

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

PRESENT: Angelika Baxter (Chair)
Andy Sparks (Principal)
Janice Maclean
Heather Clarke
Barbara Vohmann
Sarah Noble
Susan Hughes
Marie Kemp
Luke Hain (Student Governor)

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

450. TO RECEIVE APOLOGIES FOR ABSENCE

There were no Apologies.

451. DECLARATIONS OF INTEREST

There were no declarations made.

452. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19TH May 2015

Under item 443 it was clarified that the KPIs will be produced on a regular basis but not necessarily each month.

With this amendment the minutes were approved

453. MATTERS ARISING

Item 445. The QAA follow up visit had taken place and was successfully completed. Anglia Ruskin University (ARU) has since withdrawn from the partnership with the College. It does mean that future Institutional Reviews will not be conducted by ARU. The College is endeavouring to find another partner.

Item 447. The College has had a meeting with the SFA to review progress with the recovery plan and was now subject to 3 monthly reviews instead of the monthly reviews previously taking place.

454. TO RECEIVE A REPORT ON THE LATEST KPIS

Members were told that the KPIS were currently being updated and they were asked to consider the proposed targets for 2015-16. Governors agreed the increase in the percentage increase for the target regarding the 'timely' achievement of apprenticeships.

The Governors questioned whether all the targets were realistic and Caroline Williams explained the thinking behind the setting of each of the targets although accepted that the target for Maths & English was ambitious.

It was noted that the survey of Students had seen a decline in the level of student satisfaction and Alison Davies was asked to analyse the reasons for this and report to a future meeting of the Committee.

Luke Hain, the student Governor, stated that this might in part be due to younger students not being used to the difference in regimes between the College and schools.

The student observers, when invited by the Chair, commented that sometimes attendance is adversely affected by clashes with the work some students need to do to fund themselves through college or due to the distance they may have to travel to the College.

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

455. PROGRESS REPORT ON THE COLLEGE IMPROVEMENT PLAN (CIP) & SELF-ASSESSMENT & VALIDATION

Members were informed that the CIP was comprised of 15 overarching objectives and 62 actions had been identified. All bar one of the actions have been started and a number completed but it was too soon to see the impact of them.

An analysis of the self-assessment process was received together with an explanation of the follow up and monitoring process that was employed by the college. Further work was felt necessary in order to ensure a greater sense of ownership amongst those responsible for producing each section's self-assessment report. To help achieve this the format has been changed for 2015-16 whereby a shorter more focussed template has been introduced.

All SAR authors receive 1:1 support to further develop their skills in this task. Risks are shown on each of the summary reports received by the Committee and it was agreed to identify the key risks at the end of each meeting.

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

456. OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT 2014-15

Penny Petch presented the report which identified the changes made to the process at the start of the 2014-15 academic year.

The move to a non-graded short notice observation process had seen a reduction in the percentage of observations being graded 'Good or Better'.

Members were informed of the number of lecturers given a 'Notice to Improve' and the number who had subsequently left the college. Nine staff had improved and were no longer subject of a NTI whilst another nine staff are being given support to bring them to the required standard.

Governors have been encouraged to accompany members of the college observation team on Learner Walks and it was suggested that some may like to be trained as observers so that they had a greater appreciation of what was looked for during such classroom observations.

Discussion took place on the tutorial system and the student at the meeting stated that some students needed to have the purpose of the tutorials better explained to them.

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

457. TO RECEIVE THE UPDATED COLLEGE SAR 2014-15

The Committee received a copy of the SAR and were informed that the final dataset had been returned to the SFA on 23rd October 2015.

Discussion took place about the content and viability of a minority of curriculum areas.

It was **Recommended** that the Board approves the College SAR at its meeting on 11th December 2015.

458. REPORT ON THE PROGRESS MADE WITH MATHS AND ENGLISH

For this academic year the college had managed to achieve full staffing against much competition from other colleges and the schools for such staff. Controlled assessments are due to take place shortly and exam resits are to take place by the end of November 2015.

The college is planning to ask ACER to carry out a 'health check' of Maths teaching and the other developments put in place to improve achievement in Maths and English.

The attention of Governors was drawn to the challenges identified from September 2015 and the steps taken to address them.

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

459. REPORT ON COMPLAINTS AND COMPLIMENTS RECEIVED IN 2014-15

A total of 29 complaints had been received and all had been satisfactorily responded to within the timescale set out in the college policy for handling such complaints. None had been escalated to the Funding agencies for further review. A small number of compliments had been received in respect of the way the college had handled matters affecting apprenticeships and support for students.

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

460. ANY OTHER BUSINESS

- a) Caroline Williams clarified the definitions used to set the age groups of 16-19 and 19+ when producing various statistics.
- b) Members were informed that the Dovedale nursery had recently been subject of an Ofsted inspection and had been graded as 'Outstanding'.
- c) The key risks identified by the committee during the meeting were;
 - Intervention for the Areas identified at Risk.
 - Variability of the Self- Assessments produced.

The Chair thanked the student observers for their attendance and input to the meeting.

461. DATE OF THE NEXT MEETING

The next meeting will take place on 9th February 2016.

(Chair)

(Date)