

1. PRELIMINARY PROCEDURAL MATTERS

1.1 Attendance, Apologies for Absence & Welcome

Membership:	Mike Allen	
	Ketan Sheth	
	Mumtaz Van Der-Vord	
	Antonio Weiss	(Chair)
In Attendance:	Pat Carvalho	
	Jayne Chaplin	(Clerk)
	Chris Faux	
	Louise Taylor	(Up to Item 2.3)
	Stephen Porter	

Apologies: Elizabeth Warriner

1.2 Declarations of Interest

None declared.

1.3 Minutes of Previous Meeting & Matters Arising

The minutes of the meeting held on 3 December 2014, were confirmed as a correct record, and were signed by the Chair.

There were no matters arising upon which to report.

1.5 COMMITTEE DEVELOPMENT SESSION

Presentations were received updating members on progress in those areas requiring improvement and the subject of management attention, Business, Construction, Maths and English. Activity to date was summarised and there was review of the overall impact of such activity, noting in particular:

- That the mock examination success predictions for English IGCSE and Maths GCSE were 35% and 46% respectively with the former remaining in-line with the National Average and a 9% improvement on 2013/14, and the latter remaining in-line with that recorded for 2013/14.
- In respect of Business, when compared to the same period in the previous year, that attendance, at 85%, had improved by 2%. Reviewing the correlation between improved attendance and learner satisfaction members were advised that data from the First Impressions survey highlighted that 93% of Business students strongly agreed or agreed that they now felt ready to be successful on their course; and that 95% of students were satisfied with support from their personal tutor.

- That at 83%, attendance by Construction learners had improved by 2% when compared with the same period in the previous year. Discussing the extent to which a correlation existed between attendance and learner satisfaction, it was reported that 94% of Construction learners strongly agreed and agreed that they felt ready to be successful, 96% of learners strongly agreed and agreed they felt settled at college and focus groups students had confirmed their enjoyment of classes.

In the context of the specific issues identified in the College Self-Assessment Report, there was further consideration of:

- The focus on improvement in English and Maths both nationally and within and cross-College. Whilst welcoming the reporting of an improving picture, there was discussion of the underlying barriers impeding success, the range of issues being reviewed and improved along with any likely issues in resourcing and sustaining the particular support measures being put in place for learners and staff.
- The low level behavioural issues with Business students highlighted by Ofsted during the last inspection, noting improvement in this regard evidenced by the First Impressions Survey data confirming improved satisfaction levels with 90% of students confirming that they felt settled and understood the expectations of them. Noted to be a curriculum area with a larger volume of students and the potential for corresponding impact on overall results, there was discussion of the impetus going forward. In response to questioning, members were advised of management attention now on ensuring the elimination of any mediocrity in the learner experience through focus on teaching and learning.
- The extent to which management issues within Construction remained with confirmation of a more stable environment and the attention given to ensuring learners' receipt of the best possible support and experience. Acknowledging management's expression of confidence in the achievement of positive results by the year end there was discussion of any further likely and particular challenges anticipated and noting that Building Lives did not represent a long-term solution, the College's future options.

Following questioning, the Chair extended members' appreciation to the Vice Principal and the Learning Development Manager for an interesting and informative update.

2. QUALITY IMPROVEMENT & DEVELOPMENT

2.1 Development Plan Update

A report was presented updating members on progress in the implementation of the curriculum and quality objectives for the year in the College Development Plan.

After reporting on and noting progress to date there was particular review of:

- The development of and outcomes from the performance reviews to date indicating small pockets of outstanding performance against the College's draft Gold Standard for teaching, learning and assessment. There was discussion of the factors attributed to the position

against target to date, assigned an amber rating, and main difference in approach in reviewing teaching and learning.

- The data reporting on attendance acknowledging the position generally and in Business, English and Construction in particular, reported to be improved but not to target at 87%.

There was consideration of:

- The Gold Standards, advising members that there would be a further report at the Committee's next meeting on progress in the development of the standards. Noting in respect to of reviewing teaching, learning and assessment, the move in focus of appraisal from the autumn term to June/July with the objective of a less backward-looking approach that allows for more immediate remedial action and improvement to learner outcomes, members were advised that there would be an update on progress in this regard at the June meeting.
- The attendance data, noting in response to questioning, there an oral update on progress towards the closing of achievement gap for those groups of learners that remained of concern, Black Caribbean learners and Other Black Groups, discussed at the last meeting, which it was observed did not form the subject of specific report. It was requested for a report would be provided for the June meeting.

After discussion, the report was noted.

2.2 Quality Improvement Report

The Quality Improvement Report was presented updating members on progress with the College's quality improvement initiatives.

The report was summarised. There was review of:

- Following on from consideration under Agenda Item 2.1 (Minute 2.1 refers) the "Gold Standards", relating to the review of and changes made to the approach to improving teaching, learning and assessment and lecturer performance management. In response to questioning, members were advised of the corresponding review of lecturer appraisal and performance reviewed using a range of indicators replacing the previous concept of judgment by one grade for observation.
- The College-wide "Gold Standards", noting that once established implementation plans for the Standards would be drafted by departments then effectively replacing the conventional Self-Assessment and Quality Improvement Plans.
- The intervention by the Senior Leadership team in respect of the three areas of particular concern, Maths, Business and Construction, progress with which was reported under Agenda Item 1.5 (Minute 1.5 refers)

Giving further consideration to the College "Gold Standards":

- Observing the innovative nature of the revised approach, there was discussion of the key risks of which the Corporation should be aware and monitor. Acknowledging the

observation members were advised that the risks were the cultural shift required and the untested nature of the approach. Members were advised however that to mitigate such risks consultation had been undertaken at each stage and workshops provided, which were ongoing.

- In response to questioning, Management confirmed its confidence that the Standards would be readily recognised and be in parity with externally applied criteria, such as Ofsted, advising members that all activity in the development of the Standards had been facilitated by a former HMI specialising in such work.
- There was discussion of the point at which the College would be considered to have reached “Outstanding”, as recognised by Ofsted, noting management’s confirmation that this was anticipated by the academic year 2016/17 but that an accelerated impetus was required to bring the desired outcomes to fruition within these timescales.

After discussion the report was noted.

2.3 Annual Staff Development Report

The Annual Staff Development Report was received presenting an overview of the staff development activities undertaken.

The development activities were summarised noting the more differentiated approach to those within curriculum and support areas and the cross-College activities running in parallel. There was particular discussion of the staff feedback of the effectiveness of the activities and the extent to which the annual allocation was considered sufficient. It was agreed that a report at the next meeting would be helpful, providing further analysis at departmental level along with any data from the Staff Satisfaction Survey in order to be able to discern any correlation with student outcomes.

The report was noted.

Louise Taylor left the meeting at this point.

2.4 Partnership Monitoring Report

The project monitoring report was presented.

The report was noted.

2.5 Annual Marketing Report

The Annual Marketing Report was received.

Activity and plans for 2014-15 were summarised and the breadth of information provided was commended.

Reviewing further the report, discussion focussed on the imperative both for improving the conversion rate from enquiry and application to actual enrolment and learner retention beyond the first six weeks of term. In response to questioning it was confirmed that conversion rates for 20i4/15 had been broadly in-line with the previous year. Observing the

intended incorporation of the use of Coremetrics for measuring activity, it was requested for targets to be set in this regard and for future reports to include progress against such targets in order for the extent of success in this regard to be more easily monitored and determined.

The report was noted.

4 CURRICULUM MATTERS

4.1 Curriculum Strategy: Update Report

A report was presented updating members on progress with the College's Curriculum Planning and Development Strategy.

Following the discussions that had taken place at the Corporation's recent Conference members were updated on activity to date, noting in particular that significantly reduced funding was anticipated alongside changes to funding rules, which would require clear strategic objectives for the engagement of adult provision.

Reviewing progress and in order to be able to more easily monitor the overall direction of travel, it was requested for future reports to more readily progress to date against clearly identified targets.

After discussion the report was noted.

5 ANY OTHER BUSINESS & MEETING EVALUATION

5.1 Any Other Business

There was none.

5.2 Date of Next Meeting

Wednesday 10 June 2015

5.3 Meeting Evaluation

Members completed the meeting evaluation forms and the meeting closed.