

**MINUTES OF A MEETING OF THE PERFORMANCE AND STANDARDS COMMITTEE
OF CITY COLLEGE PLYMOUTH HELD ON 30 OCTOBER 2018
COMMENCING AT 1630**

Present:

Hilary Duckett (Chair)
Nick Holman
Cheryl Powell

In Attendance:

Francesca Stratford (Acting Clerk)
Ben Manning (Vice Principal – Curriculum and Quality)

The Clerk welcomed nominations for Chair of the Committee. Nick Holman nominated Hilary Duckett and Cheryl Powell seconded the proposal. Hilary Duckett was elected Chair of the Committee.

P&S18/20 - Apologies for Absence and Declarations

Apologies were received from Pauline Odulinski, Garry Phillips and Alain Kakuru.

P&S18/21 - Minutes of the Meeting of the Performance and Standards Committee held on 19 June 2018

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

P&S18/22 - Matters Arising

A Careers Training presentation was received since the last committee meeting.

P&S18/23 - Confidential Items

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

P&S18/24 – Emsi and Career Coach presentation (Paul Fanshawe, Head of MIS and Pauline Hands, Head of MBEE present for this item only)

A presentation by Paul Fanshawe and Pauline Hands on Emsi and Career Coach was received by the Committee which covered rationale, recruitment support, growth industries, student progression, employment opportunities and CV builder.

Governors asked questions on how it would be linked to the curriculum, where the data is drawn from/how frequently and how it would assist SLT at a strategic level. The Vice Principal provided clarification and explained how it would assist curriculum planning and employer engagement going forward.

RESOLVED: To NOTE the presentation.

P&S18/25 – Emerging Strengths, Areas for Improvement and proposed actions

The Vice Principal introduced the report highlighting:

- Overall achievement is 90%; 16-19 is 90.9% and Adult is 88.7%, apprentices 88.9% and 84% timely
- Achievement gaps have narrowed with exception of young female learners where overall achievement is 0.5% below national average.
- Effectiveness of Leadership and Management is Good.
- Learner attendance remains a concern and 'actual' attendance requires further improvement.
- Overall adult achievement for GCSE English and mathematics requires improvement as well as Health and Social Care, Agriculture, Horticulture and Animal Care and Information and Communication Technology.
- Teaching, learning and assessment is outstanding in the majority of academies, but minority of academies remain good - strategies to improve and share practice will be implemented throughout 2018/19.
- Some Work experience planning needs to take place earlier in year to maximise opportunities.
- Financial Health of the College has been satisfactory for too long and Improvement Plan is being produced.

Governors raised a number of questions on the metric for the assessment of L&M is Good, value added, financial health, which the Vice Principal answered. The Chair congratulated the Vice Principal and staff on a fantastic set of results.

RESOLVED: i) To APPROVE the College's key strengths and areas for improvement.
ii) To APPROVE the actions in Appendix 1

P&S18/26 – P&S KPIs and Dashboard

Governors reviewed the 17/18 Dashboard and discussed the proposed 18/19 Dashboard. After discussions Governors agreed on the new Dashboard and asked the Vice Principal to include female achievement gap target, curriculum area and three year trend.

RESOLVED: To APPROVE the 18/19 P&S Dashboard.

P&S18/27 – College Performance Report 2017/18

The Vice Principal introduced the report and governors noted:

- The variations in performance.
- Reviewed the College performance data for 17/18, HE and ATL data.
- Discussed the variations in achievement with GCSE Physics, GCSE Maths and English 19+

Governors challenged why attendance targets are being increased if they are not being met. The Vice Principal clarified that we are at 90.5% attendance, hence the 91% target, but actual attendance is an area the College will be focusing on.

RESOLVED: i) To APPROVE the proposed College targets for 2018/19
ii) To APPROVE that City College Plymouth and Achievement Training Limited work towards a merge of systems to facilitate the reporting of performance for the 'City College Plymouth Group'.

P&S18/28 – Institute of Technology

The Vice Principal presented the report highlighting:

- The application for the second phase needs be submitted in November 2018 with the relevant agreement in place regarding the appropriate curriculum, resources, planning and financial modelling.
- The College has requested £2m of capital to build a Boat House to support the Marine Engineering and manufacturing sector. The anchor employer is Babcock.
- Part of the process is to take the initial concept to RIBA stage 2 for the November 2nd phase. The College received c£18k from the LEP to aid the RIBA stage 2 concept.

Governors reviewed the curriculum proposed and potential numbers. Governors noted the draft and emerging governance arrangements of the SWIoT. Governors asked about the location of the Boat House, which the Vice Principal clarified.

- RESOLVED:**
- i) To APPROVE the Curriculum offer.
 - ii) To APPROVE the RIBA stage 2 process.
 - iii) To APPROVE to the Board proceeding to the Phase 2 submission of the SWIoT
 - iv) To APPROVE to the Board that the College should provide a full review of it curriculum and estates to the December Board meeting in relation to the IoT and outreach centre leases.
 - v) To APPROVE the financials in relation to the SWIoT.

P&S18/29 - Date of next meeting

The date of the next meeting will be on 26 November at 4.30pm in KS301.

SIGNED _____ **DATE** _____