

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS
COMMITTEE HELD ON TUESDAY 4TH JULY 2017 AT 4PM IN ROOM K021**

MEMBERS PRESENT:

Prof Pauline Odulinski – PO – Chair
Mr Phil Davies – PD – Principal
Cllr Sue McDonald - SM
Ms Cheryl Powell – CP
Mr Matt Callaghan – MC

IN ATTENDANCE:

Mr Ben Manning – BM – Vice Principal Curriculum &
Quality
Mrs Julia Tindall-Jones - Clerk

P&S 17/10 Item 1 – Apologies

Apologies had been received from Nick Holman and Hilary Duckett.
James Venning did not attend.

P&S 17/11 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the Meeting of the Performance and
Standards Committee held on the 27th February 2017 be approved
and signed as a correct record.

P&S 17/11 Item 3 – Matters Arising

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

P&S 17/12 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 17/13 Item 5 – Performance and Standards KPIs Dashboard

BM presented the P&S Dashboard commenting that the data was
close to the end of year position. BM highlighted the Work
Experience (WE) data stating that it currently showed that 87% of
learners had currently either completed (64%) or were undertaking
(23%) their planned Work Experience, in line with the College target of
60 hours. Governors then discussed the difficulty of finding
appropriate WE for science students as these students made up the
majority of those who would possibly miss the target. PO commented

that the College's achievement was remarkable in comparison with other Colleges. The Principal agreed that the College had dedicated a lot of time to this initiative in preparation for the introduction of T-Levels where it was expected that WE totalling 3 months would be required in the second year of study. PO asked whether the work experience was set up by the College or students. BM responded that it was a combination of the two. BM continued to say that the importance of reflecting on the usefulness of WE was a key part of the initiative and that there were several mechanisms introduced to ensure learners across the differing faculties could undertake this task. For example, the College's ilp system, Work Experience Log Books, Discussions, etc. BM also commented on a recent Academic Board meeting where several learners had spoken and reflected on their WE with positive comments being raised about the opportunities they had experienced.

Governors noted that learner satisfaction, general attendance and retention had improved over this time last year and that the overall achievement of the three areas identified last year as needing monitoring was on track to show significant improvement. BM then commented that the methodology (where lesson observations are not all being graded) for lesson observations had changed and that the requirement for a targeted percentage for outstanding lessons needed to be reviewed.

BM finished his report by referring to the relative low attendance for Functional Skills (FS) and GCSE English and Maths which continues to be challenging for the College. BM in particular referred to attendance in Construction and, surprisingly, in VEPSS as areas where follow up was required.

PO commented that the dashboard was very useful and it was obvious that good overall progress had been made this year.

The Committee NOTED the P&S Dashboard.

P&S 17/14 Item 6 – Teaching, Learning and Assessment Report 2016/17

BM introduced his report on TLA for 2016/17 asking Governors to note that learner feedback indicates significant progress from 2015/16 in the quality of teaching, learner enjoyment and feedback to learners.

BM proceeded to highlight how the initiatives undertaken by the College had impacted on the quality of TLA. Governors discussed the measures taken and the effect they had on staff development with best practice being identified and then rolled out college-wide. BM commented that staff had taken ownership of both peer observations and classroom walkthroughs and that the number of walkthroughs had increased significantly over the last year as a more themed approach had been adopted.

BM then referred to the three College TLA Forums that had been held over the year and the positive participation by a wide range of staff on a variety of current topics including the introduction of 9-1 GCSEs. SM asked for clarification of this topic and BM explained that the grading for GCSEs had changed from A* to U to 9-1 and that there was a degree of uncertainty as to where employers would set their requirements for employees/apprentices when before it had been a C now it could be a grade 4 or 5.

BM proceeded to outline the internal curriculum reviews that had been carried out in the spring and the action plans that had resulted. To accompany the action plans staff had undertaken bespoke 9-1 GCSE training by AQA, an exam board, and also a training day provided by the Devon Colleges Group which was very useful and positively received.

PO then asked whether the College had considered the use of Apps for real-time feedback from students. BM responded that faculties used a variety of methods to obtain feedback with CCDI using the most technologically advanced via Google. PO commented that the use of Apps was anonymous and, when asked, MC the student governor, commented that he would be happy to use an App to give feedback on a regular basis but not every lesson. The Principal confirmed that such real-time feedback would be very useful for teaching staff and could be expanded for students to monitor their own progress but that more work would be need before it could be introduced college-wide.

In response to a question regarding the College's Lecturer Competency Framework (LCF) BM gave a brief outline on how it was linked to TLA in the College and that moving between competency levels was based on evidencing impact on TLA. PO commented that the LCF was a very good example of best practice across the sector as it was motivational for the staff and the positive impact on TLA was well demonstrated.

The Committee NOTED the Teaching, Learning and Assessment Report for 2016/17.

P&S 17/15 Item 7 – Biennial Review of Teaching, Learning and Assessment (TLA) Strategy

BM introduced the Biennial review of the TLA Strategy informing Governors that it fully met the College's Strategic Plan and the Common Inspection Framework (CIF) and Handbook. BM highlighted the College's intention to provide a stronger focus on Initial Assessment in the coming year to ensure that all learners continue to receive the appropriate level of support to succeed. BM continued to identify a renewed emphasis on Technology Enhanced Learning starting from the Regional Centre of Excellence for STEM and then

flowing out to all corners of the College. PO suggested that the strategic aim referring to the learners setting their goals high should be amended from “achieve their ambitions” to “achieve/exceed their ambitions” and BM agreed this amendment. PO then asked why expectations of attitude and behaviour had not been explicitly include in the strategy. The Principal responded that there had been a positive comment on behaviour in the recent Ofsted report and therefore there was no requirement for behaviour to be referred to explicitly as this was not an issue in the College. PO then suggested that the work based learning and work placements section use the phrase “work readiness” within the section and BM agreed that it would be included.

➤ **BM to action suggested amendments to Teaching, Learning and Assessment Strategy.**

The Committee APPROVED the Biennial Review of the Teaching, Learning and Assessment Strategy until July 2019.

P&S 17/16 Item 8 –Quality Improvement Plan (QIP) Progress report and Top Line Themes Going Forward

BM updated the Committee on progress made in the College Quality Improvement Plan (QIP). The Committee discussed the work undertaken to improve E&M and agreed that the College could do no more and that staff should be praised for the effort put in even if attendance and success rates remained low. BM commented that the College had concentrated a large amount of time, effort and resources in this area however the overall E&M attendance percentage had not significantly improved. BM therefore confirmed that E&M would continue to be closely monitored and remain one of the top-line themes going forward to 2017/18.

BM then referred to the three areas of provision that had been identified for closer monitoring and reported that attendance and retention had improved and that it was expected that this would be reflected by higher achievement rates. SM asked a question regarding the employment of temporary academy managers in Engineering and Science. BM responded that the interim appointees had been very innovative and made a significant impact on the staff and student culture in these areas resulting in higher expectations and, hopefully, achievement.

Moving on to supporting early intervention through tutorial, BM confirmed that attendance and retention had improved over the year with a greater number of individual tutorials being carried out leading to closer monitoring of students at risk and earlier intervention. Governors discussed the measures in place to support at risk learners and noted BMs comments.

BM proceeded to outline the progress made in the College approach to work experience (WE) where all study programme learners were required to complete 60 hours of related work experience. BM commented that enhancing work experience remains a College priority moving forward to 2017/18. BM then referred to a recent Academic Board where a selection of students had reported very positively on their WE. BM confirmed that significant work had gone in to ensuring that WE was tracked and monitored and reflected upon by students appropriately but that more work will continue and so therefore it would continue as a top-line theme for 2017/18.

Governors discussed the progress to date and agreed that BM and his team should be congratulated on their work. PO commented that it had been an outstanding year and that the work the College had done compared very favourably with other Colleges in her experience. The Principal agreed that staff had done their utmost to improve attendance, retention and the learner experience and that they should be proud of their efforts but it should be borne in mind that significant effort does not necessarily correlate with improved achievement and success rates. Governors noted the Principal's caution in this regard.

The Committee NOTED the Quality Improvement Plan (QIP) Progress report and Top Line Themes Going Forward

P&S 17/17 Item 9 – Annual Review of Cycle of Business

BM introduced a revised annual cycle of business for the Committee explaining that he had moved the FE Choices survey results to the November meeting from the June meeting as the finalised results were not yet known. BM added that he had added highlights of the previous academic year to the October meeting. Governors discussed the proposed changes and agreed the timing.

The Committee APPROVED the Annual Review of the Cycle of Business.

Post Meeting Note: The Principal requested that “Highlights” be moved from the P&S Committee’s Cycle of Business to the October Corporation meeting and be placed on the Corporation’s cycle of business for the October meeting each year as an item that would be of interest to the full Board.

P&S 17/18 Item 10 - Date of the Next Meeting

The next meeting of the Performance and Standards Committee will take place on Tuesday 17th October June 2017 at 4.30pm, in Room K021.

There being no other business the meeting closed at 5.30pm.

SIGNED _____ DATE _____