

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
17TH MAY 2011**

PRESENT: Janice Maclean (Chair)
Liz Wood
Charles Myers
Mark Towner
David Law (Principal)
Heather Clarke
Gill Adams
Khadijah Zaidi

IN ATTENDANCE: Caroline Williams
Marco Iciek
Alison Moles
Richard Davies
John Fowl (Clerk to the Corporation)

The Chair welcomed Gill Adams and Khadijah Zaidi to their first meeting of the Committee and both were introduced to the members.

283 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Bill Pigram.

284 TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations

285 TO APPROVE THE MINUTES OF THE MEETING HELD ON 1ST FEBRUARY 2011

The minutes were approved

286 MATTERS ARISING

- i.) Members were informed that the update in respect of Learner Voice developments will be dealt with under item 5.
- ii.) The College had been advised that Ofsted would not be taking notice of any programmes provided under the Framework for Excellence initiative as part of any inspection.

287 UPDATE ON LEARNER VOICE

The Committee was advised that the Electronic Communication System has been improved and the initial limitations were being addressed. An interim paper system had been implemented but the electronic version should be fully operational by September 2011. Mark Towner the student governor confirmed that the system was working well.

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

288 TO RECEIVE A REPORT ON THE STUDENT PERCEPTIONS OF COURSE (SPOC)

Governors were advised that the responses received through the SPOC survey would be feeding the Learner Responsive Strategy. The survey had been conducted during March for the main College and students within the Chelmsford Training Services Programmes were being surveyed at this moment in time. The reports are available for all staff via the intranet and the overall trend indicated that more learners than before are satisfied with the quality of provision at Chelmsford College. The College continued to operate a single survey and this included the students taught in the armed services based in Germany. Governors noted that female learners remain more positive about their experience at the College than male learners. The results and trends across the College generally were noted. Second year students appear to be less satisfied particularly when there was a change of staff and the College is investigating why this is the case although retention rates remain good. The results from the student survey are benchmarked both in house and with other Colleges and are discussed at the Performance Review Boards. A summary of the findings will be discussed with the Student Union and suggestions for improvement will be collated.

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

288 TO RECEIVE A REPORT ON THE FIRST MINI INSPECTION

The first mini inspection in the College took place at the beginning of April in Subject Sector Area 6 (Information and Communication Technology). It was suggested by governors that it would help if middle managers were involved in this process and it was confirmed that this was the intention. Information and Communication Technology was chosen for the mini inspection as it hadn't been subject of a full inspection in recent years. The members noted the main findings which were produced using the same template used by Ofsted. The Head of Department has now been charged with producing an action plan which will form part of the College Improvement Plan. A number of questions were raised regarding the manner by which the mini inspection had been conducted and the way that staff had dealt with it. The view was expressed that staff had learnt a lot from the experience.

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

289 QUALITY AND LEARNERS REPORT

Members received the report which provided updates on the work of the Performance Review Boards, Peer Review developments 2010/11, Teaching and Learning, Review of Procedures at Chelmsford Training Services, Education Maintenance Allowances, Looked After Children, Equality and Diversity and Safeguarding training and finally external events.

Richard Davies identified the data that was being presented to the Performance Reviews Boards which focused on performance with particular attention on retention rates and predicted success rates.

Alison Moles told the committee that the Peer Review Group had undertaken observations of teaching at the other Colleges within the group and the input of Chelmsford College had been regarded very positively.

Within the College the percentage of teaching and learning graded good or better is now 73% which is 10% better than last year although the target remains set at 81%.

The teaching and learning days continue to be useful and are successful in setting objectives aimed at stretching and challenging staff in the learning process.

Governors were informed of the changes to the Education Maintenance Allowance payments and the introduction of bursaries from September 2011 for students aged 16-19, in care or on Income Support. The College has also introduced a bursary scheme.

The government has established a consultation process regarding the bursaries being introduced and Mark Towner, student governor had attended a national event and provided feedback on the changes.

"Looked after children" Caroline Williams informed the committee of the work the College was doing to establish closer links with Essex County Council in respect of children in care.

The progress regarding staff training on Equality and Diversity and Safeguarding was noted and it was confirmed that Phil Bridge, the nominated governor was to undertake the training by the end of this academic year.

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

290 TO REVIEW THE COMMITTEE TERMS OF REFERENCE

The Clerk presented the Terms of Reference for the committee and recommended adding a clause under membership to reflect the current practice of the Board in allowing co-opted members to be in membership of committees. There were a number of terminology changes made.

It was **Recommended** that the Board of the Corporation approves the revised Terms of Reference for the Committee.

291 ANY OTHER BUSINESS

i.) Beacon Awards 2011/12

The Chair asked the College Management Team to consider whether the College had anything within their provision that might be submitted for the Beacon Awards. The Principal undertook to consider this.

ii.) Governors' Pen Portraits

(4)

The Chair requested Gill Adams and Khadijah Zaidi to provide her with a short pen portrait that would then be placed on the College governance web pages.

292 DATE OF THE NEXT MEETING

The next meeting will be held on 1st November 2011 commencing at 2.00 pm

(Chair)

(Date)