

## HADLOW COLLEGE

### MINUTES OF THE MEETING OF THE STRATEGY & PERFORMANCE COMMITTEE



HADLOW  
COLLEGE

Innovation. Experience. Excellence.

HELD 13 FEBRUARY 2008

**Present:**

Mr H Guntrip (Chair)	-External Governor
Mr S Gleave	-External Governor
Ms A Hedges	-Student
Mr P Hannan	-Principal
Ms J Percy	-External Governor

**In attendance:**

Mr M Lumsdon-Taylor	-Director of Finance
Mrs L Browne	-Vice Principal
Mr D Clarkson	-Quality Manager
Ms L Davis- Holmes	-Equality Manager

The meeting started at. 09.45

#### APOLOGIES & DECLARATION OF INTERESTS

30. Apologies were received from Ms M Wakeling, Ms J Norris and Mr J Bolas. The Chair welcomed Ms Amanda Hedges to her first meeting. There were no declarations of interest. The meeting was confirmed as being quorate.

#### MINUTES

31. **RESOLVED** - that the minutes of the meeting of the Strategy & Performance Committee held 20 November 2007 be approved as a correct record and signed by the Chair.

#### SUMMARY ACTION LIST AND ALL MATTERS ARISING

32. The College report '*Summary Action List*' was received (copy attached to the signed minutes). The following updates were made available against each action point.

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	ACTION UPDATE TO BE PROVIDED AT MEETING ON 13 FEBRUARY 2008
6	<p>That management would be reviewing the performance indicator around staff qualifications to ensure that a robust PI is being used</p> <p>(The Clerk and Principal are working on a revised set of Performance Indicators and a framework for monitoring college performance with the aim of introducing the new arrangements for the 2008-09 academic year)</p>	Updated PIs to be made available at the June meeting- action point to be carried forward
13	To receive at the next meeting final success	Agenda item

	rate data for 2006-07 along with national benchmark data	
16	It was agreed that in future lateness reports, a commentary would be made available to explain any lateness of over 5%	Noted
18	Governors will be nominated to attend meetings of the Student Council as observers and a protocol will be drafted to oversee governor involvement in the Student Council	Work in progress – action point to be carried forward. The Chair, and one other governor, to be nominated as the observers
22	College SAR to be approved at the December Board meeting	Approved

36. It was **RESOLVED** to note the Summary Action List.

### **ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2006-07**

37. The '*Annual Equality, Diversity & Widening Participation Report 2006-07*' was received (copy attached to the signed minutes). The report was presented by Ms L Davis-Holmes.

38. The report provided the Committee with updates on:

- Workforce profile – age, gender, disability and ethnicity
- Learner profile – Learning Difficulties & Disabilities participation; male & female participation; ethnic participation
- Student success rates – success rates by Learner Difficulties/Disabilities; Success by Gender; Success by Ethnicity
- Priorities 2007-08;
- Equality & Diversity Impact Measures
- Staff key performance targets

39. The following key points were noted:

- Males and females continue to be well represented at all levels of the College.
- The College has made very good progress against ethnic minority targets with 7.5% of the staff being non-white British compared to 6.1% for Kent.
- The % of 16-18 years olds with identified Learning Difficulties increased to 56% in 2006-07 compared against 26% for 2005-06. It was agreed to review the % for the current year and to make this information available to the Committee with an analysis of any resource implications.
- Of the overall student population only 1.5% are from non-white groups. Although ethnic minority representation in the land-based sector is lower at 0.7%, the Committee agreed with the assessment made in the report that this figure was disappointing.

- Success Rates in all areas continues to be good and above national benchmark data.

It was **RESOLVED** to note the report and the Committee thanked Ms L Davis-Holmes for the detail provided in the report.

*(Ms L Davis-Holmes left the meeting at this point)*

## **STRATEGIC OUTCOMES MONITORING REPORT**

40. The College termly '*Strategic Monitoring Report*' was received (copy attached to the signed minutes) and the Principal presented the report. The report confirmed 2006-07 out-turn, 2007-08 targets, performance to date against these targets; and estimated out-turn. The following key points were noted:
- 588 recruited 16-18 year olds against the LSC target of 541
  - 350 estimated recruitment for 19+ against the target of 325. The Committee noted the possibility of this target not being met
  - 536 HE starts against the target of 505
  - The Committee noted the possibility of the WBL recruitment target not being met.
  - The Committee welcomed the continuing confirmation of financial category 'A'.
41. It was **RESOLVED** to note the report

## **QUALITY IMPROVEMENT ACTION PLAN (QIAP)**

42. The Committee received the Quality Improvement Action Plan (QIAP). The Report provided the Committee with an update on the actions being taken in addressing the following key issues and areas for development:
- Key Skills
  - Additional Learning Support
  - Improving Teaching & Learning
  - Tutorial Support
43. The Committee noted that there was an issue on the timing of the presentation of this report and that the June Committee meeting would receive a detailed QIAP outlining the actions taken against each of the above areas with a summary of the improvements arising from the implementation of the actions.
44. It was **RESOLVED** to note the report.

## **LESSON OBSERVATION & LEARNERS' ATTENDANCE 1<sup>ST</sup> TERM**

45. The College reports '*Lesson Observation & Learners' Attendance 1<sup>st</sup> Term*' was received (copies attached to the signed minutes). 29 Lessons were observed in the first term, of which 10 were unannounced lesson observations carried out as part of the Curriculum Health Check in Equine. Two lessons observed were graded as outstanding, 15 as good, and 12 as satisfactory. In addition, there were 58x15 minute observations

which are not graded but identified staff who may require additional support.

46. It was noted by the Committee that the present system of Lesson Observations does not lend itself to the Strategic Outcomes Monitoring Report and it was agreed for this to be reviewed by the Executive when they propose new performance indicators for monitoring as part of the Strategic Monitoring Agenda item.
47. The attendance report confirmed overall attendance at 83% (90% excluding all authorised absence). Any % attendance below 85% (excluding authorised) requires explanation from the Curriculum Leader. One area, Animal Care at Hadlow, recorded attendance at 81.5%. There was no discernable pattern of non-attendance with a small number of students being absent for long periods.
48. It was **RESOLVED** to note the report.

*(Mr D Clarkson left the meeting at this point)*

#### **LEARNER SUCCESS RATE DATA 2006-07**

49. The College report '*Learner Success Data 2006-07*' was received (copy attached to the signed minutes). The report provided an analysis on:
- 2006/07 Retention, Achievement & Success Rate Data against 2005-06
  - National Benchmark data (the latest available national data)
  - 2003/04 to 2006/07 Retention, Achievement & Success Rate data to show year-on-year comparisons
  - 2004/05 to 2006/07 Success Rate Percentiles split into age and Levels
50. The Committee welcomed confirmation of the College's continuing year-on-year improvement over the last three years of Success Rates as highlighted in the following table:

	2004/05	2005/06	2006-07	Variance 2005/06 – 2006/07
<b>Long:</b>				
All ages	70%	73%	78%	+5%
16-18	77%	79%	80%	+1%
19+	66%	69%	76%	+7%
<b>Short:</b>				
All ages	94%	95%	97%	+2%
16-18	92%	95%	100%	+5%
19+	94%	95%	98%	+3%

51. The Committee also received confirmation that the College's performance in Success Rates continues to be above the latest available published national benchmark data as confirmed in the following table:

	Benchmark 2005/06	<b>2006/07</b>	Variance 2005/06 – Benchmark 2004/05
<b>Long:</b>			
All ages	69%	<b>78%</b>	+11%
16-18	74%	<b>80%</b>	+6%
19+	63%	<b>76%</b>	+13%
<b>Short:</b>			
All ages	87%	<b>97%</b>	+10%
16-18	82%	<b>100%</b>	+18%
19+	89%	<b>98%</b>	+9%

52. It was also reported to the Committee that the LSC has confirmed to the College that there are no minimum levels of performance in any course/curriculum areas. The Committee welcomed confirmation of continuous year-on-year improvement in Success Rates with confirmation that the College continues to perform well above published national benchmark data. The Committee asked for the minutes to record its appreciation of the work of all College staff in achieving such excellent results for the students of Hadlow College.

53. It was **RESOLVED** to note the report.

### **GREEN STRATEGY**

54. The College report '*Green Strategy*' was received (copy attached to the signed minutes). The College's green strategy will be delivered by a series of green policies that will provide guiding principles to ensure that new initiatives and modifications to existing working practises can be developed to meet the green objectives and support the College in its aim to be carbon neutral by 2010. Policies, with appropriate identified actions, have been formalised for the following areas:

- Environment
- Sustainability
- Energy
- Transport
- Recycling
- Business

55. The College's Green Strategy aims to bring together all the different green policies into a single overarching green strategy with an action plan to implement all identified actions.

56. It was **RESOLVED** to approve the Green Strategy.

### **CURRICULUM STRATEGY 2008-09**

57. The College report '*Curriculum Strategy 2008-09*' was received (copy attached to the signed minutes). The report set out the context priority

areas behind the planned changes. Updates were made available on the following:

- 14-19 provision including the new Diplomas, Function Skills that will replace Key Skills, Schools Programme & Princess Christian Farm.
- HE Provision
- Work based Learning and the move towards Train to Gain delivery
- Out Centres
- Potential areas for diversification
- National initiatives

58. It was **RESOLVED** to approve the '*Curriculum Strategy 2008-09*'.

**DEVELOPING PARTNERSHIPS**

59. The termly report '*Developing Partnerships*' was received (copy attached to the signed minutes). The report summarised recent developments on developing partnerships. No new significant partnership updates were being brought to the attention of the Committee.

60. It was **RESOLVED** to note the report.

The meeting closed at 11.45

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST**

<b>MIN REF</b>	<b>DETAILS OF RESOLUTION/ACTION POINT</b>	<b>Who</b>
6	To receive revised set of performance indicators to be used for monitoring the performance of the College in key areas	Principal
18	Governors will be nominated to attend meetings of the Student Council as observers and a protocol will be drafted to oversee governor involvement in the Student Council	Vice Principal
39	The % of 16-18 years olds with identified Learning Difficulties increased to 56% in 2006-07 compared against 26% for 2005-06. It was agreed to review the % for the current year and to make this information available to the Committee with an analysis of any resource implications.	Principal