

**Present:** J Finn (Chairman)  
A Gordon-Stables  
K Golding  
W Burrlock  
R Harvey

**In Attendance:** E A Williams, Principal  
R Carter, Chairman of Governors  
P Thirkettle, Vice Principal, Curriculum and Quality  
B Unwin, Quality Co-ordinator  
J Bridges, Clerk to the Corporation

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

**1 Apologies for absence**

Apologies for absence were received from B Beaton.

**2 Minutes of the meeting held on 19 October 2012**

The minutes of the meeting were confirmed as a correct record.

**3 Matters Arising**

From the minutes of the meeting held on 19 October 2012:

**2 Minutes of the meeting held on 29 June 2012**

The figure of 48% has been amended in the minutes to 4.8%.

**3 Matters Arising – how to add value to the Committee’s Work**

Student Reps and Ambassadors will be invited to attend the next Committee meeting from Applied and Social Sciences, Business Management and Tourism and Engineering.

PThirkettle  
BUnwin

**5 Committee Terms of Reference**

The eighth bulleted point has been removed from the Committee’s Terms as this is covered by the Safeguarding Board.

**6 Student Ambassadors – Year Two Student Representatives**

The role of the Student Ambassador will be advertised and explained more clearly to students in the spring term. Clear guidance will be posted onto StudentNet, Moodle and on Faculty notice boards. The Quality Co-ordinator will also attend the Faculty Student Rep meetings to explain the role.

The practicality of providing more seating in Leonardo House has been investigated. E A Williams is following this up with D J Howells.

EAWilliams

The College has made the local authority aware that the pavement area adjacent to the bus stop at the front of College is densely crowded at 4pm which causes potential risk for pedestrians using the public footpath. The area also generally needs tidying.

**10 National HE Student Survey Results (NSS)**

HE students will be thanked for their patience and understanding whilst the College works towards improving its resources for the benefit of its learners and a token of recognition will be offered.

BBeaton

**11 Self/Assessment of 2011/12 Courses**

An updated reported is covered under item 9 of this meeting.

**17 Enrichment of the Curriculum 2011/12**

The Quality Co-ordinator has contacted Student Welfare about the suggestion for finance advice to include credit card guidance and safety. This will be included in Money Week next term. A 'Tip of the Week' related to IT usage started after half term and can be found on the front page of Moodle.

**4 Meet the Students**

Three media production studies second year students attended the meeting to talk about their experience(s) at College and to tell the Committee what was going well for them, what they liked, what they didn't like and how the College could do things differently.

All three were very complimentary about the course that they are on and of the resources and facilities that can be found in College compared with local school sixth forms or at University. They feel privileged to be using the latest technology and equipment and said that their teaching experience felt inclusive and intimate despite being in a relatively large class.

When asked about what the College could do better they said that the camera equipment can be limited. In so much as they are not good when used in low light and sometimes there are not enough for all of the learners to use at the same time.

Generally the students said that they felt that the College offered a more adult environment that has high accommodation standards. The tutors are involved, like minded and are able to offer different perspectives and solutions on the same question or issue.

**5 Governance Self Evaluation**

Members said that they found the self-evaluation forms easy to complete and while sceptical initially about the change in format it was felt that they worked very well and produced interesting and useful results.

Members concentrated on the areas of the Committee's self-evaluation where scores were lower than 90%. Questions 1.4 and 1.5 have been addressed further to the Committee reviewing its Terms of Reference to include Curriculum activities. Question 4.1 is now being met with regular review of KPIs being reported to the Committee and at each Corporation meeting. It was noted that some comments in Section 6 were inconsistent with those made by other members of the Committee and these were made by Governors who are no longer members of the Corporation. The Committee said that it would be interested in establishing the teacher's perspective of learner's feedback and will encourage this as part of the agenda to add value to the Committee's work.

**6 Key Curriculum and Quality Performance Indicators**

The paper received provided three year trend data against 2010/11 national averages and these will be further updated when on 13 December the 2011/12 averages will be published.

The top level success rates are above average and demonstrate improvement over 2010/11. 50% of the improvement is due to increased 'Workskill' qualifications developing and accrediting employability skills.

Significant improvement is demonstrated in both long (over 24 weeks) and short (under 24 weeks) courses (excluding Functional Skills) to above average (5% above the 2010/11 national average). The poor performance of Functional Skills, especially in ICT and at level 2 increased the gap between those without Functional Skills rates and those with.

16-18 long rates showed significant improvement and 16-18 short rates are slightly beneath average. These learners are predominantly on high risk programmes aimed at reducing NEET. Both short and long 19+ rates show good improvement with 19+ long rates reflecting significant improvement at level 3 (up by 5%).

Success rates for long qualifications by age and level showed very good performance at level 1 and 2, enhanced by Workskill achievement levels, and were balanced by only a small increase (0.8%) at level 3. Both 19+ level 1 and 3 showed improvement on 2010/11 statistics although level 2 declined slightly, it remained above average.

Good level 1 performance is recorded for 16-18 Functional Skills and is balanced by very poor level 2 performance. Mathematics, English and ICT all require improvement and a report will be provided to the Committee at the meeting to be held in March 2013.

PThirkettle

Apprenticeship success rates are 78% and it was noted that these may be published as 76% due to the transfer of the Partner John Michael Hair Designs and the apprentices moving over to the 'new employer'.

## **7 Health Check of Teaching, Learning and Assessment**

Tribal were commissioned to carry out a Health Check of Teaching, Learning and Assessment against the new Common Inspection Framework (CIF) criteria weeks beginning 5 and 12 November 2012. A presentation will be delivered to the Corporation at the meeting to be held on 14 December 2012.

EAWilliams  
PThirkettle

The College has recognised that the new CIF is a stepped change in expectations and while lesson observations in the past had been generous they were not disproportionate to the level of grades that other Colleges had awarded themselves.

Seven staff are to be re-observed under capability proceedings for grade 4 (inadequate) lesson observations and the grade 3s (requires improvement) will be re-observed in January 2013 by the Head of School and the same Tribal consultant.

It was noted that the list of issues appended to the paper have been lifted verbatim from the feedback reports received. Members were assured that most comments related to issues that the College is already aware of and that can be rectified.

## **8 Draft College Self-Assessment Report for 2011/12**

The Committee will recommend that the overall effectiveness of the College is 'Good'. Outcomes for learners 'Good', Quality of Teaching, Learning and Assessment 'Good' and the Effectiveness of Leadership and Management as 'Good'. The Clerk will assess the overall scores of the Governance Self-Evaluations to determine the grade for Governance and this is expected to be 'Outstanding'.

JBridges

There is still work to do on the draft and this is a live document that is

updated and accessible through StaffNet at all times. The Committee's recommendation will be put to the Corporation at the meeting to be held on 14 December and subject to approval will be uploaded to the Provider Gateway. The final SAR will be presented to the Committee at its meeting in March prior to final approval by the Corporation at the meeting to be held on 22 March 2013. The Committee will be notified of any substantive changes in the meantime.

PThirkettle

**9 Summary of Confirmed 2011/12 Course Grades**

The final grades and data for each course have been confirmed. Following the grade confirmation the additional courses that will be part of the At Risk process will be the Pathway course, Access to HE Literature, History and Social Science, Business extended diploma, Music level 2 and PEO. The total number of courses At Risk is 15.

The number of course grades rated 'Outstanding' is 56, 'Good' is 29, 'Requires Improvement' is 12 and 'Inadequate' is 3.

**10 HE Update**

An update will be provided at the next meeting in March 2013.

BBeaton

**11 Faculty Link Governor Activities**

Members reported that they had been involved in a range of activities within their faculties. The Enterprise Competition was also well attended with many inspiring and interesting enterprise initiatives.

**12 Any other business**

None.

**Date of next meeting**

Friday 1 March at 2.00pm. Room S1.06

The meeting closed at 4.25pm