

**Minutes of Norton Radstock College Quality Group Meeting
held on 15 February 2011 at 6pm**

Present:	Mr R Newbery (Chair)	RN
	Mrs S Arayan (Principal)	SA
	Mr D Evans	DE
	Mrs C Hounsell	CH
	Miss L Strawbridge	LS
	Mr R Wynn-Jones	RWJ
In Attendance:	Mr P Skinner (Senior Manager, Standards)	PS
	Mrs C Bamford (Clerk)	CB

The Chair welcomed Chris Hounsell to the meeting.

1. Apologies for absence

Apologies received from Alan Ormerod.

2. Minutes of meeting held on 16 November 2010 for approval

RN asked about the development of value added and distance travelled systems. SA stated that this was still being investigated and was an objective for all of the Senior Management team. It was suggested that SA report back on progress at every Quality Committee meeting, CB to add as a standing item to the agenda.

Action : CB Q2111

The meeting unanimously agreed to approve the Minutes.

3. Matters arising

Q11105 – The use of Accelerate Achievement was discussed and PS confirmed that Covalent was able to perform the majority of the functions provided by Accelerate Achievement. Members discussed the importance of School links and decided that assignment of Governors to Schools should be postponed due to the possibility of curriculum restructure. RWJ stated that he felt it would be useful for Governors and Heads of Schools to be provided with a question/prompt sheet to use when these meetings take place. SA and CB to draft a prompt/question sheet and bring back to Governors for comment.

Action : CB/SA Q2112

The report was noted.

4. **Quality Improvement Plan for information**

PS explained that the Quality Improvement Plan comprised the actions set to address areas for improvement highlighted in the College Self-Assessment Report and academic School SARs.

RN asked PS to explore the presentation of the report so that it could provide Governors with an indication of the stage of progress of the actions listed.

Action : PS Q2113

PS took the meeting through the QIP actions for the whole College (set against the aspects of the Common Inspection Framework) and then for each academic School, paying particular attention to those actions currently past their target date.

RN queried the target date of Autumn 2013 for the item to 'further strengthen the College's self-assessment and quality improvement processes' detailed in the Leadership & Management section. The meeting agreed to amend this target date to Autumn 2012.

Action : PS Q2114

RWJ queried the success, retention and achievement percentages detailed on each School's SAR underneath the Outcome Expected heading. PS confirmed that these were the targets set and not the outcomes expected. RWJ commented that he thought we should be asking Heads of Schools what they expect to achieve based on these targets. PS explained that it would be difficult to predict at this stage and that the targets were set with a built in level of ambition.

RWJ asked how closely the School SARs related to the Ofsted Common Inspection Framework. PS confirmed that the cross-college sheets are based on the Ofsted framework but that Schools produce their own key actions which are not currently validated against the Ofsted Common Inspection Framework. PS agreed to map all actions against the Common Inspection Framework to check the degree to which all areas have been covered and report back at the next Quality Committee meeting.

Action : PS Q2115

SA agreed with RWJ and thought that it would be useful when producing the report in future if actions could be grouped by the Common Inspection Framework and then any other actions detailed separately.

Action : PS Q2116

RWJ queried an item in the Health, Care and Early Years SAR which states the action as 'Aim to return marked work to learners within three College weeks', feeling that this seemed to be a long time. SA confirmed that this was probably due to internal moderation and would not be the case on all assignments. SA to investigate further and report back to Governors.

Action : SA Q2117

LS pointed out a mistake on the Health, Care and Early Years SAR which states 'aim to achieve 1% of College staff obtaining new Quality Assurance Award. PS confirmed this was an error and would amend on the report.

Action : PS Q2118

5. **Update on Teaching and Learning observations for information**

SA took the meeting through the report noting that December had been a bad month for observations due to sickness. She explained that two Heads of School had been absent due to illness and therefore no observations had been performed in their Schools.

CH queried the zero value showing in the attendance chart of the report. SA explained that this meant that no observations had been made.

The report was noted.

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

PS took the meeting through the report and explained that he had added a new column to the report so that members can identify the College score against similar providers.

PS went through the report on the Framework for Excellence comparisons with providers within 30 miles.

The report was noted.

7. **Update on retention and progress for information**

In AO's absence, PS took the meeting through the report on retention and explained that there were currently 60 learners identified on the 'at risk' retention register in addition to those that have already left. SA queried if these numbers related to only those learners who draw down funding from the SFA/YPLA. PS confirmed that this was the case and he would arrange for this detail to be added to the heading of future reports.

Action : PS Q2119

PS explained that currently the whole College has a retention figure of 89% against a set target of 90%. He stated that it is still possible to achieve this target, if the number of learners starting increases then potentially the retention rate can increase. PS stated that clearly there should be concern about the number of losses and this is why high priority is being given to tracking those students at risk of leaving. He also commented that these figures take into account students that started the previous year and left and that this should be taken into account when setting future targets to ensure they are achievable.

RWJ asked if a breakdown could be provided of why students have left the College. PS confirmed that this question is asked of students leaving but that there are several reasons provided which are difficult to quantify. RWJ asked if it was possible to produce a report for just those areas with a high retention problem to try and see if there is a trend of why students are leaving. PS to look into the possibility of producing this report and provide feedback at the next Quality Committee meeting.

Action : PS Q21110

8. **Verbal update on Prison inspection and contract for information**

PS explained that the Mary Carpenter Unit had been inspected in January 2011 and had been awarded a Grade 2 which is the highest grade that can be given to a prison provider. This is the third time this grade has been achieved at the Unit.

RN asked if there was the opportunity to gain more prison work following this good inspection. SA explained that there would be no opportunity to bid for any more contracts at the moment and that the current contract expires in about 18 months' time.

9. **Any other business**

There being no further business the meeting closed at 7.55pm.