



- b) 16/07ii(b) - In answer to a question, the Principal informed members that Admissions interviews are undertaken by a member of staff from a different area than the area the student has applied to. This is to ensure that independent advice and guidance is provided.
- c) 19/07i – The Principal informed the meeting that Assistant Principals would attend Curriculum & Quality meetings for appropriate agenda items. Dr Geetha suggested a student page on the College's web site for students to provide information on courses, achievement and progression from their perspective.

**25/07 To receive a progress report on the College's Action Plan arising from the 2005/06 SAR**

The Principal asked Members to receive and consider the key points to address areas for improvement. She informed Members that the 'progress June 2007' column has been retained as it contains useful information for the Committee.

The following objectives were highlighted and the progress December 2007 column considered:

Obj 1.1 'to improve the quality of teaching and learning'

In answer to a question, the Principal said she was confident that peer observation by the Lesson Observation Team would help ensure standardization of grading.

Obj. 1.2 'to harness the potential of collaborative working'.

In answer to a question, it was explained that not all the other Colleges participated in the project as planned and hence this was a smaller part of the process than planned.

Obj. 1.3 'to focus support to improve the quality of teaching and learning'

The Principal informed the meeting that as well as the Subject Learning Coaches there are E-Learning Coaches and Skills for Life Coaches.

Obj. 1.5 'to harness the potential of the VLE to enhance learning opportunities'

The Principal reported that the progress report should read only

50% of essential course documentation is on Fronter when it is aimed for all essential course documentation to go on.

Obj. 1.6 'to promote developments relating to the delivery of Skills for Life'

The Principal reported more courses now evidence Skills for Life embedding.

Obj. 2.0 'ensure consistency of implementation of quality assurance in all Sectors'

The Principal explained that additional support and guidance has been provided to Heads of Sector and they are now more aware of what Inspectors are looking for in writing SMART targets/objectives. The indications are that the action plans being arrived at this term will be more rigorous.

The Assistant Principal reported that one Head of Sector has been given responsibility for assisting with course quality in all Sectors.

Obj. 3.0 'to improve success rates for 16-18 learners at Entry Level and Level 3'

The Principal reported that the Entry Level success rate for full time 16-18s was 70% in 06-07 against 61% in 05-06. Retention decreased from 96% to 81%, but achievement increased from 64% to 87%. 16-18 Level 3 retention whole College fell by 11% but achievement increased by 17%. The overall success rate improved by 3%. The fall in the retention is being investigated.

Obj. 4.0 'to improve full framework achievements'

The Principal reported that difficulties with Applications of Number on L3 Children's Care Learning & Development (CCLD) led to the loss of the Advanced Apprenticeship contract as the minimum level of performance (MLP) was not attained in 05-06 and not rectified in 06-07. By contrast, the below MLP in Horticulture in 05-06 saw a significant increase to 50% at L2 and 78% at L3. The Horticulture contract was therefore regained.

In answer to a question it was reported that although the 12 students passed the level 3 CCLD NVQ only 1 passed the Application of Number qualification. This depressed the overall results and meant the College could not tender to run the course.

Full Framework achievement increased on a cross-College basis from 43% in 05-06 to 56% in 06-07.

The Principal reported that on the whole good progress has been made in most of the objectives

The report was received.

**26/07 To consider the Draft College Self Assessment Report (SAR) for 2006/07**

The Principal drew the attention of the meeting to the new format of the SAR asked members to consider the main findings and impact columns. She highlighted the following:

- **How effective are teaching, training and resources in promoting learning?**

She referred to:

- Teaching Quality
- E-Learning
- Staff and Curriculum Development – *The meeting decided to consider agenda item 8 at this stage as it relates to Staff and Curriculum Development.*

**27/07 To receive a report on Continuing Professional Development 2005/06 and 2006/07 Plans.**

The Assistant Principal (Quality and Operations) introduced the item and referred Members to the 2006/07 Staff Development Report.

She highlighted:

- the Quality Improvement Project (QIP) which placed emphasis on driving up the quality of teaching and learning.
- the percentage take up of staff development opportunities by part-time tutors is the lowest in four years, and the take up of opportunities by the support staff has not continued to improve (05/06= 30%, 06/07= 28%). She reported two factors may well have contributed to this. These were the high level of priority given to improving the quality of teaching and learning and also resource constraints in 2006/07

She referred members to the recommendations and highlighted:

- extending the CPD framework to part-time tutors and, the support staff.
- refining and improving the New Staff Induction Programme.

- maximising the staff development investment through improved dissemination of good practice.
- further develop staff evaluation of staff development events in order to focus, refine and improve provision.
- give individual support to all tutors achieving a grade 3 or 4 to improve towards a grade 2.
- fulfilling the Equality and Diversity mandatory staff development requirements.

In answer to a question the Assistant Principal (Quality and Operations) informed the meeting that a pack of equality and diversity training materials, including disability, will be distributed to staff but the College is also aware of the need for practical training sessions.

The Principal reported that the Equality Schemes Staff Group and the Equality Schemes Management Group would be meeting before Christmas.

She then drew members' attention to the 2007/08 Staff Development Plan and referred members to the following priorities:

- Continue to drive up standards of teaching and learning.
- Inclusion, re-engagement and learner support, including "Every Child Matters" (ECM) awareness and implementation.
- The competent use of the CoAVAS Value Added / Distance travelled framework and the Learner Achievement Tracker (LAT) to ensure effective support for individual learners and more carefully focused personalised learning.
- Continue embedding Skills for Life/Key Skills.

The report was received

**26/07**

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

- Staff and Curriculum Development – Members agreed with the Chair of the Committee that the College has a comprehensive and well managed staff development programme.
- Lesson observations – the approach has been totally overhauled in 2006/07
- Accommodation and learning resources for most courses are good although the Mill Building could benefit from further development
- Assessment - The detailed feedback provided to learners by tutors on many courses helps

them to improve their work but are aware of the resource constraints in time and energy this takes.

- Additional Learning Support- The ALS provided to learners is an important feature of the College's support for students.

- **How well do programmes and activities meet the needs and interests of learners?**

The Principal referred to:

- Range and responsiveness in that the College makes provision in 10 Sector Subject Areas with good progression routes between levels. In two of those areas provision is available from Level 1 to Level 4 and the College offers all three levels at Entry Level.
- Employer responsiveness- still considering how to word this strength as now need to review the impact of our training on businesses
- Communities- maintained as a strength

- **Leadership and Management - *The meeting decided to refer to agenda item 10 at this stage.***

- Leadership to support high standards - Members considered the Strengths and Weaknesses of the Corporation and decided they remain a fair summary. The Corporation was judged as outstanding in the 2005/06 Inspection and Members considered this standard had been maintained in 2006/07. Members agreed that the Corporation is proactive in its support for the special ethos of the College.
- Quality Assurance
- Equality and Diversity
- Resource Planning and Management

The report was received

**28/07**

**To consider the principles for establishing student related performance indicator targets for 2007/08.**

Members agreed to the Principal's suggestion that the principles are as previous years, namely:

- if performance is very high to maintain the level

- if performance is in line with the national average to aim to increase by 2%.
- if performance is below the national average to aim to increase the level to the national average.

**29/07 To begin the process of producing the next Governance Self Assessment Report (2006/07 Strengths and Weaknesses).**

Following the consideration of the strengths under minute 26/07 above, members agreed that the strengths identified had been maintained in 2006/07.

The Clerk informed the meeting that the Corporation had undertaken a review of confidential papers and this weakness can now be deleted.

A detailed discussion took place on whether or not the following is actually a weakness:

'Corporation and/or C&Q Committee did not receive a report in 2006/07 on the academic performance in respect of student destinations'

A question was asked what difference to the governance of the College would having this information make? The members' view was that it was not a weakness but an area for development.

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

If no weaknesses were identified then the Committee recommend that a grade 1 is self-assessed for 2006/07.

**30/07 To receive 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.

She reported the whole College percentage was down 1% at 82% for Major Programme Courses and stayed the same at 80% for Part-Time Courses.

She suggested as well as the results broken down by Diversity categories it would be useful to have a report broken down by level of provision as well.

The report was received.

**31/07 To:**

- a) review the terms of reference of the Committee.

Members received the terms of reference and agreed to update number 4 to read 'To monitor and review the ~~3-year~~ Annual Development Plan, the whole College Action Plan and the Action Plan arising from the SAR' With this change the terms of reference were agreed.

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

Members agreed an update on the Development of Specialised Diplomas as a training item.

**32/07 Any other business**

- a) Dates of proposed meetings to December 2007
  - i) Week beginning 28/01/08. Time to be agreed
  - ii) Week beginning 16/06/08. Time to be agreed
  - iii) Week beginning 8/12/08. Time to be agreed