

**Minutes of Quality Group Meeting
held on Thursday 26 November 2009 at 6pm**

Present:	Mr R Newbery (Chair)	RN
	Ms S Arayan (Principal)	SA
	Mr D Evans (from 6.05pm)	DE
	Dr D Protheroe	DP
	Mr R Wynn-Jones (from 6.15pm)	RWJ
In Attendance:	Mr J Holland	JH
	Mr A Ormerod (Academic Director) (until 7.30pm)	AO
	Mr P Skinner (Senior Manger Standards)	PS

The Chair asked SA to explain the background to the Highly Commended award in the Beacon Awards for Functional Skills involving Level 1 Construction students. This is now to be used as a model project and allows the College to use the Beacon Awards kite mark on literature. The Chair asked that congratulations be passed on to the staff involved.

1. Apologies for absence

The Chair apologised for his late notice on non attendance for the last meeting that had to be cancelled.

Apologies for tonight's meeting had been received from Chris Barker, Rachel Loxston and Sandra Seldon.

2. Minutes of meeting held on 1 June 2009 for approval

DE proposed the Minutes be approved, this was seconded by DP and unanimously agreed by the meeting.

3. Matters arising

The Self Assessment of Governance was subsequently handled by a group of Governors on 6 November. Notes on the meeting to go to all Governors to help Self Assessment Report appraisal.

Action: JH Q11091

The matters arising were noted. SA expanded on the role of Sarah Chu and stated the appointment should improve Long Level 1 results for adults.

The key question discussed at the Governing Body meeting should read how well do leaders, not learners, raise expectations and promote ambition.

The matters arising sheet was noted.

4. **New Focus of Committee**

The new focus was noted and it was agreed that the Quality Committee Terms and Reference would need to be rewritten for the next meeting to consider.

Action: JH Q11092

AO informed the meeting of the views of the Heads of Academic School and their interaction with the Quality Committee.

They did not like the Quality Packs and would welcome more Governor involvement through the linking scheme, which five Governors had taken up. The Quality Committee agreed that they would want periodic updates on the main issues on both good and bad news in each School. In addition, an annual event where all Heads of School attend with the Quality Group in June was agreed.

This Committee would also want to know if there were any special measures or capability issues within a School.

It was agreed that all Governors should receive a timetable for the mock inspection.

Action: JH Q11093

5. **Updated College Data for information**

AO and PS took the meeting through the provisional 2008/2009 success rates sheet highlighting the main issues.

The main issues were in subject sector areas 14 and 19+ where students had been put on 2 or 3 year courses when it should have been a 1 year course. This will significantly reduce the number of non completers. The results for subject sector area 15 are depressed for two reasons - the problems with the AAT Technician course and getting suitable lecturers; the course is not offered in 2009/2010. Results are also still awaited for subject sector area 15 courses, particularly where exams have been retaken, and this will have a positive impact on the final results.

6. **Approve targets for 2009/2010**

PS explained that the meeting held on 11 November, at which John Wilkinson and Richard Newbery were in attendance, had identified that not all the College offer was covered in the success data being presented.

The non LSC funded provision data included at the bottom of the sheet and the Train to Gain and Apprenticeship data in the Employer Solution Pack addressed this issue.

AO took the meeting through the tables, explaining that the final success for 2008/2009 was now predicted at just over 77% against a 2008/2009 target of 78% and a proposed target for 2009/2010 of 79%. Retention in Art and Design and Animal Care has suffered due to disciplinary issues.

It was noted that the success figure used in Secondary Schools is, in fact, the achievement figure used in FE. The Local Education Authority is aware of this.

Detailed Data Audits are taking place in a large number of colleges nationally which could have a lowering effect on national benchmarks. Norton Radstock is not subject to this audit. The Chair pointed out that of the 10% non achievers, some of these would have partial achievement and asked the College to look at trying to illustrate this.

Next year, the cut off for putting results on the funding system was going to be the end of November, compared to mid January in 2009/2010. This puts additional pressure on the Awarding Body to get results out quicker.

The meeting agreed the sheet would benefit from having a % symbol.

DE proposed the targets be approved, this was seconded by DP and unanimously agreed by the meeting.

PS tabled a report on College Success Rates which identified the progress over time made by the College as a differential against national benchmarks. The meeting found this sheet useful and wanted it included with the Governors papers.

7. **Approve College Self Assessment Report**

The Chair was concerned that not enough progress was being made in improving the grades. SA pointed out that these judgements are being made against a new Common Inspection Framework with different priorities which are evidence based.

The meeting was informed of the process with the use of an outside Consultant and validation panels. The problems with outcome for learners mentioned already in subject sector area 14 has an affect on holding back related grades such as Leadership and Management, with the College's capacity to improve going up from a Grade 3 to a Grade 2. The report was also a judgement on where the College is now and is not a target setting report for the future.

In terms of Inspection it is critical that judgements into this report match as far as possible the view of Inspectors at that time.

Upon query, AO stated that the Mary Carpenter Unit was a strong Grade 2 from the Grade 4 when the College took over the Unit.

DP proposed the report be approved, this was seconded by DE and unanimously agreed by the meeting.

It was agreed that for Governors to get the best out of the report, pages 3-8 should focussed on, a note to be included on the version that goes to Governors.

Action: JH Q11094

8. **Quality Packs**

i. **Quality Pack for Art and Design**

This is a good performing School with further improvement hampered by the facilities that can be made available. There is scope for tidying up some of the areas and possible enhanced sharing of local school facilities.

There were a few critical comments from the Student Satisfaction Survey although there were no dissatisfied on the End of Course Summary Sheet.

The pack was noted.

ii. **Quality Pack for Employer Solutions**

The meeting went through the pack. It is not easy to incorporate the results for Train to Gain and Apprenticeships with other College results as they are calculated in a different way, and for Apprentices are based on achievement of the whole framework (group of qualifications taken).

The main concern was the success rate in Health Public Services and Care was only 22.2%. The figures on this are being checked, but there are currently a lot of people losing their jobs in this area and not completing their framework. Rachel Loxston had reported to Academic Board that this area suffered from a lack of employer support.

The meeting thought that the interim figures could be left off as they were not comparing like for like figures.

9. **Key Performance Indicators**

PS explained that these were still work in progress and was aiming to produce a balanced scorecard through a set of Key Performance Indicators incorporating Framework for Excellence measures.

Once the measures had been agreed, they would be shared amongst the most appropriate Sub Committee to monitor with this Committee taking some of them down to School level.

The meeting thought that some of the measures were not self explanatory and could we not reduce the indicators just to reflect financial solvency /student success/student satisfaction? PS would welcome feedback on these proposed indicators.

The meeting acknowledged the difficulty in monitoring the student numbers and financial implication.

10. **Verbal update on Framework for Excellence for information**

The nine indicators that the Framework is currently measuring are being reported in the Spring. These are also applicable to the School Sector and remain important indicators.

11. **Update on Quality Improvement Plan**

PS explained that the Actions related to last Autumn and as the sheet was produced for the October meeting was not totally up to date, with some of the outstanding actions now complete. This report had been produced by Covalent which is working well.

12. **Student Satisfaction Surveys for information**

- i. End of course 2008/2009. The meeting noted that the overall result had been held back due to problems with the teaching of the AAT Technicians course. This level was not being offered this year due to problems with recruiting suitable staff. The commentary notes were noted.
- ii. Start of course results are generally positive. PS explained the safe learner concept which was not being fully understood by students.

The meeting was happy with how the data is presented and wanted to see a continuation of the graphs.

13. **Lesson Observation Plan 2009/2010 and latest Observation Grades for information**

PS explained that these papers had been prepared by Sandra Seldon.

The meeting noted the Lesson Observation Plan for 2009/2010. The use of CELCAT is making the reporting of lateness easier. Only 1 session was regarded as inadequate and that member of staff would be given support. The target is to observe all teaching staff over a two year period. Average

class size at 9.3, is still below the national average of 11. The issue for Inspectors is are small class sizes adequately fulfilling group activity and interaction?

The reports were noted.

14. **Any other business**

Date of next meeting 16 February 2010 at 6pm.

There being no further business, the meeting closed at 8.20pm.