

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
19TH MAY 2015**

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

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

433 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Phil Bridge. Donna Finning advised the Committee that Ross was now off timetable and had recently been unwell. Janice Maclean offered to meet with him to thank him for his input to the Board and to ensure he was recovered from his illness.

434 DECLARATIONS OF INTEREST

There were no declarations made

435 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2015

Under item 428 it was clarified that staff line managers meet with Caroline Williams and Mike Tadman and not as previously minuted.

With this amendment the minutes were approved

436 MATTERS ARISING

Governors queried the percentages quoted in minute 424 and Alison Davies undertook to provide the correct figures to the Clerk of the Corporation outside of the meeting.

It was agreed that KPIs relating to quality and learners should be a standing item on the Committee agendas in future.

437 PERFORMANCE OF SUBSIDIARY DIPLOMA QUALIFICATIONS AND LEVEL 3

Mark Emerson explained how the subsidiary diplomas were offered and studied within the College and Governors were informed that they are the equivalent to three A' levels. The current projection of success rates on the diplomas is 87%. Whilst this is less than the equivalent time in 2013/14 additional achievements are still being recorded in the system which should improve the position to approximately 93% by the year end for 2014/15.

The Governors noted the large increase in enrolments to media courses which was pleasing but they were disappointed that the success rate had reduced against 2013/14 levels.

Whilst three areas of provision were currently below the 2013/14 success rate level it was anticipated that they would reach the same level or higher by the end of 2014/15.

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

438 IN YEAR RETENTION UPDATE

Members were informed that the retention rate for 16-18 year old students was currently 91% with 19+ students achieving 94% across all qualifications. Within these overall figures there were however, variations and whilst level 1 diplomas 16-18 year old students are above the previous year's performance, at level 2 they are 2% below the national rate. Level 2 19+ students' retention is lower than the previous year but was still above the national rate, with level 3 five percentage points above 2013/14 and two percentage points above national rates.

Members' attention was drawn to the Sector Subject Areas showing a positive performance against the comparative data for 2013/14. They also noted the areas that had declined against the previous year and were now performing below the national rate. Although trends have been investigated, Governors were informed that there appeared no single reason for the changes reported. The employment of a specialist to run hair and beauty therapy courses had resulted in a very positive improvement in this area. The Committee was disappointed to hear that despite the efforts made to improve retention that a more positive picture had not been achieved.

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

439 STUDENT PROGRESS REVIEW

The Committee was informed of the review meetings introduced by the College to provide early identification of students who appeared at risk of non-completion of one or more elements of their programme of study. Members noted the percentages for retention, achievement and success

rates at all levels of provision. It was reported that some students are finding the new NQF qualifications more challenging than the previous courses offered. Within the review process the targets set were considered appropriate although some were felt to be too optimistic. Governors' attention was drawn to the groups that were of concern to the College as they were performing below the national rate.

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

440 SUPPORT AND CHALLENGE

The Committee received a copy of the final letter received from the HMI, Matt Vaughan and their attention was drawn to the messages contained within it. The letter identified the provision that is deemed "inadequate" and the management actions that are not having sufficient impact to raise standards in the classroom and for student outcomes. The HMI had emphasised the importance for all students 16-18 years of age benefitting from a meaningful work experience and work related learning and the College was striving to put this in place.

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

441 TEACHING LEARNING AND ASSESSMENT

Penny Petch provided the Governors with a detailed analysis of the teaching and learning observations that had been undertaken to date within the College with those graded good or better at 72% being the College average. A number of areas are performing below this College average and the number of teachers given 'Notice to improve' were identified to the Committee.

Specialist consultants had been employed by the College to look at maths and English and learning support. It was hoped this would improve performance and outcomes on these courses.

A total of 28 staff have been given a 'Notice to Improve' and Governors were told that of this number 13 had since left the College.

Excluding the learning walks undertaken by Governors, a total of 264 learning walks had taken place during the year and staff development has been provided based on the information gleaned from these walks. College managers shared with Governors how the process/system was being received by staff and the effect it is having on performance.

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

442 ENGLISH AND MATHS

In 2009/10 just 200 students had been studying English and maths at the College. This number had now increased to 1,239 in the current year.

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The HMI had emphasised the importance of English and maths and Marco Iciek outlined the scope for provision at the College.

Governors were told that it continued to prove difficult to recruit and retain English and maths teachers as all other providers were seeking to recruit such professionals. A national recruitment campaign to attract such staff has been undertaken and it is intended to recruit a curriculum team leader for each subject areas. It is noted that the College was seeking also to appoint at least two graduates to the College graduate scheme to specialise in supporting maths and English.

Members were informed of the steps taken to support English and maths teachers in the delivery of their subjects with additional classes being provided for students over the Easter break. Students were now taking Bite-size modules in English and maths and at the end of March this indicated 64% were on track to pass the subjects with an expectation that this could rise as high as 84%. English and maths within the College had been rebranded as METIS (Maths and English Take It Seriously) and this will be implemented throughout the College.

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

443 SELF ASSESSMENT PROCESS UPDATE

The Committee was advised of the HMI's position regarding the College self-assessment process. A new self-assessment report had been live since January 2015 and the majority of academic and support SARs were in the process of completion. The deadline for completion of the final SARs has been set for 10th July 2015.

Members were given a proposed format to show the KPIs as part of the College improvement plan. A view was expressed that this needs to be part of the overall KPI monthly report submitted to the Board of the Corporation. Governors suggested using the summary totals with a commentary on any overdue or not completed actions within the College improvement plan.

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

444 PROGRESS AGAINST COLLEGE IMPROVEMENT PLAN (CIP) OBJECTIVES

The Governors' received a summary report showing the progress made to date with the CIP after the introduction of the revised SAR process. The Committee members expressed their concern at the inconsistency in embedding maths and English and equality and diversity within all lessons and noted the actions planned by the College to improve this.

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

445 QUALITY ASSURANCE AGENCY HE REVIEW AND ANGLIA RUSKIN INSTITUTIONAL REVIEW

A QAA action plan had been produced following the visit to the College in May 2014 and positive feedback has been received. The College had been notified in September 2014 that Anglia Ruskin University would be carrying out a formal Institutional Review of the partnership provision but that this is now likely to take place in June/July 2015.

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

446 GOVERNORS' SELF ASSESSMENT AND TO REVIEW THE COMMITTEE TERMS OF REFERENCE

Self-Assessment

- i) Governors believed that the Committee was good/challenging but could still be better with regards to the outcomes for students
- ii) Governors' attendance at the Committee was good with all members making a worthwhile contribution
- iii) Governors were confident that the senior management team was now fully aware of what the Board expected of them
- iv) Governors' participation in learner walks had been well received
- v) Governors discussed a number of training/development opportunities for them to assist in their role as Governors. It was noted that ACER were offering a workshop at Writtle College during June 2015

Janice Maclean encouraged Governors to take advantage of the various webinars that were now being offered to Governors.

Terms of Reference

It was agreed to add an additional point to the Terms of Reference this being "to consider the strategic risks arising from the curriculum offer"

447 VERBAL UPDATE ON SKILLS FUNDING AGENCY RECOVERY PLAN

The Principal informed the Committee that the SFA had met with the College on 29th April to discuss the College recovery plan and it was felt that the meeting had been very positive with the SFA accepting the proposed plan with just a few additional pieces of information requested. The SFA have now placed the College on a bi-monthly monitoring level and told the ETF Commissioner they felt that there was no need for further intervention at this time. A full report will be submitted to the PF&GP Committee and subsequently the Board of the Corporation.

448 ANY OTHER BUSINESS

- a) Janice Maclean and Sarah Noble confirmed that they will be attending the end of year hairdressing show.

(6)

- b) Members were informed that the trial regarding the murder of a College student will be starting on 20th May and staff and students will be offered support as appropriate.

449 DATE OF THE NEXT MEETING

The next meeting will take place on 10th November 2015

(Chair)

(Date)