

CHELMSFORD COLLEGE
QUALITY COMMITTEE
4th NOVEMBER 2008

PRESENT: Janice Maclean (Chair)
Charles Myers
Bill Pigram
Phil Bridge
Elizabeth Wood
David Law (Principal)
Heather Clarke

IN ATTENDANCE: Richard Davis (Head of Data & Communications)
Caroline Williams (Director of Quality & Learning)
Alison Moles (Assistant Director of Quality & Learning)
John Fowl (Clerk to the Corporation)

190 APOLOGIES

There were no apologies.

191 DECLARATION OF INTERESTS

There were no declarations.

192 TO APPROVE THE MINUTES OF THE MEETING HELD 13th MAY 2008

The minutes were approved.

193 MATTERS ARISING

Members were informed that the Student Perception of Course (SPOC) information had contained adverse comments and that these had been investigated as part of the action plans within the departmental Self Assessment Reports. Caroline Williams confirmed that the College was in discussion with QDP who conducted the College surveys with a view to providing more online facilities for student surveys.

194 ENROLMENT UPDATE

Details of the enrolments to date for the academic year 08/09 were noted and received. David Law informed members that full time enrolment of 16-18 year old students was approximately 6% over the target agreed with the LSC. This was a positive position as it will become the starting point for discussions and negotiations with the LSC for the 2009/10 funding allocations. Enrolment of 19+ students on Learner Responsive courses was ahead of profile for the year whilst the 19+ Employer Responsive enrolments were still waiting for the software from the LSC to be delivered in order to be able to calculate the value of the student enrolments. The committee was advised that enrolments to full time construction courses had been good but enrolments to part time courses in this area were slightly down on previous years. After a number of years of fairly static enrolments the areas of ICT and Business Administration were very buoyant with all targets being exceeded. David Law drew attention to the enrolment pattern within all parts of the College and stated that the picture was very encouraging. Of all the courses offered by the College only GCE A level Economics failed to recruit. The College was expecting to achieve all the targets agreed with the LSC and therefore generate the funding that had been allocated. The Principal expressed the view that the improved position in respect of student enrolments was down to the greatly improved reputation of the College and the positive experience of past and present students. Governors were told that many of the Public Services students progressed to a relevant degree course.

It was **Resolved** that the report be received.

(David Law left the meeting at this point)

195 TO RECEIVE THE QUALITY & LEARNING REPORT

An all staff Professional Development Week had been held during June 2008. This has been the first time that such an event had been organised and it enabled the staff to work in teams in order to match current practice in the College with the expectations of the Common Inspection Framework, Every Child Matters and Framework for Excellence. During the week the departmental teams had produced their Self Assessment Reports (SAR) addressing key questions 2, 3, 4 and 5. By the end of the week each SAR was presented to the Senior Management Team. This was a new approach to this work and had been well received by the staff. The final College SAR will be presented to the Board of Governors in December 2008. A panel of governors may be invited to convene to consider this sooner than the December Board meeting in order for it to be submitted for publication on the LSC information portal. All departmental SARs are now placed on the College intranet and Caroline Williams acknowledged the assistance of Richard Davies and his team to get this done.

The governors were advised of the work undertaken by Performance Review Boards which were divided by Sector Subject Areas (SSAs). Staff attending the Performance Review Boards reviewed their performance in light of the data held in the College central MIS system. This assisted the Course Team Leaders in understanding the data better and made the system more flexible for the ultimate benefit of students.

Members were informed that the Training Quality Standard (TQS) had now replaced the COVE status previously awarded to courses. TQS focuses on employer responsive activity across the College. The College had submitted an application for TQS status in respect of the Electrical Installations provision and feedback on this submission was due on 21st November 2008.

The College had joined a Peer Review Group comprising of Suffolk College, Prospect College and South East Essex College. The Peer Review Group had requested Chelmsford College undertake a case study of the recent Peer Reviews. It was noted that Peer Review is considered by the LSC as an important part of the move towards self regulation.

Reorganisation: Quality & Learning.

Members were advised that the College had been unsuccessful in attracting a suitable candidate to fill the Head of Learning Services vacancy. This post had been vacant for the past year. Alison Moles stated that to overcome this problem the section had been reorganised and the new position of Head of Teaching & Learning had been created and subsequently recruited to. There had been some change and reallocation of responsibilities between this post and the Quality & Learning Team Leader. The committee requested that an organisation chart of the section and the whole College should be provided for the benefit of governors.

Staff in the Quality & Learning section are attending more external events as this was proving increasingly important in order for them to keep up to date on developments within the sector.

It was **Resolved** that the report be received.

196 TO RECEIVE A REPORT ON PERFORMANCE BY SECTOR SUBJECT AREAS (SSA)

The performance data for success rate, retention and achievement rates for 2007/08 and comparative data forming the national benchmarks derived from the 2007/8 College data was noted.

Governors received the statistical tables which highlighted the trends in each SSA. They were pleased to note that the Health and Public Services & Care SSA1 had regained its high success rate in comparison with an already high benchmark. The low retention rate for AS and A2 GCE Psychology courses had depressed the high retention rates in other subject areas for this SSA. The SMT were currently looking at what could be done to improve the position.

The governors received information on each of the remaining SSAs and were advised that whilst Engineering and Manufacturing Technology had seen an improvement in the data, performance was still below the national averages. However, this was felt to be the legacy from previous years. Construction had continued to make impressive advances in success rates and also in retention and achievement rates. Despite the national averages increasing each year, governors were advised that success rates in this area had increased by 20% with retention increased by 15 % and achievement 10%.

The governors extended their congratulations to the staff working in this area. The Chair expressed the view that it would be helpful to see the previous year's figures for each SSA to enable governors to better identify the trends. The committee was pleased to see the majority of SSAs being graded as "good" and congratulated the College and staff for the impressive improvement overall.

It was **Resolved** that the report be received.

197 TO RECEIVE THE GOVERNORS SAR

The SAR had previously been presented to the Board of the Corporation. Some slight changes had been made and the Quality Committee noted these and received the report.

198 TEACHING AND LEARNING OBSERVATIONS (TALOS) 2007/08

During the year 239 observations have been carried out and additional Peer and Developmental Observations had also been conducted. It was noted that all teachers were observed twice during the year and that the College was concentrating on moving staff to the grade above that previously achieved. To enable this, the College was using Subject Learning Coaches. Governors were advised that 70% of observations were now judged to be "good or better" (grades 1 or 2). There had been one observation graded 4 (unsatisfactory) but the lecturer concerned had since left the College. It was stressed there was a direct correlation between the grades achieved in the lesson observations and the SSA performance data. Despite the improvements the view was expressed that as the TALOS data indicated the College's teaching and learning to be at or only slightly above the benchmark, Chelmsford College must judge itself as being "satisfactory".

It was **Resolved** that the report be received.

199 ANY OTHER BUSINESS

It was agreed that a sub group of governors from the Quality Committee together with senior managers and members of the peer review group should meet to consider the College SAR. The date for this meeting is to be arranged.

200 DATE OF NEXT MEETING

Tuesday, 24th February 2009 at 2:00pm

(Chair)

(Date)