

CHELMSFORD COLLEGE
QUALITY COLLEGE
23RD FEBRUARY 2010

PRESENT: Janice Maclean (Chair)
Bill Pigram
Elizabeth Wood
Heather Clarke
Charles Myers
Charlotte Rayner

IN ATTENDANCE: Caroline Williams (Director of Quality & Learning)
Alison Moles (Deputy Director of Quality & Learning)
Penny Petch (Head of Teaching and Learning Development)
Richard Davies (Data and Communications Systems
Manager)
John Fowl (Clerk to the Corporation)
Joanne Seward (Minuting Secretary)

236. APOLOGIES FOR ABSENCE

Apologies were received from David Law and Oliver Young.

237. TO DECLARE IN ADVANCE ANY CONFIDENTIAL ITEMS

There were no items declared.

238. TO DECLARE ANY CONFLICTS OF INTEREST

There were no declarations of interest.

239. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3RD NOVEMBER 2009

The minutes were approved.

240. MATTERS ARISING

Governors requested progress on AS/A2 Psychology.

241. QUALITY & LEARNING REPORT

Members were told of the changes and developments within the Quality and Learning and that the primary issues raised at inspection were being actively addressed and that the reorganisation of the Learning Difficulty and Disability (LDD) curriculum department had now been fully implemented. As yet the college has not been successful in recruiting to the post of Head of Unit for LDD.

(2)

Gill Shelley returned to the college in January 2010 and expressed the view that College had made significant progress in addressing the issues previously identified within our LDD provision. During her visit Gill Shelley had been accompanied by members of the College observation team. Members noted the outstanding areas for improvement namely: baseline assessment, target setting, individual learning plans and the sharing good practice.

Performance Review Boards have now been implemented within the business support areas and early feedback is very positive. Quality Management Panels took place during November and December 2009 and further panel meetings are planned for before Easter.

Professional development week took place at the beginning of January 2010 and was deemed highly successful. Geoff Petty had addressed the staff at that time and will be returning in July to work with staff on evaluating activities undertaken and to extend their practice further.

The college are seeking to use Total Quality Systems (TQS) as their standard for future developments within the area of employer responsiveness. Members were advised that the college intended to continue with the Peer Review developments that had been set up during 2009/ 10 and will continue to work with their three partners with a focus on observation of teaching and learning.

Anglia Ruskin University have chosen Chelmsford College to meet with their Ofsted inspection team for teacher education. Members noted the external events that had been attended by members of the Quality and Learning management team. The Chair expressed concern that with reduced college budgets the staff professional development budget may be reduced and attendance at such external events may suffer as a consequence. She requested that governors be alerted should this occur.

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

242. STUDENT IN YEAR RETENTION AND ATTENDANCE

Members were advised that over the previous five year period retention had improved by 7% and attendance by 12% with success rates during that five year period increasing by 11%. Of the Sector Subject Areas ten were now 90% or above with Education and Training (SSA13) at 97%. The in year retention of first year students 2009/ 10 currently stands at 94% which is 5% above benchmarks. Governors asked for reasons why Art, Media and Publishing was comparatively low at 85% attendance and retention at 87%. Richard Davies agreed to investigate and if possible provide the information to governors at the next meeting.

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

243. PROGRESS ON THE IMPACT OF TEACHING AND LEARNING IMPROVEMENT STRATEGY

The Teaching and Learning Improvement Strategy had been produced following the appointment of a Head of Teaching and Learning Development. The appointment had taken place in January 2009.

Members noted the grades for teaching and learning observations achieved by teachers and were informed of the work being undertaken by the Advanced Practitioner.

Two members of staff had attended the LSIS e-CPD training during January 2010. This will result in Professional Development Advisor status for them enabling them to support the development of e-learning within the classroom.

Overall the intervention has seen improvements in standards of teaching and learning within the six Sector Subject Areas. Governors were also informed of a Pedagogy Partner system introduced to enable teaching staff to discuss identified area of teaching and learning thus providing a opportunity to share best practice.

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

244. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) / EVALUATION OF PROFESSIONAL DEVELOPMENT WEEK JANUARY 2010

Members received a report detailing the content of the Professional Development Week. The overall aim had been to improve the quality of service provided to learners studying at the college. Members noted the aims and outcomes for both teaching and support staff. Staff feedback on the week identified 97% of delegates rating the event as good or outstanding. Any adverse comments on the feedback forms were followed up by Alison Moles to gain more detail regarding the cause of the comments.

The review had sought to measure the impact and return on investment of the week. All staff had been asked to assess how the event had helped their capacity to improve. Early indications lead college managers to conclude that the Professional Development Week is worthwhile and highly effective in promoting improvement and value for money.

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

245. INSTITUTIONAL REVIEW AND INTEGRATED QUALITY AND ENHANCEMENT REVIEW (IQER) NOVEMBER 2009

Members were advised that there had been an Institutional Review of Chelmsford College undertaken by Anglia Ruskin University and in addition an Institutional Review of Quality and Enhancement by the QAA. Governors were told of the format of each of these reviews.

Institutional Review

The Panel noted the following areas of commendation:

- 2.4.1 The functionality of the College information systems and the use that the College makes of the systems to effect change (see para 4.2).
- 2.4.2 The effective levels of communication, evident through the discussions held with the Chelmsford College team, between both teaching colleagues and staff with responsibilities for learning resources, teaching and learning and quality assurance.
- 2.4.3 The support provided for students and enhancements made regarding the management of learning resources in response to student needs (see paras 5.1 – 5.4).
- 2.4.4 Significant contributions made to the operation of the Discipline Network Group for the University Diploma in Teaching in the Lifelong Learning Sector (see para 4.4).

IQER

The team has identified the following good practice for dissemination.

- The College makes regular and effective use of the University Discipline Network Groups, to enhance its own operation and understanding of higher education, as well as to share good practice with other consortium partners
- The College makes good use of its open and productive external relations for the benefit of academic and professional support staff, notably in dealing with its supportive awarding body and through its active engagement with regional groups
- The College has appointed a professional student adviser who is able to provide students with confidential and independent guidance, including that on University regulations for the extension of coursework submission dates.

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

246. ANY OTHER BUSINESS

There was no other business.

247. DATE OF NEXT MEETING

The next meeting will be held on 18th May 2010 at 2.00pm

(Chair)

(Date)