



HADLOW
COLLEGE

Innovation. Experience. Excellence.

MINUTES OF THE MEETING OF THE STRATEGY & PERFORMANCE COMMITTEE 1st JULY 2010

Present: Mr H Guntrip (Chair)
Mr J Bolas
Mr P Hannan
Mr P Morris
Ms M Wakeling

In attendance: Mr S Gibbons -Interim Clerk
Ms L Brown -Vice Principal
Mr M Lumsden Taylor -Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

81. Apologies were received from Ms T Bruton and Mr J Allen. It was agreed for Mr S Gibbons to take the minutes. The Chair reaffirmed the principle that it is assumed that governors have read the papers and that questions will be asked on issues and matters arising rather than managers having to talk through the papers.

MINUTES

82. **RESOLVED -** that the minutes of the meeting of the Strategy & Performance Committee held 25 February be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

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

MIN REF & DATE	DETAILS OF RESOLUTION/ACTION POINT	ACTION UPDATE PROVIDED AT MEETING
52	Feedback received from learner focus meetings used to help inform the Strategic Plan should be added to the QIAP as improvement suggestions arising from these focus meetings have been acted on.	Incorporated into QIAP – Agenda item 7
52	A discussion took place on how to better engage governors with the learner voice and it was agreed that the Chairman, through his governor link with the Students Union, would further explore ideas for implementation.	Link confirmed – Chairman confirmed his attendance at a learner council meeting.
59	It was agreed to report outcomes on the audit visit (Local LSC Office/College Success data 2008/09)	The LSC endorsed College success date for 2008/09
78	To receive outcomes arising from the IQER visit in April	Email confirming the outcomes has been

		emailed to all governors – any further update to be made available at the meeting
79	To receive a presentation on careers, guidance & advice arrangements	Agenda item 4

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

PRESENTATION ON ADVICE, GUIDANCE & INFORMATION

85. The Vice Principal Curriculum & Quality presented to the Committee a presentation on the College's arrangements for the delivery of advice, guidance and information to learners. The following points emerged from the presentation:

- Conversion rate from student interviews to enrolment is 50%.
- Discussion took place about the reasons why students didn't choose to come to Hadlow and the steps being taken to gather 'qualitative' information about this.
- The level of charges for courses was discussed. Some parents felt the comparatively low level of cost indicated poor standards, which is not the case.
- The college has a philosophy of open access.
- The land-based sector historically hasn't been very effective at promoting 'careers'. Need to ensure as a college that we provide realistic career advice.
- Hadlow is to produce a 'record of achievement' for each student that outlines their history of success.
- Consideration should be given to setting up a land-based 'job shop'. Produced in Kent could play a part in this.

STRATEGIC PLAN 2010 – 2013

86. The College report '*Strategic Plan 2010-2013 Progress Update*' was received (copy attached to the signed minutes). It was confirmed that the Committee is being asked to endorse the final draft version for recommendation to the full Board.

Discussion took place about the use of the term 'mission statement' and it was agreed that the term 'mission' would be used instead. The only change to the objectives was to make a slight amendment to Objective 3 which now reads:

'To enable and support **our** people to be part of a highly skilled and effective college team.'

87. It was **RESOLVED** to recommend the Strategic Plan 2010 – 2013 for Board approval.

88. Examples of the design options being developed for the plan were made available.

89. It was confirmed that the plan will now go forward to the full Board for formal endorsement and adoption at their meeting on 8 July. It will be launched to staff on Thursday 24th and Friday 25th September. A high-profile launch for external partners will be held on Thursday 7th October.

QUALITY IMPROVEMENT ACTION PLAN

90. 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.

91. Progress updates were made available against each of the plan's objectives and the following points were noted:

- Teaching and learning could be improved.
- e-Learning is currently 'good' rather than 'outstanding'. There is some work to be done to improve the current standard.
- The production of a formal Retention Strategy is under way and will be available in September.
- An alumni website will be launched shortly

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

LESSON OBSERVATION & LEARNERS' ATTENDANCE 2nd TERM

93. The College reports '*Lesson Observation & Learners' Attendance 2nd Term*' was received (copies attached to the signed minutes). Against the target of 150, a total of 147 lesson observations have taken place with 127 of these being graded. 84% of lessons observed were good or better, with 16% satisfactory and 4% inadequate. During the recent Ofsted inspection there were no inadequate lesson observations.

94. Full time FE attendance was recorded at 85.66%, compared with 87.49 % for 2008/09. Full time HE attendance for the 1st term was recorded at 80.59%, compared with 82.47% for 2008/09. The Committee noted that attendance levels for some part-time HE Animal Management students had been challenging, primarily due to work/life balance tensions for mature students.

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

DEVELOPING PARTNERSHIPS

96. The Committee received the termly report on developing partnerships (copy attached to the signed minutes). The report provided the Committee with a summary on new and developing partnerships. The Committee noted the updates provided in the report and noted in particular that:

- The college is currently on track to secure £80,000 to support the next phase of the Betteshanger Project.
- The Wye campus feasibility study is in draft form and will be presented to John Sunley later in the month

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

COMPLAINTS REPORT

98. The College report '*Complaints Report 2009/10* was received (copy attached to the signed minutes). To date a total of 39 complaints have been received from students, representing 2.6% of all full-time and part-time learners. This compares to 49 at the same point last year. Of the complaints received 61.5% were made by students; 23% by parents; with 8% from people applying to the College but who did not attend.

99. 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.

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

SAFEQUARDING

101. The College termly report on safeguarding was received (copy attached to the signed minutes).

102. Following review of the report a discussion took place about closing the restaurant to members of the public and the necessity of doing so. It was confirmed that the local community has been largely supportive and understanding.

103. Although yet to be published, the Committee welcomed Ofsted's provisional grade of 'Outstanding' on the College's arrangements for safeguarding.

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

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

105. 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.

106. 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.

107. All 15 performance indicators identified for student experience, teaching & learning were assessed as green (no concern).

108. It was **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	No Risk/No Concerns
---	----------------------------

ANY OTHER BUSINESS

109. The Vice Principal provided the Committee with a verbal summary of the provisional grades awarded at the recent Ofsted inspection with confirmation given of a provisional grade of 'Outstanding' for Hadlow College. The Committee warmly welcomed this provisional external assessment and looked forward to receiving the inspection report that is scheduled to be published in early July.

110. The Committee asked for the minutes to record their appreciation of the work of the Vice Principal in preparing the College for inspection and for her role as nominee during the inspection week.

DATE OF NEXT MEETING

111. Dates for 2010/11 to be confirmed at the July Board meeting.

The meeting closed at 12.30

Signed: _____ Date: _____