

29/08

Matters arising

- a) 18/08 –The Principal explained that Management report twice a year (in-year and end of year) to the Committee on the progress on the 2008 Action Plan arising from the 2006/07 Self Assessment Report.
- b) 19/08 - The Principal explained that the implementation date for one of the two diploma lines that the College is taking a lead role has been delayed. Leisure, Travel and Tourism will now commence in September 2011. The meeting was told that the College is working very closely with Titus Salt Grammar School on the ICT Diploma and that two staff from the School had visited the College to look at Functional Skills as part of collaboration.
- c) 20/08 – The Principal informed the meeting that the introduction of a “Foundation for Choice” option suitable for NEET (Not in Education, Employment or Training) Students has been successful and there will be a further enrolment in January 2009.
- d) 21/08 (ii) - The Principal informed the meeting that a final 2007/08 report on the analysis of reasons for student withdrawal will be presented to the 3 February 2009 meeting. The Principal reported on the success of the “White Working Class Boys” Project, which has helped with the retention of this type of student who in previous years would have left.
- e) 22/08 – The Principal reported on a well-attended and successful Employers event on the 19 June 2008. She also explained the College is waiting on the outcome of our application for the Training Quality Standard.

30/08

To receive a progress report on the College’s Action Plan arising from the 2006/07 SAR

The Principal asked Members to receive and consider the key actions to address weaknesses in the 3 areas of systems to underpin adult provision, improving retention and improving sports facilities. She informed Members that she has found the new Employer, Personalisation and Community Plans a very helpful vehicle in updating the progress report. She told

members that the new mission led planning has helped the College to improve its grade in the area of *'Capacity to Improve'*

The Principal took members through a number of the objectives referring to the progress made to December 2008 column and highlighted:

- **Aim – To improve systems to underpin adult provision**

The Principal told the meeting that overall the College has made good progress in this aim.

Obj 3 'to systemize approach to offering IAG to PT adult learners off-site and in College' – the Principal explained that the systems have been set-up and the next step is to ensure their implementation. A discussion took place on the difficulty of assessing the appropriateness of initial assessment on the various levels of courses the College offers.

- **Aim – To improve retention**

The Principal told the meeting that for a number of years there has been a problem with 16-18 retention. However, for those who stay there is good achievement and the College receives good feedback in Student Satisfaction Surveys. It was reported good progress has been made in working with families of "at risk" students in terms of parents' sessions and progression meetings.

Although good progress has been made against most of the objectives retention is a problem that will not go away and remains a weakness, in particular, at level 3.

A discussion that the qualifications students arrive at College with does not provide them with a level of education to succeed on a level 3 course took place. The meeting was told of the initial assessment arrangements that take place to try and ensure that students are placed on the right level of course.

A suggestion was made and a discussion took place on piloting a mentoring scheme using volunteers to support students on a 1 to 1 basis. The meeting agreed to progress the suggestion of using volunteers to support and mentor students.

The report was received.

31/08

To consider the Draft College Self Assessment Report (SAR) for 2006/07

The Principal introduced the item drew the attention of the meeting to:

- page 5 – the comparison between Bradford and the rest of England on GCSE A* to C results (52.1% compared to 62.0%), Key Stage 2 results (English – 75% compared to 80%, Maths 73% compared to 77% and Science 83% compared to 88%) and unauthorized absences (2.7% compared to 1.4%) and commented that we are providing a service to an under performing area.
- Page 6 – The Principal explained that a new development in 2007/08 has further increased the College's capacity to improve. The introduction of three new implementation plans is targeted at the College's key client groups deriving from its mission as a college serving the individual, employers and communities.
- Page 8 – The Principal referred to the main findings and impact highlighting that the Corporation sets a clear strategic direction for the College, takes an active role in the maintenance of the special ethos and staff are well-led by the Governors and Senior Staff in pursuit of excellence.
- Page 17 – Strengths and Weaknesses.
 - A discussion on weakness 1 took place and whether it should just refer to retention at level 3 being the problem. Members felt that this description did not fully explain the difficulty of getting students into College, which is a major feat and achievement and considered whether a balancing strength should be introduced.
 - The meeting felt that the identified strengths were justified.

The report was received.

32/08

To undertake the annual review of the Staff Development Programme

The Assistant Principal (Quality and Operations) introduced the item and referred Members to the 2007/08 Staff Development Report.

She highlighted the aims and how far these were fulfilled during the year.

She commented that the percentage take up of staff development opportunities by part-time tutors continues to be

low and more work is needed to improve this. She explained that more Equality & Diversity training is planned in 2008/09 with the launch in January of 'Respect' an e-learning training tool for staff.

She referred members to the recommendations and highlighted:

- Continuing to prioritise support for improving teaching and learning
- Extending the CPD approach to all support staff through the introduction of a Learning & Development portfolio
- Continue to align staff development with college priorities, particularly, employer engagement and personalization.
- Implementing the Skills Pledge
- Promoting ILT skills development

The report was received

33/08 To consider the draft Personalisation Strategy

Steve Hooton introduced the item and explained his role as the Assistant Principal for Learners and Learning. He put this into context with the Personalisation Strategy and being responsive to the varied and differing needs of the students and listening to the 'Learner Voice'.

A discussion on forming student focus groups took place. Members suggested a meeting with student representatives and the Curriculum & Quality Committee to discuss relevant topics, for example, on improving retention.

The report was received

34/08 To consider the draft Community Responsiveness Strategy

The Principal introduced the item on behalf of Margaret Robson (Assistant Principal Employer & Community Responsiveness) who was off sick.

She took members through the Strategy and that the document had already been presented to the Shipley & District Education Network.

Members welcomed the introduction of the Strategy.

35/08 To consider the principles for establishing student related performance indicator targets for 2008/09.

The Principal introduced the item and suggested that the principles are as previous years, namely:

- to maintain the level if the achievement level is very high
- to aim to increase by 2% if the achievement level is in line with the national average
- to aim to increase the level to the national average if the achievement level is below the national average.

Following a discussion it was agreed to reword the second bullet point to read:

- to aim to increase by 2% if the achievement level is in line with the **assumed adjusted** national average.

36/08 To begin the process of producing the next Governance Self Assessment Report (2006/07 Strengths and Weaknesses).

The Principal introduced the item and asked members to consider whether or not the following remains a weakness: 'Corporation and/or C&Q Committee did not receive a report in 2007/08 on the academic performance in respect of student destinations'

Members were told that systems were introduced in 2007/08 to report on destinations but the report could not be produced until the end of the academic year with the Committee receiving the report at this meeting.

A discussion took place and members agreed that it should be removed as a weakness and inserted as an area for improvement.

The Clerk proposed that there had been two vacancies since August 2007 and March 2008 this should be recorded as a weakness. Members agreed this should go down as a weakness.

Members considered the list of Strengths and agreed that they were still justified. A discussion resulted in two new strengths being identified in regards to Members being very active in their roles and the successful involvement at Corporation Meetings of two Student Governors.

They agreed to ask the full Corporation if they could identify any further strengths or weaknesses.

If no further weaknesses are identified then the Committee recommend that grade 1 - Outstanding (many outstanding areas of strength and no or only a few areas of weakness is self-assessed for 2007/08.

37/08

To receive:

i) a report on Student Attendance Monitoring.

The Principal introduced the report.

She referred Members to the Major Programme report and highlighted the percentage performance for the College as a whole and the diversity categories.

The report was received.

ii) a report on Student Destinations

The Principal introduced the first report. She highlighted the number progressing to FT Education (26%), Higher Education (12%) and FT Employment (11%). In answer to a question the percentage of Unknowns (35) is likely to be a lack of information and not an inability to track the students.

Members were pleased to receive the report, which could be used as a base to analyse future year trends.

The report was received.

38/08

To receive the 2007/08 Annual Report on Complaints

The Principal introduced the report and informed members that there were no areas of concern in terms of gender or ethnicity. Members noted the majority of complaints were from adults.

The report was received.

39/08

To:

a) review the terms of reference of the Committee.

Members received the terms of reference and agreed to update number 5 to read *'To monitor and review the whole College Action Plan arising from the SAR'* and introduce a new number 9

to read *'To undertake periodic focus groups with particular groups of students to encourage the Learner Voice'*

With this change the terms of reference were agreed.

- b) identify any training needs for the Committee or individual Members.

Members agreed to receive a presentation on 'Framework for Excellence' at their February or June meeting.

40/08 Any other business

- a) Dates of proposed meetings to December 2009
 - i) Tuesday 3 February 2009 @ 6.30pm
 - ii) Tuesday 16 June 2009 @ 6.30pm
 - iii) Tuesday 8 December 2009 @6.30pm