



HADLOW
COLLEGE

Innovation. Experience. Excellence.

MINUTES OF THE MEETING OF THE STRATEGY & PERFORMANCE COMMITTEE

11 JUNE 2009

Present:	Mr H Guntrip	Chair
	Mr J Bolas	
	Mr P Dubrow	
	Mr P Hannan	
	Dr M Noble	
	Ms M Wakeling	
In attendance:	Mr M Lumsdon-Taylor	Director of Finance
	Mrs L Brown	Vice Principal
	Mr J Allen	Clerk

The meeting started at. 09.30

APOLOGIES & DECLARATION OF INTERESTS

74. Apologies were received from E Penny and O Ramsey. There were no declarations of interest. The meeting was confirmed as being quorate.

MINUTES

75. **RESOLVED** - That the minutes of the meeting of the Strategy & Performance Committee held 26 February 2009 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

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

Minute 39: Rural Conference. It was confirmed that this key strategic event will be held on 24th September 2009.

Minute 43(i): Skills for Life Strategy has been initially reviewed and will be made available for the next meeting.

Minute 44(i): E-Learning Strategy is still under development.

Minute 56: A breakdown of student attendance at Mottingham is an agenda item

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

QUALITY IMPROVEMENT PLAN (QIP)

78. The Committee received the Quality Improvement Plan (QIP). 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

79. The Committee reviewed in detail the update on actions taken up to June 2009 and the expected impacts arising from the successful implementation of agreed action points. The Committee welcomed confirmation of the 'Pastoral Lead' role that will be in place from September 2009 to implement 'pastoral strategy' under Student Support Services.

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

LESSON OBSERVATION 2nd TERM

81. The College report '*Lesson Observation 2nd Term*' was received (copy attached to the signed minutes). Against a target of 110 lesson observations for the academic year, 97 have taken place so far of which 82 have been graded. Twelve lessons were graded outstanding (18% against the target of 8%); with 39 graded as good (57%) and 14 as satisfactory (21%). Three lessons (4%) were graded unsatisfactory (grade 4). Staff that receive a grade 4 are placed on 'Stepping-up' and have targeted sessions with the Advanced Practitioner to support them in improving their lesson observation grade to a minimum of satisfactory. Of the three staff who received a grade 4, two have been re-observed and achieved a grade 3 satisfactory lesson observation. The remaining member of staff is currently away on sick leave.

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

LEARNER ATTENDANCE 2ND TERM

83. The College report '*Learner Attendance 2nd Term*' was received (copy attached to the signed minutes). The attendance report confirmed overall FE attendance at 83.79% (87.05% excluding all authorised absence) and HE attendance at 79.43% (83.90% excluding all authorised absence) against the target of 85%.

84. Nottingham recorded attendance at 80.78% (excluding all authorised absence). The issue of poor attendance is around two programmes where there has been poor attendance prior to withdrawal. This is an isolated incident and corrective action has since been taken resulting in a 3% improvement in attendance since the last report.

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

COMPLAINTS REPORT

86. The College report '*Complaints Report 2008-09*' was received (copy attached to the signed minutes). To date a total of 49 complaints have been received from students, representing 2% of all full-time and part-time learners. Eleven complaints were course related (22%), 10 were staff related (21%); and 4 were related to fees (4%). The other 24 complaints were made up of grades, accommodation, bus pass, student behaviour and finance. A total of 12 external complaints were received, of which 4 related to parking and 3 were student behaviour related.
87. It was confirmed that a detailed analysis of the complaints received identified no specific themes or issues of concern. It was confirmed that all complaints are dealt with in accordance with the College's complaints procedure and that at the time of writing the report all complaints had been resolved.
88. It was **RESOLVED** to note the report.

STRATEGIC PLAN 2010 -2013

89. The Committee received and noted the timetable and process for the completion of the College Strategic Plan 2010-2013 to enable the Board to approve the Strategic Plan at its July 2010 Board meeting (copy attached to the signed minutes). Following the Governor's Strategy Day that was held on 4th April, the next governor event will be a joint governor-SMT away day to be held on 22 June.
90. A Strategy Sub-Committee will be set up to assist in the process and the Clerk will email governors seeking nominations.
91. It was **RESOLVED** to note the report.

DEVELOPING PARTNERSHIPS

92. 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.
93. It was **RESOLVED** to note the report.

FRAMEWORK FOR EXCELLENCE (FfE)

94. The College report '*Framework for Excellence*' was received (copy attached to the signed minutes). Although the College is still questioning some of the grades issued by the LSC, the following grade profile for FfE was noted and welcomed by the Committee:

FfE Component	Performance Indicator Grade
Learner Views	Satisfactory
Learner Destinations	Good
Employer Views	Outstanding
Training Quality Standard	Outstanding

Success Rates	Good
Inspection Grade	Good
Financial Health	Good
Financial Management & Control	Outstanding
Delivery as a % of funding allocation or contract value	Outstanding
Resource Efficiency	Outstanding

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

95. The College report ‘*Monitoring of College Performance & Assessment of Risk*’ was received (copy attached to the signed minutes). The Board has agreed a framework for the monitoring of College performance and assessment of risk. The S&P Committee is responsible for making assessments in the two areas of student experience, teaching & learning; and employer engagement. Assessments are to be carried out at each meeting of the Committee through a standing agenda item ‘*Monitoring of College Performance & Assessment of Risk*’ with an overall assessment for each of the two areas being made available to the Board.
96. Once the assessments have been agreed, the Committee, in conjunction with College management, will then agree on the overall assessment (Red for concern/risk, Amber for some concern/some risk/or Green for no risk/no concern) to be made available to the Board for the two areas of student experience, teaching & learning; and employer engagement.
97. Under student experience, teaching and learning, of the 15 Performance Indicators, 13 were assessed as green (no concern) with two amber assessments agreed (some concern). These were:
- Learner recruitment in HE with 550 recruited against the target of 589.
 - Learner retention with a baseline figure of 86% achieved to-date against the target of 88%.
98. All three PIs for employer engagement were assessed as green – no concern/no risk.
99. It was **RESOLVED** to inform the Board of the following overall assessments:

Student experience, teaching & learning	No Risk/No Concerns
Employer engagement	No Risk/No Concerns

DATE OF NEXT MEETING

100. Thursday 12 November 2009 @ 09.30

The meeting closed at 11.00

Signed: _____ Date: _____

CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who
43 (i)	To receive a copy of the Skills for Life Strategy when completed	VP
44 (i)	To receive a copy of the E-Learning Strategy when completed	VP