

**MINUTES OF THE MEETING OF THE STRATEGY & PERFORMANCE COMMITTEE
HELD 9th JUNE 2011**

Present:	Mr H Guntrip Mr J Bolas Mr P Hannan Ms T Bruton Ms P Palmer-Abbitt Mr K Raybould	Chair
In attendance:	Ms L Brown Mr M Lumsdon Taylor	Vice Principal Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

36. Apologies were received from Mr P Morris Ms E Fowler. It was confirmed that the meeting was quorate. There were no declared interests against any of the agenda items.

MINUTES

37. **RESOLVED** that the minutes of the meeting of the Strategy & Performance Committee held 3rd March 2011 be approved as a correct record and signed by the Chair.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

38. The College report '*Summary Action List*' was received (copy attached to the signed minutes). It was confirmed that all action points are agenda items and have been cross-referenced to the Summary Action List.

39. The following points were noted from the Summary Action List:

Equality & Diversity Report:

- Basis for promoting E & D, both internally and externally
- New strategy for 11/12 – compliance and quality in teaching and learning
- New register for RAG Analysis for E & D
- Focus upon embedding E & D, rather than just disclosing and ticking boxes – cultural shift

Careers Service Plan:

- Taken after quality improvement, agenda item 4

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

QUALITY IMPROVEMENT ACTION PLAN

41. 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.
42. 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
43. The following points were noted:
- There were no 'red' identified colours
 - Ambers were discussed and reviewed in detail (including Careers Strategy)
 - The national agenda for Functional Skills and the on-going debate over vocational skills ability verses academic standards
44. It was **RESOLVED** to note the report.

LESSON OBSERVATION & LEARNERS' ATTENDANCE 2nd TERM

45. The College reports '*Lesson Observation & Learners' Attendance 2nd Term*' was received (copies attached to the signed minutes). The following key points were noted:
46. Lesson Observations:
- 154 lesson observations completed to date, against a target of 150
 - Weaker curriculum area's targeted 1st
 - New regime – any staff who receive a grade 4 automatically move into capability
 - 83% grade 1 and 2, against 81% in 09/10 (highest grade recorded)
 - Expected to hit annual target of 84%
 - Discussion held on the analysis of highest grade recorded and analysis of all grades. Agreed to retain recorded report as presently presented.
 - The staff Governor made the observation that the support mechanism for lesson observations is very good.

47. Student Attendance:
- Attendance recorded at FE 88.84% against 09/11 86.31%. Improvement year on year, but still behind the set target. The Committee noted that the College is looking at electronic systems to further improve timely data.
 - HE recorded data at parity with previous year at 80.99%
 - The Committee made the request for standard column on % to assess quantum of % movement
48. It was **RESOLVED** to note the reports.

DESTINATION DATA

49. The College reports '*Destination Data*' was received (copy attached to the signed minutes). The annual report provided the Committee with a summary of the actions being taken to have in place reliable and robust destination data and the report also provided a summary of the key outcomes arising from the review of destination data for 2009/10.
50. It was noted that the review of destination data will provide factors for further investigation rather than provide definitive data in isolation. The outcomes of the annual report will inform the overall quality improvement data reported in Annual Curriculum Reports, Faculty SARs and the overall College Self Assessment Report and Quality Improvement Action Plan.
51. It was **RESOLVED** to note the report.

DEVELOPING PARTNERSHIPS

52. 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. It was noted that the proposal on a Free School was discussed in detail at the Governor's Strategy Day held 7th June 2011.
53. It was **RESOLVED** to note the report.

CURRICULUM STRATEGY 2011/12

54. The College report '*Curriculum Strategy 2011/12*' was received (copy attached to the signed minutes). The College report was supported with a presentation to the Committee on the key points arising from the report. The report provided a summary of recent developments that have informed curriculum proposals for 2011/12. Many of these were discussed in some detail at the recent Governor's Strategy Meeting held on 7th June 2011 (Wolf Report; Browne Review; Additional Learning Goals; Football Academy; Free School etc)
55. It was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

56. 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.
57. 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.
58. All performance indicators identified for student experience, teaching & learning were assessed as green (no concern) with the following exceptions:
- 16-18 enrollments AMBER 814 recruited against the target of 827
 - 16-18 Apprentices AMBER 38 recruited to date against the target of 48
 - Attendance AMBER 85.12% average attendance against the target of 90%
 - Progression to HE AMBER 22% progression against the target of 40%
59. It was **RESOLVED** to inform the Board of the following overall assessment:

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

60. There was no other business

DATE OF NEXT MEETING

61. To be confirmed.

The meeting closed at 11.25

Signed: _____ Date: _____