

**Minutes of Norton Radstock College Quality Committee Meeting  
held on 9 June 2009 at 6.00pm**

<b>Present:</b>	Mr R Newbery (Chair)	RN
	Mrs S Arayan (Principal)	SA
	Mr D Evans (until 7.35pm)	DE
	Dr D Protheroe	DP
<b>In Attendance:</b>	Mr J Holland (Clerk)	JH
	Mr P Skinner (Senior Manager Standards)	PS
	Ms A Southwell (Community Education Officer) (until 6.20pm)	AS
	Mr A Willcox (Quality Coordinator)(until 7.45pm)	AW
	Mrs J Winstanley (Head of School of Essential Skills) (until 6.45pm)	JW

The meeting agreed to do agenda item 4 first.

**4. Quality Pack for Community Education for information**

AS took the meeting through the pack.

The work with Bath Ethnic Minority Senior Citizens Association (BEMSCA) and Somer Housing with the older learners had been particularly successful and had received favourable comment from Ofsted.

The aim of the Community Education offer was, where practicable, to offer courses which would attract ALR funding.

The yachting, knitting, and construction courses had been well received although languages, in particular Spanish, suffered with students not taking the qualification. The courses are now for those who want only conversational skills.

The importance of success rates was stressed.

The small number of cross college observations was noted due to illness, with a higher number planned for 2009/2010, although many of the tutors had been observed teaching other qualifications within their School.

The availability of a new purpose built sixth form and community facility at Chew Valley School would facilitate better control over registers etc.

The meeting noted the Grade 2 Self Assessment grade, with the Chair emphasising that the College was looking for Grade 1.

Heads of School had initially been concerned about Community Education courses depressing their School results but this had not actually happened.

AS is looking to use the Community Education courses as an opportunity to promote the College and is working closely with Marketing on this.

The Chair thanked AS for her work, the progress made and her report, which was noted.

The meeting now agreed to look at agenda item 5.

5. **Report on progress made in Essential Skills to eliminate issues reducing success rates for information**

JW took the meeting through her report, highlighting the main issues.

Under the Skills for Life agenda, the pool of people mainly over 50 years of age who did not do a Maths/English qualification at school is now drying up as a recruitment sector.

There is a problem that a partial achievement on Literacy and Numeracy qualifications is now not allowed, so it remains a three year commitment from the student to complete the qualifications and there is a reluctance from employers to release staff for a day a week to do the course.

Providing courses for shift workers presents a problem due to their inconsistent availability to do courses.

JW took the meeting through the new five day timetable example, increased from three days a week, for the Foundation Learning Tier. This is mainly aimed at improving student focus and making them more work-ready.

There is a reluctance of employers in the recession to offer work experience and apprenticeships which would allow progression. This is not helped by the cost of CRB checks which must be undertaken before students can go to an employer.

The meeting asked JW to explain what was happening with regard to the additionality issue which had held back overall success rates last year. JW explained that additionality was the responsibility of the Head of School who had the student for their main qualification. The Heads of School were responsible for reporting individual student progress with additionality three times a year to Alan Ormerod and Peter Skinner asking for progress reports from Essential Skills tutors where required. Heads of School are now responsible for ensuring that the additionality is completed within the main qualification timescale.

The Chair thanked JW for her report which was noted.

JW now left the meeting.

1. **Apologies for absence and declarations of interest**

JH informed the meeting that Sandra Barter had decided to resign from membership of this Committee. The meeting wanted membership of the Committee as an agenda item for the next Governing Body meeting.

Action: **JH Q6091**

Apologies had been received from Sandra Seldon.

2. **Minutes of Meeting held on 17 February 2009 for approval**

The meeting unanimously agreed to approve the Minutes.

3. **Matters arising**

The meeting noted the matters arising sheet.

SA clarified that interviews were being held the following day for the new Head of School for Adult Essential Skills.

6. **Report on how the Marketing Strategy has tackled achieving the Key College Driver and resulting actions for information**

SA said the Marketing team was still comparatively new and was working well.

The Marketing team was now getting to the position where analysis of data could reflect success of various strategies.

A new webpage and new Webmaster were in place with the website having much better functionality.

DE informed the meeting that Young Enterprise had worked well in promoting the College.

Upon query, SA thought our promotional consultant was ensuring that we got publicity coverage in all the relevant local publications.

Upon query, SA said that she was puzzled at being asked to buy airtime on Somer FM Radio when the College was a partner in its development.

The report was noted and it was thought appropriate that the paper went to Governors and that this Committee reviews Marketing in a year's time.

7. **Review Equality and Diversity Impact Measures that went to March Governing Body meeting to improve presentation prior to going back to Governors**

The meeting noted the report. Because the total ethnic population in the College is only approximately 100 in total, it makes targets very difficult to have statistical relevance year on year.

The male/female gender split is easily measured and it is thought that with the current curriculum offer, the male target may already be met. The profile of Equality and Diversity is currently being reviewed and this will probably result in new EDIMs being developed.

It was thought appropriate for the group to continue to review this data.

8. **Update on success rates presented to the May Governing Body meeting for information**

PS/AW explained that at individual student level a student was banded in one of 4 bands with 1 and 2 'assumed will succeed', 3 'should succeed with extra help/tuition' and 4 'unlikely to succeed'. The projections have been conservative with band 3 students not included in the projections. By the Governing Body meeting of 22 July 2009, College Management is confident of reporting an improved figure of at least 78%. The meeting agreed this should be celebrated if this was achieved.

9/10. **Update on Quality Improvement Plan (including putting the Annual Monitoring Visit actions onto Covalent for information/update on Covalent for information**

AW gave the meeting a presentation on the action plan that was held on Covalent by School. Progress with the QIP actions is good. The percentage of completion was dependent on the time plan agreed with the Head of School. AW is receiving regular updates from Heads of School and chasing up if appropriate. Progress is colour coded on the system. Currently there are seven Heads of School and others who have become users on the system.

AW was able to confirm that Risk Management is loaded onto Covalent.

The meeting thanked AW for his report and was pleased with the progress made.

DE now left the meeting.

11. **Update on Framework for Excellence for information**

The letter explaining the changes to the Framework for Excellence had been circulated to Committee members.

PS took the meeting through his report detailing the background to each grade on the Framework for Excellence Summary Sheet.

The meeting noted that the results from the learner views questionnaire run by the LSC were only now available, which is too late to address concerns.

AW is working on a set of performance indicators based on the Framework for Excellence which Governors have asked for. This is currently being evaluated, hopefully being available to go to the July 2009 Governing Body meeting.

The update was noted.

12. **Report on School Teaching Observations for information**

PS took the meeting through the report which had been prepared by Sandra Seldon.

The meeting noted that more detailed targets for School observation numbers would be set for next year.

With regard to the summary observation sheet, the meeting had concerns over

- Percentage attendance at 85%
- Percentage lateness at 7.7%
- Average class size of 10.3

These would be looked at by Ofsted at inspection, so need monitoring regularly.

The meeting noted the trend in inadequate lessons had gone up to 3.1%. This was only 3 lessons observed but as the focus this year had been on observing low performing courses, this was not a significant shift.

The report was noted.

13. **Update on New Inspection Framework for information and discuss  
Key Question for next Governing Body meeting from the New  
Inspection Framework (Leaders to demonstrate how they raise  
expectations and provide ambition)**

PS took the meeting through his report. The meeting noted that the sub grades for Capacity to Improve, Safeguarding and Equity and Diversity can have a limiting effect on the main grades.

PS informed the meeting that he had attended a meeting at City of Bath College where the Principal of a College (Hopwood Hall), who had gone through a pilot of an inspection based on the New Inspection Framework, was giving feedback.

The focus is much more student related on the care/support they receive and how effective the learner voice is.

Inspectors will do more walk-through observations and follow students around during their day.

The Equality and Diversity and Safeguarding agendas are crucial.

It was hoped to have the final version of the Inspection Framework for FE available to go on the agenda for the Governing Body meeting on 22 July 2009.

The meeting agreed that the Self Assessment process for Governors was taking on a new dimension and asked JH to liaise with the Chair of Governors on putting this on the agenda for the next Governing Body meeting.

**Action: JHQ6092**

With the new framework, the meeting agreed that the following would have to be monitored:

- Inter-agency
- action regarding students
- Safe and Healthy agenda
- Learner views
- Interface with employers
- Equality and Diversity

The Chair was concerned with the amount of work the new framework would involve and was sure the Governors would support some consultancy help if this was felt necessary.

SA was pleased to report that the College had received a Good grade from the recent Prison Inspection.

The meeting noted the tabled list of questions Inspectors may ask to establish that leaders raise expectations and promote ambition. This will be on the agenda for the Governing Body meeting as the Key Question for discussion.

The meeting thanked PS for his input on this.

#### 14. **Latest recruitment figures for information**

SA explained that College staff were confident that the full time target of 747 16-18 year olds would be met. She clarified that B6 was now rebadged as a 16-18 Business Administration and IT Centre only.

An update would be available for the Governing Body meeting on 22 July 2009.

15. **Programme of Quality Packs for 2009/2010 for discussion**

The meeting agreed this programme subject to Engineering moving to November 2009.

16. **Membership of the Committee for discussion**

This had already been discussed, with it going on the next Governing Body agenda. JH suggested it may be appropriate to try to co-opt a Quality specialist onto the Committee. The meeting was happy with this approach if someone suitable could be identified.

17. **Any other business**

There being no further business, the meeting closed at 8.45pm.