

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

PRESENT: Angelika Baxter (Chair)
Andy Sparks (Principal)
Janice Maclean
Sarah Noble
Barbara Vohmann
Dick Madden
Phil Bridge
Donna Finning
Ross Jones

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

401 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Heather Clarke and Penny Petch

The Chair introduced Donna Finning, Learner Voice and Ross Jones, newly appointed Student Governor

402 DECLARATIONS OF INTEREST AND TO NOTIFY ANY CONFIDENTIAL ITEMS

Barbara Vohmann declared her employment with Anglia Ruskin University.

Dick Madden declared that he was a cabinet member for Essex County Council.

There were no confidential items notified.

403 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20TH MAY 2014

The minutes were approved.

404 MATTERS ARISING

Under item 393 Caroline Williams confirmed that she and Alison Davies had now visited Chichester College and that College was in turn due to visit Chelmsford College.

Under item 390 the Chair requested that the Student Perception of Course (SPOC) survey information should be shared with members of the committee by email once it was available.

405 TO NOTE THE FE COMMISSIONER'S LETTER

Dick Madden asked if the Senior Leadership Team had looked at the areas referred to in the letter and the Principal confirmed that a start had been made on them as areas that were deemed necessary to bring about the required improvement at the College. Initially, the College will work on what are seen to be the key items identified in the letter. The Governors sought assurance that the contents of the letter will be used proactively and that it will not simply be filed away.

It was agreed by the management team that the letter provided a good guide for the College in its efforts to become good or outstanding. It was noted that as part of the Peer Review Group Chelmsford College staff already visit other colleges and share good practices.

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

406 TO RECEIVE THE OFSTED INSPECTION REPORT, MAY 2014 AND INFORMATION ON THE SUPPORT AND CHALLENGE WORK

The recent inspection report was now providing the reference point against which any improvement in the College will be judged. An inspector has been allocated to the College to support and challenge what is being developed. This inspector produces a feedback letter after each of his visits. He is required to make four visits and so far has attended the College on two separate occasions.

It was noted that there is to be a new Ofsted inspection regime and that the new arrangements are currently out in the sector for consultation but the early signs are that even greater emphasis will be placed on the teaching of Maths and English.

Dick Madden sought assurance that all points in the inspection report had been included in the Post Inspection Action Plan (PIAP) as he struggled to find maths and English mentioned greatly in the current document. The Principal stated that the PIAP and College Improvement Plan (CIP) will be brought together as one document in due course. It was suggested that a sub-group of Governors should be established to look at the detail in these reports and Janice Maclean confirmed that she has spoken with the Principal regarding the way of better communication and sharing of workload which would enable Governors to be more intrusive in respect of College data. It was confirmed that the Governors wanted to have more opportunity to access data and Mark Emerson advised that the key performance indicators are to be added to the Governors' portal.

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

407 POST INSPECTION ACTION PLAN AND REPORTING PROCESS

The Committee received the most recent version of the PIAP and this is now linked back to the Ofsted report. Governors were asked to consider the format

that will be most useful to them and to contact Caroline Williams outside of this meeting with any suggestions.

Caroline Williams explained how the PIAP was being used within the College by the management team. The current version uses the red, amber, green signals to identify progress made on the various actions. Governors felt a single sheet to show the information in summary format would be of assistance to them and the Principal advised that a summary report will be presented to the Board of the Corporation to outline the headline issues. Committee members shared the view that it was overall responsible for the content of the PIAP/ CIP and as such required regular input from the college management team.

It was **Resolved** that the Post Inspection Action Plan be received and approved.

408 PERFORMANCE DATA 2013-14

The overall success rate for the College was 86.9% against the national rate of 86.4%. Caroline Williams reported that there had only been a marginal improvement at each level and the College is aware that success rates at level 1 and level 2 are a concern as are the achievements of 16-18 year olds on long courses at level 1 and 2 which are now below national rates. Governors were shown the success rates, retention rates and achievement rates for 16-18 and 19+ students and the detail behind each set of data was explained to them. The data as presented was also analysed by sector subject area and Governors noted that the numbers of students doing maths and English had increased considerably.

It was **Resolved** that the performance data 2013/14 be received.

409 NEW OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT PROCESS

The new system recently introduced in the College is based on assessment of teaching and learning being notified just a week in advance of the observation however staff are not told a specific day or time for this observation to take place. Grades are no longer shared with staff to avoid any complacency, however, those staff who are graded 3 or 4 will know this as they are immediately put on a 'Notice to Improve' and provided with an Improvement Plan. Governors queried how as Governors they could monitor progress in teaching and learning and they were told that a summary of the observations undertaken will be presented to them and become part of the monthly KPIs presented to the governing body.

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

410 NEW SAR PROCESS AND UPDATE

The new SAR process is aimed at containing measurable targets to enable Governors and managers to monitor the progress. Members were informed that the actions taken and the further developments that were planned in order to improve the SAR and make it more timely.

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

411 TO RECEIVE THE EQUALITY AND DIVERSITY SAR

Marco Iciek presented the learner outcomes from an equality and diversity perspective and Governors were pleased to see the retention, achievement and success rates for 13/14 were now the same for both white and non-white students. It was noted that learners who receive financial support tended to have success rates below that of the college average likewise learners who are in care or have recently left care also are not yet performing at the college average.

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

412 PERFORMANCE MANAGEMENT

It was **Resolved** that the content of the report supporting this agenda item should remain confidential.

413 TO RECEIVE A REPORT ON COMPLAINTS AND COMPLIMENTS 2013/14

A total of 45 complaints have been received during the year 2013/14 and all had been resolved within the College process and timeline. The College hasn't in the past collected data on the compliments given to staff but for 2013/14 this had occurred. Governors were pleased to see the compliments that had been paid to the college reception staff.

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

414 ANGLIA RUSKIN INSTITUTIONAL REVIEW

The last review had been undertaken in 2009 and was due again in February/ March 2015. This will take place over a period of two days and Alison Davies explained the process that would occur.

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

415 QUALITY ASSURANCE AGENCY HE REVIEW

This review took place in May 2014 and members were shown an extract of the report showing the key findings. Just 40 learners were involved in the review and Governors were advised that they attend college having been given day release by their employer. It was felt the QAA comment regarding lack of integration in the college was unreasonable because of this. The QAA action plan that had been agreed with the college was received and noted.

416 ANY OTHER BUSINESS

The Clerk drew attention to the membership of the Committee having been increased to ten members. The previous Terms of Reference provided for up to just eight members and the Governors were asked to agree a change to the Terms of Reference to reflect the revised membership of ten Governors.

It was **Resolved** that the Terms of Reference be updated to provide for ten Governor members

417 DATE OF THE NEXT MEETING

The next meeting will take place on 10th February 2015

(Chair)

(Date)

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