

**MINUTES OF A MEETING OF THE PERFORMANCE AND STANDARDS COMMITTEE
OF CITY COLLEGE PLYMOUTH HELD ON 26 NOVEMBER 2018
COMMENCING AT 1730**

Present:

Hilary Duckett (Chair)
Ben Manning (Interim Principal)
Nick Holman
Cheryl Powell

In Attendance:

Francesca Stratford (Acting Clerk)

P&S18/30 - Apologies for Absence and Declarations

Apologies were received from Pauline Odulinski and Alain Kakuru.

P&S18/31 - Minutes of the Meeting of the Performance and Standards Committee held on 30 October 2018

RESOLVED: The Minutes were approved as a correct record and signed by the Chair.

P&S18/32 - Matters Arising

There were no matters arising.

P&S18/33 - Confidential Items

RESOLVED: That no agenda items were required to be dealt with In Commercial Confidence or treated as Part II.

P&S18/34 – HE Quality (Kat Jones, Head of HE present for this item only)

The Committee received an update on programme level quality assurance processes, themes identified, including strengths and areas for improvement, an update on the 17/18 HE Action Plan, student outcomes and satisfaction.

Governors queried the areas of concern and KJ responded that poor levels of satisfaction on part-time Engineering were the main concern, due to some staff sickness and action had been taken to address this. Governors queried how they came up with the actions and KJ responded that it was close communication with students and student reps. Also discussed managing student expectations regarding workloads (employer sponsored learners) and employers and the College jointly meeting with students to explain expectations outside of College classes. Discussed internal surveys taking place earlier to provide a mechanism for student feedback. The Chair suggested using turning point at the end of sessions for instant feedback and agreed to send KJ relevant information. Governors also discussed retention, resource perceptions and TEF Gold. Noted the importance of NSS data for the TES submission as the data is lagged.

Governors were confident that the appropriate quality processes were in place to improve and enhance the HE provision, and meet appropriate academic standards. Ben Manning as Accountable Officer then signed the OfS submission form.

- RESOLVED:** i) To APPROVE the HE Action Plan and confirm that academic standards have been appropriately maintained.
ii) To AGREE that the Accountable Officer should sign the OfS submission form.

P&S18/35 – College SAR and QIP

Governors reviewed the SAR and QIP noting:

- Self Assessment Judgements and Overall Effectiveness as Good;
- Overall achievement is 90%, improving 7.3% in the last three years.
- Overall achievement for learners on 16-19 study programmes is 90.9%, significantly above the latest national rate, with a 5% improvement on last year.
- Adult learners' overall achievement is 88.7%, an improvement of 1.7% on last year.
- Apprentices overall achievement is 88.9%, an improvement of +5.6% on last year, and timely achievement is at 84%, both significantly above the latest national rates (+19.8% and +23.8% respectively).
- Overall achievement for GCSE English and mathematics is good at 85.6%, well above the national average (+4.6%) and a slight improvement on last year (+0.3%). Higher grades (9-4) are well above the latest national averages (+7.6% and +9.9% respectively).
- Areas for improvement include Finance, progress of learners, elements of teaching and learning, actual attendance which are all included in the QIP.

Governors raised a number of questions around work experience, attendance and register marks. BM answered questions and noted that he would be reviewing register marks with the new CEO and that staff had to log in to access register data.

- RESOLVED:** i) To APPROVE the 2017/18 College SAR and QIP for 18/19

P&S18/36 – P&S KPIs and Dashboard

The KPIs and Dashboard KPIs were reviewed. Noted that attendance is currently at 92.1%. The internal learner survey outcomes are currently at 94%, a 1% increase on the previous year, and a four year improvement on satisfaction. Work experience is currently at 9% completed (60 hours), 59% have planned work experience and the remaining 32% are the key focus e.g. mainly science and gaming learners. There has been an increase on 16-18 recruitment and 19+ enrol all year.

Governors queried where the 16-18 recruitment increases were. BM responded that the increases were in Princes Trust, ATL and also Science and Sport.

- RESOLVED:** To NOTE the KPIs and Dashboard.

P&S18/37 – Internal Learner Views

Governors reviewed the report and noted:

- Good learner engagement, 2891 learner responses, a 10% increase on last year and the highest response rate the College has ever seen.
- Overall satisfaction has improved to 94% good or better, a 1% increase on last year, exceeding the College target of 93%, and the highest overall satisfaction the College has received to date.
- Faculty data responses are all above the College's targets.
- Focus groups taking place this week, to review any low scores and PPRs start next week.

The Chair and governors congratulated BM and the team on a fantastic set of results which they should feel very proud of.

RESOLVED: To NOTE the Term One Learner View Outcomes

P&S18/38 - Date of next meeting

The date of the next meeting will be on 12 February at 4.30pm in KS301.

SIGNED _____ **DATE** _____