

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
7 FEBRUARY 2017 – 2.00 pm**

PRESENT: Sarah Noble (Chair)
Janet Maynard
Barbara Vohmann

IN ATTENDANCE: Elaine Oddie (Chair of the Corporation)
Penny Petch (Head of Teaching & Learning)
Caroline Williams (Deputy Principal)
Mike Tadman (Assistant Principal, People & Resources)
Alison Davies (Director of Curriculum, Moulsham Street)
Marco Iciek (Director of Learner Development & Inclusion)
Mark Emerson (Director of Information Services)
Simon Drane (Director of Curriculum, Princes Road)
Nathan Warren (Student Observer)
Rob Millea FCA (Clerk to the Corporation)
Joanne Harrington (Assistant Clerk)

509. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Susan Hughes, Andy Sparks (Principal) and Will Dean.

Steve Houghton was absent.

510. DECLARATION OF INTERESTS AND CONFIDENTIAL ITEMS

Barbara Vohmann declared her interest as a staff member at Anglia Ruskin University. The Clerk declared his interest as Clerk to South Essex College. The Clerk also informed the Committee that his wife's cousin is the Clerk to Writtle University College.

There were no other declarations made.

No confidential items were notified.

511. URGENT BUSINESS

The Chair welcomed Nathan Warren (Student Observer) to his first meeting of the Committee and he gave a brief overview of his course and his ambition after his College studies. Nathan attended as Will Dean (Student Governor) was unable to attend.

The Chair indicated that the main theme of the Meeting will be to review this year's progress against targets in respect of the curriculum areas based at Moulsham Street Campus particularly regarding area for intervention in 2016/17.

The Committee will also continue to concentrate on the issues of significance relating to Level 2 provision and English & Maths.

512. MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2016

The Minutes of the Meeting held on Tuesday 8 November 2016 were **APPROVED** and **SIGNED** by the Chair.

513. MATTERS ARISING

The Clerk provided a summary of Action Points from the last Meeting and current status.

The Clerk reported that the Governors' Developments Day last Friday was very successful and especially the informal meetings with students over lunch. Marco explained that the students who attended were those who are active participants in the Learner Voice in College. The Chair felt this was an excellent and welcome way to engage with students to get their views on their College experience.

He also mentioned that Steve Houghton is investigating the possibility of work placements being offered by his company.

The Assistant Clerk agreed to ensure the SPOC questionnaire is on the portal and that governors have the link to the new Maths GCSE specifications.

514. IN-YEAR RETENTION, ATTENDANCE & PROGRESS UPDATE

The Committee **RECEIVED** a Report from the Deputy Principal and the Director of Information Services giving an overview of the above matters, with comparison, where relevant, to the same point last year.

Key highlights:

- Overall 16-18 retention up 4pp to 98%
- Retention is higher for this cohort at all levels, with level 2 up 4pp
- 19+ retention is up 5pp to 97%
- 19+ retention at level 2 remains of concern as the December retention rate is same as the current national rate
- The subject area of concern relating to retention is Health and Social Care

- All curriculum areas subject to intervention procedures have higher retention than at this stage last year
- Attendance levels at levels 1 and 2 have marginally increased, although lower than the College average and reflects poor attendance at Maths and English GCSE and functional skills classes
- Learner progress is on target with 60% of learners on or above their target grade
- Child care is the highest performing area with 95% on or above their TAG
- Main curriculum areas of concern remain health and care, sport and craft construction.

In addition, learner progress against Target Achievable Grade (TAG) is being reported for the first time and continues to be developed by the Information Services Team headed by Mark Emerson to refine the data and improve the accuracy of the reporting.

It will assist Governors' ability to track progress and question any anomalies or significant issues, because the system will measure learner progress in relation to their individual TAG.

Governors observed that the system is very transparent and will improve the basis for their support and challenge questioning. They noted that the main reasons for learners who are below their TAG are:

- Non-submission of coursework
- Referral through not meeting performance criteria
- Learners not attempting merit or distinction performance criteria
- Marking lag in some areas

Nathan reported that his experience is that tutors and managers in his curriculum area are on top of the requirements to push students to achieve and use their best efforts to push student progress.

The Committee **NOTED** the Report.

515. TEACHING, LEARNING AND ASSESSMENT

Penny Petch (Head of Teaching & Learning) **PRESENTED** an In-Year Report on Teaching, Learning & Assessment, concentrating on progress against the Action Plan. This had been requested by Governors at the last Meeting of the Committee.

The key points of the Report were:

- All action points are progressing well, with one exception, i.e. the recruitment and training of students to become part of the lesson observation team, which is deferred till next September
- 131 observations so far this year with 64% of teachers meeting all 5 key expectations against target for the year of 80%
- High performing teachers who act as mentors are not observed
- Underachieving teachers required to meet with an Advanced Practitioner for further support and development
- 200+ Learning Walks so far this year (89 at this point last year)
- Two of the areas needing improvement have teachers performing below target
- The impact of the Action Plan has been inconsistent as demonstrated by the RAG rating of each Curriculum Area compared to the College average

Developments planned include Departmental Teaching and Learning Days, Pedagogy Pulse, Professional Development Day on 31 March, AP support (including regular surgeries) and monthly ACE training sessions. There will also be two external consultant visits this month to support observation completion and continued Learning Walks.

Governors undertook some Learning Walks at the Governors' Development Day last Friday, having received some useful training from the Head of Teaching and Learning prior to the Learning Walks.

Our consistently high performing teachers are acting as mentors and not observed themselves.

Data demonstrates that TLA is on an upward curve notwithstanding there is some inconsistencies remain across different areas of the College.

A governor asked whether there were any surprises in the data. Penny explained that there has been improvement in Construction & Engineering and Extended Learning is good. Unfortunately, Health & Social care is lower than normal as there has been a number of staffing issues which have affected the observation data and they have been addressed (staff member left).

Business and Travel & Tourism are disappointing again due to staff problems. It was noted that the quality of the teaching and competence of a few lecturers do not meet the required standards. It was also noted that recruitment of well qualified lecturers to the Business area is proving difficult.

There were still a number of areas where the percentage of teachers observed did not meet all five key expectations.

In response to a governor question on poor data outcomes, it was explained that Learning Coaches are responsible to Marco Iciek as Director of Learner Development and Inclusion and they are not qualified teachers but they are observed at some level on all five key expectations.

It was noted that the external consultant (an Ofsted inspector) helping the College at Princes Road in the Construction area, has given very complimentary feedback. Another consultant is visiting the Moulsham Street Campus this week. It was also noted that Lisa Houghton (CAM, English & Maths) is now an external examiner in this area for the AQA awarding body.

Penny Petch was confident that we now have stable staffing capable of making good progress.

The Committee **NOTED** the Report.

516. ENGLISH AND MATHEMATICS

Alison Davies **PRESENTED** a Report providing an overview of the College's progress in this area. These demonstrate significant progress against targets for 2015/16 and further plans for development are in hand.

She explained that the timetable for GCSE English and Maths has been completely revised to improve the delivery to students. All staff have achieved level 5 Maths qualifications and, by the end of this academic year, they will all be qualified to deliver the new English & Maths GCSE curriculum next year. It is clear that English is further ahead in the journey of improvement than the Maths area. This is being actively addressed.

In response to a governor enquiry, it was noted that retention and attendance remain an issue across the College and impacts on all areas. Part-time Adult English & Maths functional skills could affect retention data for 2016/17.

Key Developments showing clear signs of progress

These aspects are still on-going but are having a positive effect:

- Moderation of controlled assessments
- Staffing stability and timetabling changes
- Curriculum changes
- Tracking of student progress

- Staff development and preparation for the introduction of the new curriculum next year
- Link Specialist Support to vocational areas
- Quality of teaching
- Review and report by external consultant that was very positive

Outcomes

- Of controlled assessments so far, 23% of learners have achieved a good C and the same percentage a high D
- Attendance at English controlled assessments is 86%, compared to 93% for the whole of last year
- 81% attendance at mock GCSE Maths exams
- Mock English exams scheduled to occur in March 2017
- GCSE resit outcomes good with 53% grade C in maths and 38% in English
- Functional Skills English reading exam outcomes 48% compared to 23% at same time last year

Retention and Attendance

Attendance on M&E is lower than attendance on all components of a student's study programme and is inconsistent across curriculum areas ranging from 87% to 72%, compared to College overall average of 86%.

Retention has increased from 92% to 97%.

Retention has an impact on the main Study Programme if students do not attend English and/or Maths.

Teaching Learning & Assessment

This is addressed in **minute 515**.

Lisa Houghton reported that she had attended an AoC National Conference on English & Maths recently and there seemed to be a correlation between our practice and outcomes with best practice nationally. Progress in English is more secure than Maths at present but overall the progress jointly is good.

The Committee **RECEIVED** the Report.

517. LEARNER DESTINATIONS 2015/16

The Committee **RECEIVED** the Annual Report from Marco Iciek (Director of Learner Development and Inclusion) giving an overview of the

destinations of the 2015-16 learner cohort based on information collected to the middle of January. Information continues to be collected.

He pointed out that Ofsted is interested in actual destinations rather than intended destinations.

The following points were highlighted:

- Number of students progressing to apprenticeships either with the College or with other providers is very low and has not improved from last year
- Progress to full time and part time employment (related to course) has declined from 13% to 8%
- Students continuing in FE was 66%, up from 61% last year, but the numbers were lower (1138 v 1285) reflecting lower overall headcount of students
- Percentage of students who are NEETs has reduced from 3% to 2%
- Percentage of students progressing to HE increased by 2pp to 12%, against the national trend
- Hardly any students leaving progress to self-employed status

The dataset provided to governors was analysed in detail by category of progression and by comparison with other Colleges in Essex. It compares well in some categories e.g. students staying in education or employment over two terms in 16/18 study.

The College continues to be very successful in collecting data from students and it is well above the national experience.

The Committee **RECEIVED** the Report.

518. PRESENTATION – PROGRESS AGAINST TARGETS

The Committee **RECEIVED** a Presentation showing progress against targets and action taken for the Curriculum Areas based at Moulsham Street, including current area identified for intervention in 2016/17.

This was given by Alison Davies, assisted by the Curriculum Area Managers based at Moulsham Street, and was in response to a request at the previous Meeting from Committee Members.

Alison commenced by giving a short Powerpoint giving the key objectives against the College Improvement Plan for each Curriculum Area at Moulsham Street. A copy of her presentation was provided to all Committee Members.

This presentation covered the following Curriculum Areas:

ENGLISH & MATHS	Lisa Houghton
SPORT & PUBLIC SERVICES (intervention area)	Josh Lampard
ART DESIGN & MEDIA (intervention area)	Dave Smith
ICT & SCIENCE	Tony Perry
HEALTH & CHILDCARE (intervention area)	Sue Carey
BUSINESS, TRAVEL & TOURISM	Julia Holden

The Curriculum Area Managers for the above areas (noted above) joined the Meeting to provide further insight into their areas and to answer questions from the Committee.

The Committee were informed of the six targets which are in place for each CAM, including student progress, outcomes, setting robust targets, English & Maths improvement, quality of TLA and grow commercial income streams.

A governor asked whether there is any feeling that students at Princes Road are 2nd class students. This is not the case – they have all the facilities and support available in the College generally.

It could be said that there is 'worse' behaviour at Princes Road but this is a generalisation and attendance is not as good overall. Additionally, there is a greater reluctance of students at Princes Road to engage with Maths & English as, put simply, 'they don't want to do it'. This is evidenced in the fact that attendance for M&E is 77% against a College average for attendance of 86%.

The Committee had a wide ranging dialogue with the CAMs present and all CAMs contributed. In response to questions, the CAMs referred to and commented on the following issues:

- Their own improved visibility to teaching staff
- Improved early intervention when students begin to slip
- Close scrutiny over attendance
- Use of and referral to the Student Support Department
- 'Nagging' students to meet their targets
- Ensuring students' workloads are achievable
- More active work scheduling
- Addressing staffing issues more quickly
- Ensuring no backlog in staff marking and feedback to students
- Regular meetings with students to ensure there are 'no surprises' in their ongoing progress
- Subject specialist area learning walks to monitor Teaching & Learning more closely
- Relentless pursuit of student achievement/sustained pressure

- Regular dialogue with Princes Road to improve consistency across the College

Each CAM has access to the on line CAM dashboard and assessment tracking system. This is very open, gives transparent information and the targets for each student. These are clear and visible to all Senior Mangers/CAMs/PAMs and staff to closely monitor the students for whom they are responsible.

Issues of performance in Health and Childcare, Public Services and Art & Design were discussed with the Committee.

At a future Meeting, it was requested by the Committee that the Princes Road CAMs will meet with the Committee.

ACTION: CLERK

519. SUB-CONTRACTING ARRANGEMENTS

Mark Emerson gave a verbal Report to the Committee.

He reported that the arrangement with Aspire has been entered into again for this year from 16 January for 400 learners for the short Employability Qualification Course with JobCentre Plus. These are similar numbers to last year and has been approved by the Personnel Finance & General Purposes Committee under delegated powers.

The Committee **NOTED** the Report.

520. ANY OTHER BUSINESS

Nathan Warren spoke of the vocational trades students wanting to receive additional English & Maths teaching as well as relevant personal finance and small business management training to help them in the future.

There were no other matters of AOB.

521. DATE OF NEXT MEETINGS

Tuesday 16 May 2017 at 2 pm.

Tuesday 7 November 2017 at 2 pm (provisional).

There being no further business, the Meeting terminated at 4.30 pm.

Signed.....Date.....