

## CITY COLLEGE PLYMOUTH

### MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS COMMITTEE HELD ON MONDAY 10<sup>TH</sup> JUNE 2019 AT 4.30PM IN ROOM KS301

**MEMBERS PRESENT:** Hilary Duckett, Chair  
Jackie Grubb, Principal  
Emily Beaumont, Governor  
Cheryl Powell, Governor (Staff)  
Debbie Taylor, Governor

**IN ATTENDANCE:** Ben Manning, Deputy Principal  
Liz Wiltshire-Meads, Clerk

**P/19/10 Apologies & Quoracy**

Apologies were received from Alain Kakuru, and Pauline Odulinski, Governors. The meeting was quorate.

**P/19/11 Minutes of the Last Meeting**

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 25<sup>th</sup> March 2019 be approved and signed as a correct record.

**P/19/12 Action Annex**

The Deputy Principal noted that two of the actions from the last meeting in relation to CPD and Education Inspection Framework (EIF) had been included together in a report:

**P/19/13 Risks posed by the introduction of the new EIF**

The Deputy Principal noted that the report included: Tutorial; Teaching, learning and assessment; College systems; and staffing and gave full information about changes required due to the change of focus to the broader curriculum and new judgements.

The difficulties and costs in terms of the College's new ILP system which would be rolled out in the new year, against implementing an off the shelf system, were discussed. The current ILP system, although time consuming, could provide proper responses should Ofsted inspect. Although the systems did not support the learner journey, and were not student or parent focussed.

**ACTION:** Undertake a cost benefits analysis of the current ILP versus a ProSuite system and report to the next meeting.

The Committee noted that report.

**P/19/14 Confidential Items and Declaration of Interests**

RESOLVED that no items required to be treated as In Commercial Confidence or Part II.

No declarations of interest were made at the meeting.

**P/19/15 Performance & Standards KPIs and Dashboard**

The Deputy Principal noted that the dashboard was College built and was presented to each meeting. A member of staff was responsible for the dashboard and the tabs were updated on the morning of the meeting so that the Committee had the most up-to-date data.

Following questions from Committee members and further discussion it was noted that:

- a) functional skills achievement was 72% to date with predicted achievement of 80% against a target of 82%;
- b) the work experience completion percentage included leavers that had withdrawn;
- c) the work experience completion data should show last years data, what the target was, the current data and without learners who had withdrawn;
- d) the target was 85% completed but numbers were down 10% on last year due to the withdrawal of the College from the National Citizen Service due to a decrease in funding;
- e) three year trends for each data set was requested;
- f) learner satisfaction was 93% based on the summer survey with the same results predicted for FE Choices the results of which would be published in September. That result would put the College first in the South West and fourth in the country;
- g) work was being done to close the gap between actual and authorised attendance;
- h) retention across all learners was 1% down;
- i) attendance at English and Maths GCSE exams was 94-95%;
- j) overall attendance for English and Maths was down by 3%, with construction down to 68%. The College had appointed new Maths teachers ready for September and the issues for the drop in attendance were known;
- k) Higher Education retention was good at 94.1%, with attendance at 89%;
- l) apprenticeships had been included on the dashboard and showed that there was an issue around apprenticeship timely achievement which had been raised at the June Corporation meeting;
- m) this was as a result of the Work Based Learning Team being made redundant in the previous year.

The Committee noted the report and the Chair thanked the Deputy Principal for the trend analysis which provided a better understanding of the information.

**P/19/16 Learner Views - Internal Summer Survey**

The Deputy Principal noted that the survey had received the highest level of responses. The College had used QDP survey system and database. The information could be drilled into at programme area and course level and focus groups put in place for those scores that were below target.

The Committee noted the report.

**P/19/17 Teaching, Learning and Assessment Report**

The Deputy Principal noted that 87% of peer observations had taken place. Learning walkthroughs lead by managers were used to feed into improvement processes and to share good practice. Faculty TLA forums provide space for staff to feedback, the key themes of which fed into the TLA Group.

Staff Training was scheduled on November and March, the ideas for which came out of the forums, peer observations and walkthroughs.

**Action:** Deputy Principal to report the staff take up of training percentage to the Committee.

A Code of Conduct had been reintroduced with a College wide focus on behaviour improvement.

Emily Beaumont, Governor, noted that her learning walkthrough was a worthwhile experience and gave her a better understanding of the College.

**P/19/18 Cycle of Business**

The Chair noted that this was an important piece of work and needed thorough review.

**ACTION: Clerk to review past three years Committee business, timings of meetings, attendees etc and then meet with the Principal, Deputy Principal and Committee Chair to establish a new Cycle of Business for 2019/20.**

**P/19/19 Date of the Next Meeting**

The next meeting of the Performance and Standards Committee was scheduled to take place on Monday 11 November 2019, 1600-1730, in Room KS301.

There being no other business the meeting closed at 6.00pm.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_