

MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 1st MARCH 2012

Present: Mr H Guntrip (Chair)
Mr P Hannan
Ms T Bruton
Ms P Palmer-Abbit
Mr B Jefferies

In attendance:

Mr J Allen	-Clerk to the Governors
Ms L Brown	-Vice Principal
Mr M Lumsden Taylor	-Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

45. Apologies were received from Mr D Arthur. The Clerk confirmed that the meeting was quorate. There were no declared interests against any of the agenda items.

MINUTES

46. **RESOLVED** - that the minutes of the meeting of the Strategy & Performance Committee held 1 December 2011 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

47. The College report '*Summary Action List*' was received (copy attached to the signed minutes).

48. A progress update was made available on the development of scholarly activity with confirmation given that a policy is currently being drafted and that staff will be given the opportunity to apply for scholarly activity through staff development processes.

49. The remaining three action points – Retention Report, Complaints Report and review of equine learner attendance are all agenda items.

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

QUALITY IMPROVEMENT ACTION PLAN

51. The College report '*Quality Improvement Action Plan*' was received (copy attached to the signed minutes). The QIAP focuses on operational areas for improvement as identified in the College's Self Assessment Report (SAR) and by external agencies such as Ofsted and feedback from Awarding Bodies.

52. Progress updates were made available against each of the following areas for improvement:

- To improve retention across the College specifically 16-18 and overall College retention to 90%
- To improve one to one tutorial provision
- To develop a land based careers hub
- To continue improvements in teaching and learning
- To improve Functional Skills success rates to 60% and achievement rates to 75%
- Development of engagement with pre 16 learning institutions including 14-16, Key Stage 3 and primary learners.

53. Against each area for improvement the Committee reviewed in detail the proposed actions to be taken, and the expected impact/outcomes arising from the actions, and by when.

54. Reference the Careers Hub, the suggestion from the Committee that the Careers Hub should be the focal point of the College's stand at the forthcoming Kent County Show will be given further consideration from the Executive.

55. In summary, the Vice Principal confirmed that there are no areas of concern in the QIP at this stage and the ultimate key measure of the effectiveness of the QIAP will be year-end success rates.

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

RETENTION REPORT

57. The College '*Retention Report*' was received (copy attached to the signed minutes). At the last meeting, it was agreed to receive a report on retention. The report outlined the various strategies that have been put in place to improve retention; the targets set, along with expected outcomes; with a progress update on performance to-date and forecast year-end out-turns.

58. It was reported that current FE retention is 94% with HE at 90%.

59. On-going monitoring of effectiveness will continue throughout the academic year with reviews of attendance, retention and completion of assignments by course. Toward the end of this term and into the summer term the focus will move to completion of assignments as this was a main factor for withdrawals at this stage of the academic year.

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

LESSON OBSERVATION & LEARNERS' ATTENDANCE 1ST TERM

61. The College reports '*Lesson Observation & Learners' Attendance 1st Term*' was received (copies attached to the signed minutes). Of the 40 lessons observed, 78% were assessed as either Good or Outstanding; 17% Satisfactory, with 5% Inadequate.

62. Full time FE authorised attendance for the 1st term was recorded at 84.63%, compared with 856.90% for the 1st term last year. Full time HE authorised attendance for the 1st term was recorded at 81.64%. compared against 80.20% for the same period last year. There are still issues around attendance of Equine students (down 5.87%) and Animal Care Mottingham (down 4.34%).

63. It was **RESOLVED** to note the reports.

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2010/11

64. The '*Annual Equality, Diversity & Widening Participation Report 2010/11*' was received (copy attached to the signed minutes).

65. The report provided the Committee with updates on:

- Ofsted Inspection Outcomes
- Equality Analysis
- Staff Development and Training
- Student Awareness and Training
- Initiatives to support Equality Duty
- Equality and Diversity Impact Measures (EDIMs)
- Data Monitoring and Reporting (staff and students)
- Analysis of Equality Performance during 2010/11

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

COMPLAINTS REPORT ACTION PLAN

67. It was agreed to receive at this meeting a progress report on the actions being taken against each of the listed recommendations in the Complaints Report 2010/11 that was reviewed by the Committee at its last meeting. The report (copy attached to the signed minutes) outlined the actions being taken against each of the recommendations.

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

CURRICULUM STRATEGY 2012/13

69. The College report '*Curriculum Strategy 2012/13*' was received (copy attached to the signed minutes). The report provided a summary of recent developments that have informed curriculum proposals for 2012/13 with a summary of the new courses planned to be delivered.

70. It was **AGREED** for a presentation to be made available at the next Governor's Strategy meeting to obtain full support from the Board on the curriculum developments being pursued for the future benefit of learners in spite of some of the proposed initiatives not always fitting within the regulatory framework of the funding bodies.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

72. 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 area of student experience, teaching & learning. 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.

73. 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 for the area of student experience, teaching & learning.

74. All performance indicators identified for student experience, teaching & learning were assessed as green (no concern) with the following exceptions:

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|--------------------------------|-------|--|
| • 19+ Apprenticeships | AMBER | Year-end target projection likely to be marginally under target. |
| • HE Enrollments | AMBER | |
| • Overall College Success Rate | AMBER | 78% (2010/11) |
| • Attendance | AMBER | Average between FE and HE 84.6% against the target of 90% |

- Progression to HE AMBER 22% progression against the target of 40%

75. After taking into account the issues presented to the Committee on 16-18 retention, and although appropriate robust action is being taken to implement a range of strategies to seek improvement in retention, the view of the Committee was that this was still an area of risk that required robust monitoring by both the Committee and Board throughout 2011/12. It was therefore **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	Some Risk/Some Concerns
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76. Institutional targets for 2011/12 for retention, achievement and success rates for 16-18 and 19+ at Entry, Level 1, Level 2 and Level 3 are to be circulated to Committee members after the meeting for their review before being put to the March Board meeting for final approval. The Director of Finance confirmed that the latest national benchmark data has still to be published.

ANY OTHER BUSINESS

77. The Vice Principal confirmed that since the last meeting of the Committee the College has been subject to two visits from Ofsted Inspectors.

78. The first visit was a best practice survey on entitlements and the Inspector identified 10 features of good practice with one area for improvement. A letter confirming these outcomes will soon be published on Ofsted's website.

79. The second visit was a 3-day inspection by two inspectors on care standards with the focus being on 16-18 residential provision along with support and guidance. Judgements were made against each of the 5 themes of Every Child Matters with an overall effectiveness grade. Against each of these areas the College was awarded the grade of 'Outstanding' with no recommendations. Particularly heart-warming was the positive feedback and comments from the students who were asked to complete a confidential questionnaire.

80. The Committee applauded the outcomes from the two Ofsted visits and asked for the Principal to thank all staff involved in achieving such excellent outcomes.

DATE OF NEXT MEETING

81. Thursday 14th June 2012 @ 09.30

The meeting closed at 11.40

Signed: _____ Date: _____

CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
54	To give consideration to the Careers Hub being the focal point of the Hadlow stand at the forthcoming Kent County Show	Executive	14/6/12
70	A presentation to be made available at the next Governor's Strategy meeting to obtain full support from	Executive	12/6/12

	the Board on the curriculum developments being pursued for the future benefit of learners in spite of some of the proposed initiatives not always fitting within the regulatory framework of the funding bodies		
76	Institutional targets for 2011/12 for retention, achievement and success rates for 16-18 and 19+ at Entry, Level 1, Level 2 and Level 3 are to be circulated to Committee members after the meeting for their review before being put to the March Board meeting for final approval.	Executive	Board 29/3/12