pay – the U3A, individual contributions?

WHEN will the group meet?

How often will the group meet- monthly, fortnightly, weekly.
How long will the planned programme last – short term (6 weeks), long term.

HOW will group be set up?

How will it be publicised and promoted – Newsletter, email to members, New members' teas, Presentation at a Monthly meeting, Interest Group fair and Initial interest meeting.
Is there a Guidance pack for New Convenors and Job Description for Groups Coordinators?
Is there a Welcome Pack for New members, so all are well aware of the Principles of the U3A, basic Code of Conduct?

HOW will the Group be Supported?

Coordinators might attend initial meetings and support the new Convenor and plan ways the group wishes to operate, encouraging member's contributions and then monitor progress. They might provide sources of advice and expertise e.g. U3A Subject Advisers, local subject expertise, relevant local partner organisations, relevant speakers and places to visit, relevant training (e.g. first aid, perfecting presentations)