

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
10TH FEBRUARY 2015**

PRESENT: Janice Maclean (Acting Chair)
Sarah Noble
Barbara Vohmann
Heather Clarke
Andy Sparks (Principal)
Donna Finning

IN ATTENDANCE: Caroline Williams (Director of Quality & Learning)
Marco Iciek (Director of Curriculum & Students)
Alison Davies (Deputy Director of Quality & Learning)
Mark Emerson (Head of Information, Systems & Planning)
Penny Petch (Head of Teaching & Learning)
Mike Tadman (Director of Human Resources)
John Fowl (Clerk to the Corporation)
Joanne Seward (Minuting Secretary)

418 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Angelika Baxter, Ross Jones and Phil Bridge.

Janice Maclean informed the meeting that Dick Madden had stepped down as a governor at the College due to an increased role with Essex County Council. The Chair was hopeful to retain his involvement with the College however, in a non-governor role and it has been suggested that an Ambassadorial role should be offered to him. Such a role could be offered to similar people who may not have time to become Governors but would be willing to promote the College in the course of their working lives.

419 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

Barbara Vohmann declared her employment at Anglia Ruskin University.

420 TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH NOVEMBER 2014

It was noted that Mike Tadman had been in attendance at that meeting

Under minute 409 the Committee was advised that the new observation process in the College provided for just two working days' notice to be given to the lecturers.

With these amendments the minutes were approved.

421 MATTERS ARISING

- i) It was confirmed that Chichester College had now visited this College and the new Head of Department for Hair & Beauty will be undertaking a visit to Chichester shortly.

- ii) The Student Perception of Course survey information had now been shared with Corporation members.
- iii) The College KPIs are now produced together with a narrative and the Governors had expressed their satisfaction with this new format considering it to be more understandable than had previously been the case.
- iv) Janice Maclean re-emphasised the need for officers to provide summary sheets to identify the key points in any reports submitted to the Board or any of its Committees and looked forward to a summary of the College Improvement Plan being presented at a future date. It was confirmed that the SLT were now reviewing the College Improvement Plan on a weekly basis.
- v) The Quality Assurance Agency meeting has now taken place.

422 IN YEAR RETENTION AND ATTENDANCE DATA UPDATE

Mark Emerson presented the report showing the statistics using the new methodology for calculation of retention and attendance. A full explanation of this methodology will be given to Governors at their Away Day on 27th February 2015.

The Governors noted the data presented for 16-18 year old students and the comparison between 2013/14 to 2014/15. The information indicated that retention had fallen by 1% between years retention was showing a 4% improvement.

Governors were pleased to hear that in 2013/14 the level 3 diploma success rates had out turned 5% above the national average.

The initial data indicates fewer students were lost in the early part of 2014/15 over the Christmas/ New Year break.

The College Value Added score at level 3 last year was 14th best in the country. Members noted the variations in retention at subject sector area level within the College.

Overall attendance has remained the same between the years but with attendance of entry level qualifications rising by 5% over 2013/14 levels.

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

423 STUDENT PROGRESS REVIEWS

Student Progress Reviews are now in place to provide early identification of those students at risk of non-completion of one or more elements of their study programme. Both concerns are flagged up by the system the College puts in place support for the student in order to improve the situation and hopefully see them through to successful completion.

The Governors were shown the analysis by course team and the projected success percentage in each and the actions taken by way of intervention to try to ensure student success.

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

424 ENGLISH AND MATHEMATICS

The teaching of English and Maths within the College remains a priority for both the College and for Ofsted. Within the College 1.6% of students were now studying English and 1.4% of all students were studying mathematics at level 2. The Committee considered the reasons Ofsted had given for the decline in inspection grades for the period ended 9th January 2015. In reviewing the reasons listed it was felt that all of the points identified were no longer present at Chelmsford College and Alison Davies outlined the work undertaken which was addressing each of the points listed.

The Chair questioned why so little analysis had been undertaken by central government agencies as to the impact of the raised participation age in the teaching of English and mathematics.

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

425 ACTUAL STUDENT DESTINATIONS

The Committee was informed that this data capture is an on-going process throughout the academic year. The information was showing that there was good progression within the College, Higher Education and employment outside the College although few students are progressing into apprenticeships. The Governors asked for reasons in respect of the lack of progression into apprenticeships but the view was that more analysis needed to be done to understand the reasons for this.

It was resolved that the report be received.

426 TEACHING LEARNING AND ASSESSMENT UPDATE

A new observation process had been introduced in the College in October 2014. Lecturers are more concerned at the lack of notice of an observation rather than the lack of grades being notified. There has been a reduced number of staff graded 'Good or Better' but this was expected with the new process being introduced.

Fifteen teachers considered to be 'requiring improvement' had been re-observed and 11 of these had improved their grade. A total of 169 learning walks have been undertaken so far this year (not including those where Governors were involved). As a result of the teaching and learning observation 17 staff were given a notice to improve of these four subsequently resigned one was due to leave and one had come to the end of their contract. Three of the staff were no longer on a notice to improve having improved their performance which left on 29th January just seven teachers remaining on Notice to Improve and it was felt that this evidenced an improvement in the timely management of staff under performance.

The Principal confirmed that this improvement had been noticed by the HMI on his recent visit.

The Chair requested that this item be placed on the next agenda.

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

427 PROFESSIONAL DEVELOPMENT WEEK, JANUARY 2015

The Governors received the report which showed the areas of development identified by the College self-assessment process for 2013/14. The staff development needs had been identified by the learning walks and the teaching and learning observations. Members noted the intense programme for the week and the variety of sessions that had been offered to all staff. The early indications are that the development programme meets the identified need of staff and was having a positive impact.

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

428 PERFORMANCE MANAGEMENT

Mike Tadman reported on the performance management process which was aimed at being more about impact with regards to teachers' performance in the classroom as noted in the Ofsted inspection. Members noted the actions taken and the impacts notified to date. Further individual performance reviews are due to take place during February 2015.

Staff found to be under-performing were placed on a notice to improve and were required to meet with Caroline Williams and Mike Tadman to discuss the situation.

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

429 TO CONSIDER THE SELF ASSESSMENT PROCESS

Governors were informed of the way the self-assessment report was now being produced and that the plans had been favourably received by the HMI during his visit on 29th January 2015. The self-assessment process is now a rolling programme during the year to ensure the SAR and action plan is ready and available prior to any future inspection.

The Chair sought guidance as to how Governors could now keep in touch with what was happening and the SLT outlined a number of options which will be offered to the Board members and agreed to put proposals to a future meeting of this Committee.

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

430 PROGRESS AGAINST OBJECTIVES IN CIP

The College Improvement Plan progress was noted for each of the objectives identified and that except for redevelopment of College estates all were seen to be on track. A key issue remains to establish greater consistency in each of the areas listed.

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

431 ANY OTHER BUSINESS

(5)

- a) Members were informed that the visit by Matt Vaughan (HMI) identified improvements to the teaching and learning process and self-assessment process but that English and maths still required further work.
- b) The Chair suggested that the KPIs as they related specifically to this Committee should be a standing agenda item. It was agreed to extract the relevant KPIs for each Committee and that each Committee should have them as a standing agenda item on their specific agendas.

432 DATE OF THE NEXT MEETING

The next meeting will take place on 19th May 2015

(Chair)

(Date)