

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS
COMMITTEE HELD ON MONDAY 27TH FEBRUARY 2017 AT 4PM IN ROOM
K021**

MEMBERS PRESENT:

Prof Pauline Odulinski – PO – Chair
Mr Phil Davies – PD – Principal
Mr Nick Holman – NH
Ms Cheryl Powell – CP
Mr Matt Callaghan – MC

IN ATTENDANCE:

Mr Ben Manning – BM – Vice Principal Curriculum & Quality
Ms Teresa Gardner – BHCS Director -TG (for item 6 only)
Mr Peter Mercy – TMR Director – PM (for item 6 only)
Mr Mark Trewin – CCDI Director – MT (for item 6 only)
Ms Julie McLean – WBL Director – JM (for item 6 only)
Ms Nadia McCusker – Director of Quality and VEPSS (for item 6 only)
Mrs Julia Tindall-Jones - Clerk

The Chair directed that the Curriculum Directors' Presentations be heard first but the minutes have been written in agenda order for ease of reference.

P&S 17/01 Item 1 – Apologies

Apologies had been received from James Venning and Sue McDonald.

P&S 17/02 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 29th November 2016 be approved and signed as a correct record.

P&S 17/03 Item 3 – Matters Arising

The Clerk informed the meeting that there were no matters arising not covered by the agenda.

P&S 17/04 Item 4 – 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&S 17/05 Item 5 – Performance and Standards KPIs Dashboard

BM presented the Dashboard highlighting the high levels of attendance and retention and the improved performance of the underperforming areas identified in the SAR. BM informed Governors that the 41% of learners that had not yet undertaken work experience equated to 318 learners and that he was confident that the target would be achieved by the end of the academic year. Governors discussed the E&M concerns within TMR (specifically Construction) and noted the actions being taken to overcome the reluctance to engage in this area. PD asked whether BM had any specific concerns moving forward and BM responded that the current Academy Manager for the Care & Science provision had been signed off sick and therefore we have put in place 2 interim managers, nevertheless the situation was being monitored to ensure that support was available when necessary.

The Chair commented that the dashboard provided a positive picture of the current situation within the College.

The Committee NOTED the P&S Dashboard.

P&S 17/06 Item 6 – Curriculum Directors' Presentations

BM introduced the Curriculum Directors and informed the Committee that each would address an area for improvement which had been identified in the College Self-Assessment Report (SAR) and inserted in the College Quality Improvement Plan (QIP).

English and Maths

TG, the BHCS Director, then gave a detailed brief on English and Maths (E&M) within the College concentrating on attendance, retention and success. TG highlighted the following points:

- Centralised team for the delivery of E&M
- 3500 learners are studying E&M
- Faculty specific timetabling where each faculty has both its E&M and Functional Skills (FS) on set days and times for ease of attendance monitoring.
- E&M Quality meetings
- Impact of strategies in place –
 - high retention
 - Attendance has improved in 9/12 faculties, attention now focussed on three remaining
 - Less resistance to E&M
 - Extensive support for E&M
 - In year achievement
- Focus for next year:
 - E&M delivery

- Stretch and Challenge

Governors discussed the College's focussed approach on E&M and recognised the hard work and time that had been dedicated to improving attendance and success rates. Governors also commented that it appeared that the message was getting out that all students require English and Maths to progress in the workplace and this was a direct result of College staff's persistence in this area.

Underperforming Areas

NM reminded Governors that BTEC Engineering, GCSE Science and Hospitality had been identified as underperforming last year. NM then outlined the actions that had been put in place to improve performance and reported that attendance and retention in all three areas had increased. NH asked a question regarding recruitment and NM confirmed that recruitment was robust and focussed on students being placed at the right level to ensure retention and achievement. Governors noted the appointment of a new academy manager in engineering and discussed the importance of sharing experiences and developing leadership across the College. The Chair commented that the improved attendance and retention demonstrated the effectiveness of the strategies put in place.

Work Experience

PM informed Governors that the College was providing all 16-18 study programme learners with 60 hours of relevant and useful work experience per year. The College has adopted a central approach to this requirement and closely monitors and tracks the progress in this area. PM proceeded to give several examples of relevant work experience and highlighted the opportunity for learners to reflect on their experiences. The Chair referred to the importance of linking all work experience with STEM as the impact of using E&M during work experience reinforced the need for learners to have these skills.

Early Intervention

JM briefed Governors on the actions taken to ensure that under achieving learners were identified early and interventions put in place to address any issues identified. JM referred to the launch of the redesigned e-ILP (electronic Individual Learning Plan) which improved target setting and monitoring and the additional training undertaken by tutors to enable them to monitor student progress and implement intervention strategies more effectively. JM informed Governors that tracking was now consistent across the College and that the impact of the more proactive approach of tutors and the Student Journey team had led to improved attendance and retention leading to better outcomes. NH asked for clarity regarding the 'faculty hotlists' and JM responded that each faculty had a list of students in danger of

disengaging and that close monitoring enabled the faculty to address issues in a timely way.

Moving Teaching, Learning and Assessment (TLA) from Good to Outstanding

MT briefed Governors on the development of the RARPA (Recognising and Recording Progress and Achievement) scheme within the College. This scheme enables non-accredited learning to be recognised, monitored and recorded and supports all students from entry to Level 2 and is seen as best practice in the sector.

MT then referred to the use of project based learning to encourage students to do research and apply the knowledge gained to identify practical solutions. MT gave an example of the work on dementia carried out by students where their work was being applied at the Tavistock Memory café. The use of social media and the Google Classroom and how it could lead to greater student engagement was then discussed with Governors recognising the importance of adopting a more innovative and creative approach to delivery to enhance the quality of TLA.

The Chair commented that it was clear that the College was providing a more confident and consistent approach to addressing the AFIs identified in the College SAR and that this was evidenced by the increased attendance and retention leading to improved success rates.

The Chair then thanked the Directors for their informative presentations and they then left the meeting (5.15pm).

P&S 17/07 Item 7 – Biennial Review of Performance & Standards Terms of Reference (TORs)

The Clerk introduced the biennial review of the P&S TORs asking Governors to note that two minor amendments had been made reflecting the requirement for the committee to review the annual HE Provider Review and to clarify the process for electing the Chair of Committee. BM then asked for the reference to the Mid Term Review to be replaced by Programme Performance Review and the Clerk noted this amendment.

The Committee APPROVED the proposed amendments and AGREED to RECOMMEND their adoption by the Corporation.

P&S 17/08 Item 8 –Review of in year 2016/17 Attendance Strategies

BM presented a paper on how the College was addressing the varying levels of attendance. BM outlined the strategies in place to identify and address poor attendance including the follow up of on attendance on a daily basis carried out by the Student Journey team. BM then

highlighted the positive reinforcement of good attendance with faculties able to provide tangible rewards for students whose attendance is exceptional.

BM proceeded to identify the actions taken to bridge the gap between attendance on main study programmes and E&M where there is often a significant variance. BM outlined the College's proactive approach to increasing the profile of E&M including the Why ME? Initiative and evidenced an increase in the number of students completing their Functional Skills in both E&M from this time last year.

Governors discussed the actions being taken by the College to increase general attendance and, more specifically, E&M attendance, and recognised that, although progress was being made, these initiatives and strategies would need to continue for the foreseeable future.

The Committee NOTED the College's review of in year 2016/17 attendance/strategies.

P&S 17/09 Item 9 - Date of the Next Meeting

The next meeting of the Performance and Standards Committee will take place on Wednesday 28th June 2017 at 4.30pm, in Room K021.

There being no other business the meeting closed at 5.45pm.

SIGNED _____ DATE _____