

**CHELMSFORD COLLEGE
QUALITY AND LEARNERS COMMITTEE
11TH FEBRUARY 2014**

PRESENT: Janice Maclean (Chair)
David Law (Principal)
Liz Wood
Heather Clarke
Angelika Baxter

IN ATTENDANCE: Caroline Williams
Marco Iciek
Alison Davies
Penny Petch
Mark Emerson
Dave Short
John Fowl (Clerk to the Corporation)
Joanne Saward (Minuting Secretary)

373 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Dick Madden

374 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

There were no declarations of interest and no confidential items were notified.

375 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH NOVEMBER 2013

The minutes were approved.

376 MATTERS ARISING

There were no matters arising

377 TO RECEIVE QUALITY & LEARNERS REPORT

It was confirmed all Governors had now received the Self-Assessment Report for 2012/13 for the College. Members had asked what had occurred in the subject sector area of Engineering and also within the Hair and Beauty area.

Caroline Williams advised that the Head of Department for Hair and Beauty was now on maternity leave and that she had now taken on direct line management for this provision. The Hair and Beauty staff are due to visit Stephenson College where the other Lee Stafford Academy had achieved a grade of 'good'. Alison Davies, Deputy Director of Quality and Learning is also making use of her specialist knowledge within the area.

All Chelmsford Training Services provision is being brought into line with the College processes to help ensure a high standard of provision, with 'at risk' students also being closely monitored and supported. The Governors were informed that there had been an increase in the number of students who are or had been in care and this was presenting its own particular problems.

The committee was told of the interventions that had taken place within the area of Engineering and a review of staffing in the electrical installation area had been undertaken to ensure a better fit with the curriculum being offered.

There has been a review of the curriculum within electrical installation resulting in a move away from City & Guilds to EAL (Excellence Achievement and Learning).

Peer Review

A peer review meeting was held in November 2013 where the College group had undertaken a desktop validation of curriculum self-assessment reports for each of the five Colleges. Out of the Colleges involved three had now been subjected to a full Ofsted inspection in recent weeks.

IfL Presidency

Penny Petch reported on the personal and College benefits derived from her being the IfL President. She had attended the AOC conference in November 2013 and had found the networking invaluable especially contact with Chichester College. She was working with Cambridge University in order to deliver a series of seminars on 'Leading Learning – Teachers as Leaders'.

Caroline Williams has become very involved with Essex County Council in the delivery of the countywide programmes for those with learning difficulties.

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

378 TO RECEIVE A REPORT ON STUDENT DESTINATIONS DATA

The committee was informed that the College is now collecting both intended and actual destinations of all students. The actual destination data indicated good progression rates occurred within the College together with good progression rates into employment and higher education.

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

379 STUDENT IN YEAR RETENTION AND ATTENDANCE DATA

The College acknowledges the link between poor retention and attendance with subsequent poor success rates and achievement of students. The appointment of two Attendance Improvement Officers in 2012/13 had seen a two percentage point improvement for that year and this improvement had continued through 2013/14 to date, which was currently showing a further two percentage points improvement in attendance. Members received the attendance rates by Subject Sector Area and noted the Retention data indicated a good improvement and was 5% above the Retention Rate shown in 2012/13. The 'Improving Retention Development Plan 2013-16' was received and noted. Governors were pleased to note the in-year data suggested that there was a trend of improvement for both retention and attendance.

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

380 TO RECEIVE A REPORT ON THE OBSERVATION OF TEACHING LEARNING AND ASSESSMENT

All departments have received a teaching and learning day at the end of the year and the staff had been very positive about this. The committee was informed of the five areas which formed the content for the training day. The day had involved students in providing feedback to the staff and a common theme from students was that work experience is valued and that they liked the way those with learning difficulties were integrated within the College. There remained a perception on the part of students that the number of computers within the College was insufficient however an analysis by the College shows that computers within the College are currently under-utilised by students. It was pleasing to note that there were no adverse comments from students about College staff. A view was expressed that student focus groups were a better means of obtaining student feelings about the College and staff as opposed to questionnaires.

70 teaching observations had been undertaken of which 73% were judged to be good or better compared with 54% in 2012/13 and 69% in 2011/12. Six staff were on 'notice to improve' and one has since resigned. The remaining five are subject to capability procedures and further support. The committee was informed that good and better teaching in the level 1 and level 2 provision is lower than the College and this is a cause for concern. The College is checking to ensure that the better teachers are also timetabled to teach level 1 and level 2 students. The assessment centres have played a key role in increasing the use of ILPs by learners and members noted the additional support initiatives that had taken place.

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

381 TO RECEIVE A REPORT ON THE QUALITY ASSURANCE AGENCY HIGHER EDUCATION REVIEW

HE provision in the College is due for a quality assurance review in May 2014. This will affect just 47 part time students who are employer responsive. The committee was advised of the judgements that could be reached from this review and the key dates when the review will be conducted.

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

382 PROFESSIONAL DEVELOPMENT WEEK, JANUARY 2014

At the beginning of January 2014 there had been the first of the two staff development weeks organised for teaching staff. Of the 583 evaluations completed 91% of participants had graded the activities as good or outstanding. There were 48 different continuing professional development activities offered and over 66 sessions with 1003 places made available to staff. For the first time there was a two-day leadership and management conference to better prepare the leaders and managers of the College to deliver 'outstanding' effectiveness within leadership and management by learning to work more effectively as a team.

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

383 CARE AND SUPPORT FOR LEARNERS

Dave Short presented the report which showed the type of support services in place at the College for students to enable them to overcome any barriers to working.

Members were informed of the counselling service and the arrangements for 16-19 bursaries and the College allocated funding to support 19+ students. It was noted that there are many students with complex and diverse range of issues that can create barriers to their learning.

In September 2013 the College introduced a free breakfast club and this appears to be positively impacting on student attendance and retention.

As part of the care and support programme there is a behaviour management provision aimed at improving student behaviour.

A new College chaplain had been appointed to the College recently and an event was attended by the Bishop of Bradwell to welcome her to the College.

The Governors were informed that following the implementation of the 16-18 bursary there had been a significant increase in the numbers of students declaring that they are in care.

The 'Learner Voice' led by Donna Finning continues to thrive with a record number of student representatives being appointed.

The College funds a travel scheme to help those students who have been refused travel concessions by the local authority. This scheme is for full time students on a funded programme of study.

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

384 ANY OTHER BUSINESS

- i) The Chair reminded those present that Liz Wood was due to step down from the Board at the end of March. She thanked Liz for her past contribution both to the Quality & Learners Committee and to the Board in general and wished her well for the future.

385 DATE OF THE NEXT MEETING

The next meeting will take place on 21st May 2014

(Chair)

(Date)

