

CHELMSFORD COLLEGE
QUALITY COMMITTEE
19th MAY 2009

PRESENT: Bill Pigram
Phil Bridge
Elizabeth Wood
David Law (Principal)
Heather Clarke
Charles Myers (Chaired the meeting in Janice Maclean's absence)

IN ATTENDANCE: Caroline Williams (Director of Quality & Learning)
Alison Moles (Assistant Director of Quality & Learning)
Sue Williams (Head of Adult Learning Centre)
John Fowl (Clerk to the Corporation)

213 APOLOGIES FOR ABSENCE

Apologies were received from Janice Maclean.

214 TO DECLARE IN ADVANCE ANY CONFIDENTIAL ITEMS

There were no declarations made..

215 TO DECLARE ANY CONFLICTS OF INTEREST

There were no declarations of interest.

216 TO APPROVE MINUTES OF THE MEETING HELD ON 22ND FEBRUARY 2009

The minutes were approved.

217 MATTERS ARISING

A Level Psychology and ICT

Members were advised that these areas were being monitored by the College management and that a report would be submitted to the next meeting of the Quality Standards Committee.

Alison Moles confirmed that Psychology was also continuing to be monitored outside of regular SSA Performance Review Boards.

Performance Review Boards

Members were advised that Performance Review Boards were planned to be introduced during the current year for the Business Support teams. West Suffolk College had asked for a more formal link with Chelmsford College. Members were advised that Caroline Williams and Alison Moles had been invited to the next Staff Conference at West Suffolk College.

TALOS

The Committee was told that the final analysis by Subject Sector Area will be submitted to the full Board of the Corporation.

218 OVERVIEW OF INSPECTION

Charles Myers read from a note sent by Janice Maclean, Chair of the Committee, which congratulated Caroline Williams and her team in moving the College from 'satisfactory' to 'good' in the recent Ofsted Inspection. The grades of the key questions given by the Ofsted Inspectors were noted. Overall the College was satisfied with the grading although were disappointed at the grade for catering. It was noted that since the inspection and following review of the grades Ofsted had now changed the strength of the College for success rates from being judged 'good' to 'high'.

Caroline Williams informed the governors of the issues that Ofsted felt still needed to be addressed. Use of Smart Boards and Learning Plans were among the areas mentioned. Inspectors were of the view that the College needed to be more consistent in its approach and response to employers. The main area of concern centred on learners with difficulties and disabilities and during the inspection the inspectors had stated in their report that there was ineffective curriculum management in Independent Living and Leisure with some students on courses which were too low for their ability. The College was looking to use external support to improve the area. Additional resources by way of staff and equipment may be needed to do this and Caroline Williams confirmed that this would be part of the overall consideration for improvements in this subject area.

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

219 REPORT ON TEACHING AND LEARNING OBSERVATION DATA (TALOS)

Alison Moles reported that the self assessed grade had been 'satisfactory' but with the possibility of being 'good'. The joint lesson observations undertaken with inspectors during the inspection were deemed satisfactory and the inspectors were impressed with the TALOS system. 51 observations had taken place during inspection and had agreed with the College gradings other than in the area of LLDD which had been unexpected. David Law read an extract of the inspection report for the LLDD area which identified some of the basic mistakes that had been made. The inspectors validated the self assessed grade of 'satisfactory' and identified many areas of good practice.

Members noted the initial actions planned to improve the position. In her note to the College Janice Maclean had indicated that it was reassuring to see the College and inspectors comments and action plan already in place.

220 REPORT ON STUDENT PERCEPTION OF COURSE (SPOC) SURVEYS

The student survey had been undertaken by QDP on behalf of the College. Members were shown the methodology and the outcomes together with the questionnaires used for full time students which included a copy of the "widget" based survey document. A total of five questionnaires had been used to fit the different types of student at the College.

In her note to the Committee, Janice Maclean had expressed some puzzlement as to why five questionnaires were needed. Caroline Williams confirmed that the College was looking to streamline this for future SPOCs.

Members noted the list of reports generated from the SPOC and that these were now available to staff and governors on the intranet. The actions planned were noted and governors' attention was drawn to the trends. The overall trend indicated that more learners are satisfied with the quality of provision at Chelmsford College. Posters were being displayed within the College buildings to share the SPOC data and action plan with the students and staff.

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

221 OVERVIEW OF EMPLOYER ENGAGEMENT ACTIVITY

Sue Williams presented a report which set out how the links with employers had been made in the past year and the changes to College infrastructure to support this using the Central Essex Training brand for this work. Since March 2009 the College had employed an Employer Engagement Broker and the individual has since conducted 66 employer meetings resulting in 44 learners being enrolled at the College. The Committee was advised that a telemarketing campaign had begun in March 2009. Employer perception of course surveys had been carried out and these showed a very positive response from local employers. In promoting Train to Gain the College had engaged with 67 companies across Essex to deliver training in the work place. The shift in government funding from Train to Gain to Response to Redundancy Initiative was being addressed. Members noted the planned activities and development to include an Employer's Newsletter. Planned awareness events are scheduled for Hospitality and Catering, Construction and Electrical.

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

222 ANY OTHER BUSINESS

The members unanimously agreed that Charlotte Rayner the student governor should be invited to become a member of the Quality Standards Committee.

223 DATE OF NEXT MEETING

The next meeting will be held on 3rd November 2009 at 2.00pm

(Chair)

(Date)