



MINUTES OF THE MEETING OF THE STRATEGY & PERFORMANCE COMMITTEE HELD 3rd MARCH 2011

Present:	Mr H Guntrip	(Chair)
	Mr J Bolas	
	Mr P Hannan	
	Ms T Bruton	
	Ms P Palmer-Abbit	
	Mr K Raybould	
In attendance:	Mr J Allen	Clerk to the Governors
	Ms L Brown	Vice Principal
	Mr M Lumsdon Taylor	Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

1. Apologies were received from Mr P Morris. The Clerk confirmed that the meeting was quorate. There were no declared interests against any of the agenda items.

MINUTES

2. **RESOLVED** that the minutes of the meeting of the Strategy & Performance Committee held 1 July 2010 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

3. The College report '*Summary Action List*' was received (copy attached to the signed minutes). The only action point, the presentation of the IQER Action Plan, is an agenda item.
4. It was **RESOLVED** to note the Summary Action List.

ANNUAL EQUALITY, DIVERSITY & WIDENING PARTICIPATION REPORT 2009/10

5. The '*Annual Equality, Diversity & Widening Participation Report 2009/10*' was received (copy attached to the signed minutes). The report was presented by Ms L Davis-Holmes.
6. 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 2010/11;
- Equality & Diversity Impact Measures
- Staff key performance targets

7. The following key points were noted:

- The Ofsted inspection graded the College as 'good' for equality & diversity.
- There was positive progress against the College's EDIMs in the last year

8. As the report contained a lot of strong positive outcomes and messages a discussion took place on whether the report is made available and promoted within the public domain (both internally to college staff and students and externally to the wider public). Although the annual Equality & Diversity Report is made available on the College intranet it was agreed to give consideration on how best to promote the outcomes and to make relevant information from the report available to a range of stakeholders.

9. 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)

QUALITY IMPROVEMENT ACTION PLAN

10. 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.

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

- Ensure effective transition to Functional Skills to improve success rates to 58%
- Implementation of an effective Careers Strategy and plan improved collection and use of destinations data
- Further improvements in teaching and learning and e-learning
- Improvement in success rates
- Improvement in retention on long courses at 16-18 and 19+
- Improve the promotion of equality and diversity in lessons to further narrow the achievement gap
- Further incorporation of pre-school into capital, estates, curriculum and quality College agendas
- Improved engagement with schools

12. 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.
13. It was noted that the failure to appoint a carers co-ordinator was a significant factor behind some of the slow progress in the implementation of an effective careers strategy. The Committee suggested that instead of seeking an appointment of a careers co-ordinator, had Management considered engaging with employers or external agencies. The College should set the criteria that it is seeking in terms of a service and advice for students and to invite the private sector to tender against the agreed criteria. Management agreed to give this matter further consideration.
14. Destination data is now available and a report was recently received that summarised destination outcomes. It was agreed to make this report available at the next meeting.
15. It was **RESOLVED** to note the report.

IQER ACTION PLAN

16. The IQER Action Plan was received (copy attached to the signed minutes).
17. Against each of the elements of good practice identified by the IQER process a commentary was provided on the actions being taken to ensure that the good practice continues. 'Green' assessments were recorded against each action point.
18. Against those action points that the IQER process deemed to be 'desirable' a commentary was provided on progress made to date. The report confirmed that good progress was being against the agreed implementation dates.
19. The IQER process did not identify any action points that were deemed to be 'essential'.
20. It was **RESOLVED** to note the report.

LEARNER SUCCESS RATE DATA 2009/10

21. The College report '*Learner Success Data 2009/10*' was received (copy attached to the signed minutes). The report provided an analysis on:
 - 2009/10 Retention, Achievement & Success Rate Data
 - 2008/09 to 2009/10 Retention, Achievement & Success Rate data to show year-on-year comparisons

	2008/09	2009/10	Variance
Long:			
All ages	82%	80%	-2%
16-18	85%	84%	-1%
19+	77%	75%	-2%
Short:			
All ages	97%	95%	-2%

16-18	100%	94%	-6%
19+	97%	95%	-2%

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

LESSON OBSERVATION & LEARNERS' ATTENDANCE 1ST TERM

23. The College reports '*Lesson Observation & Learners' Attendance 1st Term*' was received (copies attached to the signed minutes). Of the 51 lessons observed, 46 were graded. Of these, 16% were Grade 1; 49% Grade 2; 16% Grade 3, with 7% Grade 4.

24. Full time FE attendance for the 1st term was recorded at 85.70%, compared with 85.77% for the 1st term in 2009/10. Full time HE attendance for the 1st term was recorded at 77.93%, compared with 79.54% for the 1st term in 2009/10.

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

DEVELOPING PARTNERSHIPS

26. 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.

CURRICULUM STRATEGY 2011/12

28. Due to time constraints it was agreed to defer this item to the next meeting.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

29. 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.

30. 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.

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

- 16-18 enrolments AMBER 814 recruited against the target of 827
- 19+ Apprenticeships AMBER 21 recruited to date against the target of 45

- Attendance AMBER 85.77% average attendance against the target of 90%
- Progression to HE AMBER 22% progression against the target of 40%

32. Institutional targets for 2010/11 for retention, achievement and success rates for 16-18 and 19+ at Entry, Level 1, Level 2 and Level 3 were outlined in the monitoring report.

33. It was **RESOLVED**

(i) To approve the targets for 2010/11 for retention, achievement and success rates for 16-18 and 19+; and

(ii) To inform the Board of the following overall assessment:

Student experience, teaching & learning	No Risk/No Concerns
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ANY OTHER BUSINESS

34. There was no other business

DATE OF NEXT MEETING

35. Thursday 9th June 2011 @ 09.30

The meeting closed at 11.25

Signed: _____ Date: _____

CURRENT STRATEGY & PERFORMANCE SUMMARY ACTION LIST

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	Who	When
8	Equality & Diversity Report: consideration to be given on how best to promote the outcomes and to make relevant information from the report available to a range of stakeholders.	VP	9/6/2011
13	The College should set the criteria that it is seeking in terms of a service and advice for students and to invite the private sector to tender against the agreed criteria. Management agreed to give this matter further consideration.	VP	9/6/2011
14	Destination data to be made available at the next meeting	VP	9/6/2011
28	Curriculum Strategy 2011/12 paper to be deferred to the next meeting	VP/Clerk	9/6/2011