

**Minutes of the
Academic Standards and Quality Development Committee
held on Thursday 6 March 2014 at 8.00am
in Room 814 at Matthew Boulton Campus**

Present:	Apologies:
Veronica Docherty (VD)	
Jenni Ord (JO)	Ian Oakes
Tim Sunter (TM)	
Dagen Thompson (Staff Member Academic) (DT)	
Gala Albas (Student Member (GA))	
In Attendance:	
Roger Minett (Executive Director of Academic Affairs and Curriculum) (RM)	
Mukesh Kumar (Executive Director) (MK)	
Barbara Hughes (Director of Quality) (BH)	
Valerie Martin (Acting Clerk)	

Welcome and Apologies for Absence

The acting Chairman welcomed everyone to the meeting and gave apologies for Ian Oakes.

Declarations of Interest:

There were none save for those already recorded in the Register of Interests.

Item 1 - Minutes of Meeting of Previous Meeting

The Chairman led the Committee through the minutes of the meeting held on 22 November 2013 and it was agreed that they were a true and accurate record of the meeting.

Matters Arising

TS asked if 7.1 should remain in the minutes as it didn't give a very positive view. BH stated that it was positive as it showed that the governors were taking an active role in the Inspection process by agreeing to attend KIT sessions specifically related to Inspection. It was agreed to leave the statement unaltered.

JO asked if the suggestions made by Governors at the KIT sessions had been useful. BH confirmed that the feedback from the sessions had been included within the SAR report.

JO asked if the follow up report on the geographical patterns of students was available. RM stated he would get it circulated to committee members as soon as possible.

It was noted that item 8.3 should read 'it had been approved'

Action: Jenni Ord to meet with BH to discuss Equality and Diversity
Report on geographical patterns of student to be circulated to committee members

Item 2 – Annual Review of Committee Terms of Reference

Committee members agreed for this item to be deferred to a future meeting.

Action: To be presented at a future meeting.

Item 3 – Performance, Success Rates and Achievements

RM led the Committee through this item providing a detailed overview of the performance data. He informed the Committee that the data is based on Ofsted inspection rules, information drawn from Programme Monitoring Boards and the college's management information systems. Retention remains strong and is above the figures for this time last year.

Success rates are on track and are predicted to increase significantly across key delivery areas. Attendance rates are 87.5% which is lower than the college target however there have been changes to the way attendance is recorded and this figure is predicted to show improvement as the term progresses.

JO asked how the decrease in the Retail programmes was being addressed. RM stated that this would be addressed by the Directorates and reported back at the Programme Monitoring Boards. All under-performance is closely monitored and where necessary processes are put in place to ensure students reach their predicted grades.

Following a detailed discussion on the content of this report Committee members stated that it would be useful to have a more detailed breakdown of the success rate predictions to include AS and A2. RM said he would look at the feasibility of including more detail in the next report.

Action: Further detail on performance report to be reviewed by RM

Item 4 – College Quality Improvement Plan (QIP) for 2013/14

BH took the Committee through this item providing detailed explanations on each area. BH stated that the QIP is a forward looking document which is updated each term following feedback from Programme Monitoring Boards. She added that the QIP takes account of the published performance data together with predictions from each Directorate. Progress updates will take place in May and September. Members asked if the next report could include more granular breakdown of the information provided in the report.

VD asked how the data relating to the destination of learners was collated. BH stated that this was through the Promonitor system, the call centre have been contacting students who have left and have had 62% return on calls. MK stated that destination information needs to be tighter in order for it to be effective.

BH stated that the college is looking at ways to improve our destination data. JO said that it is a good marketing tool would it be possible to compare our figures with those of other local colleges.

Following a detailed discussion on the content of the QIP members asked if it was possible for a deep dive into one specific area. A KIT session on one area of risk/weakness relating to under-performing courses could be arranged.

Approved: The Committee approved the QIP and noted the improvements

Action: Possible KIT Session on risks/weaknesses relating to under-performing courses with a deep dive into one particular area.

Item 5 – Teaching and Learning Review

BH presented this item updating the members on the 2012/13 Teaching and Learning review which was held in December and January. BH stated that the review had not been held this term due to other business priorities but alternative methods had been implemented. Directorates were observing each other and the Teacher Training Team were also involved in observing lessons. MK added that Directorates used the management development day to foster good teaching and learning practices.

JO asked what measures were being taken with regard to Grade 4 and Grade 3 lesson observations. BH stated that these were a small proportion and were closely monitored and supported to improve performance with coaches allocated to individual teachers.

GA added that continuous checks on teaching are important to students achieving their goals. BH stated another part of the teaching and learning practice was the learning walks where observers can go into classrooms at any time for short periods of time to gain snapshots of lesson being delivered.

TS asked about room zoning. BH stated that this is where certain areas are used specifically for one curriculum.

Questions were raised regarding the Toolkit. BH gave committee members a brief overview of what the Toolkit contains and how it is used by staff.

Questions were raised on the progression of learning for staff. Is there any data showing what investment goes into individual staff development which could be presented to the Committee. RM stated that this could probably be obtained through the staff development data.

JO suggested a possible KIT session could be arranged to give Governors an insight into the harmonisation and what is going well, what could be improved and how staff feel and how we capture a better staff and student voice.

RM said that he would look in the feasibility of arranging a KIT session.

APPROVED: The Committee accepted the report and requested an update on Grade 3 and 4 numbers.

ACTION: Update on Grade 3 and 4 numbers at next meeting.
RM to look at the feasibility of arranging a KIT session on Harmonisation.
RM to look at the feasibility of bringing staff development data to the committee in October.

Item 6 – Report on Equality and Diversity

BH presented this item taking the Committee through the detailed report. She stated that equality and diversity were integrated into the college ethos and learner experience. Emphasis is being placed on reducing achievement gaps and raising success rates for particular groups. BH stated that Programme Monitoring Board challenge directorates on the promotion and management of equality and diversity. She added that the Big Teaching and Learning Survey is currently taking place which will report by equality strands BH gave an overview of what this survey was and how the feedback from it can be used by the college.

Approval: The committee accepted the report and noted the actions being taken.

Action: BH and JO to meet regarding Equality and Diversity objectives.

Item 7 – Complaints Report 2012/13

BH presented the complaints report stating that there had been one hundred and thirty seven reported complaints which is an increase on last year's figures. However this is a small proportion in relation to the number of enrolments. BH gave a detailed summary of the graphs contained in the report together with a breakdown of the various areas where complaints lie.

JO asked if positive commentary was monitored and if so it would be useful for the committee to also see this information. BH stated that it positive commentary was not always passed on to the Quality Team however it is welcomed and recorded. She added that feedback from the recent Student Conference and the Learner Voice would be integrated into future reports.

Approval: The committee accepted the report and noted the actions being taken.

Item 8 – Higher Education Provision

RM presented this item taking the Committee through the report providing an update the HE provision. He stated that the programmes that were showing underperformance earlier in the academic year are now showing significant improvement. He informed members that achievement was projected as 85% this year. There are concerns regarding retention of some programmes but these were being closely monitored through the college's own bespoke processes. RM added that more accurate data will be available after progression which should be available for the June meeting.

Approval: The committee accepted the report and noted the actions being taken.

Action: HE Data to be taken to next committee meeting if available

Item 9 – Sub-Contracts and Workplace Delivery

RM presented this item taking the Committee through the report informing the Committee that a new manager had now taken over this area. New systems were now rag-rated and had a 1 to 4 rating to ascertain if they comply with our procedures. The majority of them are complying and we are assisting those who are not fully compliant with our processes. All sub-contractors are audited regularly and are being monitored closely. He added that contracts are issued yearly however they carry over if learners are studying a 2 year course.

JO asked where the overall decision was made for this provision and if it increased the college revenue. RM stated that college carried out due diligence on subcontractors prior to entering into a contract. The Finance Committee recommend the proportion we will allocate to sub-contractor to the Board for approval.

Approval: Following detailed discussions the Committee approved the report

Item 10 – Verbal Report on Mid-year Analysis

RM distributed a file containing the Quality Improvement mid-year analysis file to committee members.

RM gave an overview of inspection preparation to date. He informed the committee that the Principal had contacted Ofsted to ascertain the possibility of commissioning an inspection and

arranged for Lorna Fitzjohn to visit the college. The Principal was informed that although Ofsted have the power to do this Lorna went on to say that they do not have the resources or the man power to undertake commissioned inspections at this time. After touring the facilities at MB Lorna suggested that we invite Sir Michael Wiltshire to visit the college and an invitation has been sent to him and we are waiting for a reply.

VD stated that the general feeling was that we shouldn't go for an inspection now and that this was perhaps was the best answer.

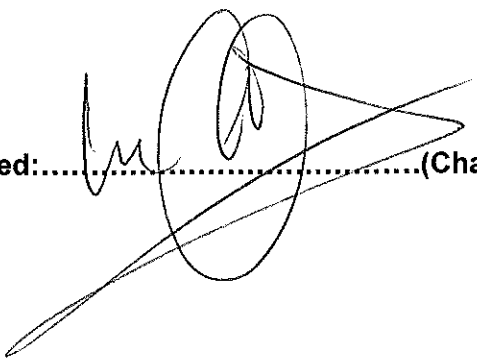
RM stated that in terms of preparation for an inspection the college is as ready as it can be and that it was on on-going process.

Any Other Business

There was no other business.

The Chairman thanked everyone for attending and brought the meeting to a close.

Thursday
Date of the next meeting – Tuesday 26 June 2014

Signed:..........(Chair)

Dated:.....*26/06/14*.....

11/11/2023

11/11/2023