

**Norton Radstock College Quality Committee Meeting
held on Tuesday 21 September 2010 at 6pm**

Venue: Radstock Boardroom

Present:	Richard Newbery (Chair)	RN
	Shirley Arayan (Principal)	SA
	David Evans	DE
	Alan Ormerod	AO
	Pete Skinner	PS

In Attendance: Jim Hall (HOS Health, Social Care & Early Years)(till 6.45pm) JH
Jayne Withers (HOS Hair and Beauty)(till 6.45pm) JW

The meeting agreed to take agenda item 4 first.

4. Individual School Reports for information

- Hair and Beauty
JW went through her School report outlining causes for celebration and main focus points for 2010/2011. Retention in L2 Hairdressing has been an issue in 2009/2010, however achievement has been 99% and success rates remain above national average. Aiming for outstanding grades in 2011/2012. RN thanked JW for her hard work.
- Health, Social Care and Early Years
JH went through his School report highlighting an increase in the number of cross-college awareness events put on by the School which contributed to the College enrichment programme. The School success rate is 3% down on target, however more results are expected. The School received a Satisfactory grade in the Ofsted report that highlighted positive safeguarding and pastoral support to students. The new Diploma is on offer for 2010/2011 with 15 enrolments. Numbers are increasing on the Foundation programmes within the School. Outstanding grade predicted for 2012/2013.

1. Apologies for absence

Apologies had been received from Mr Richard Wynn-Jones and Mr David Protheroe.

2/3. Minutes of meeting held on 8 June 2010 for approval and matters arising

- Art and Design moving to CVC which will remove accommodation issues for Art and Design
- SA has distributed targets for themed Teaching and Learning Observations. Regular reports to Academic Board.

5. **2009/2010 Success Rates and Proposed Targets for 2010/2011 for approval**

Success Rates - AO went through the information pack on target setting for 2010/2011. In general, achievement figures are high, retention remains an issue. It was agreed that a meeting would take place with the Chair to discuss data. The meeting agreed Targets for 2010/2011 for submission to Governors.

Action: RN/PS Q9101

6. **Quality Improvement Plan update for information**

PS updated the Governors on completed actions on the QIP. 95% of the actions in the 2009/2010 QIP are already complete and all others are on track. A new QIP for 2010/2011 will be developed following self assessment.

7. **Post Inspection Action Plan update for information**

PS updated Governors on progress on the combined actions in the Post Inspection Action Plan.

8. **Self Assessment of Governance for information**

PS informed the meeting that Bob Avery would assist the Governors in the self assessment process. PS to arrange a suitable date for the visit.

Action: PS Q9102

9. **Framework for Excellence update for information**

A standing item, however no further information forthcoming. The outcomes of the 2009/2010 exercise were expected to be published in June but nothing has yet been received from the Skills Funding Agency.

10. **Any other business**

There was no further business.