

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS  
COMMITTEE HELD ON TUESDAY 29<sup>TH</sup> NOVEMBER AT 4.30PM IN ROOM K021**

**MEMBERS PRESENT:**

Prof Pauline Odulinski – PO – Chair  
Mr Phil Davies – PD – Principal  
Mr Nick Holman – NH  
Prof Paul Brunt - PB  
Ms Cheryl Powell – CP  
Cllr Sue McDonald - SD

**IN ATTENDANCE:**

Mr Ben Manning – BM – Vice Principal Curriculum &  
Quality  
Dr Kat Jones – Head of HE - KJ  
Mrs Julia Tindall-Jones - Clerk

**P&S 16/29 Item 1 – Apologies**

Apologies had been received from James Venning.

**P&S 16/30 Item 2 - Minutes of the Last Meeting**

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 17<sup>th</sup> October 2016 be approved and signed as a correct record.

**P&S 16/31 Item 3 – Matters Arising**

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

**P&S 16/32 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 16/33 Item 5 – Performance and Standards KPIs Dashboard**

BM introduced the P&S dashboard and informed the Committee that the progress of Hospitality (SSA7.4), GCSE Science and BTEC Engineering had been included as requested at the last meeting. BM highlighted the following indicators:

- Achievement – significant improvement to date in Functional Skills Entry level results compared to the same time last year.
- Work Experience – positive picture to date. PO asked whether the College was confident that it would reach its target by the end of the academic year. BM confirmed that based on our current position and workings of staff/learners the projections look positive.
- Attendance and Retention – currently 91% and 99%, both above College target. BM commented on success of ‘swap not drop’ initiative.
- English and Maths Attendance – incentivisation process over last 4 weeks leading to a rise of 4-5% for certain faculties.

Governors discussed the actions being taken to monitor and support areas where attendance and retention are a concern and noted the importance of being aware of the volume of students in such areas so that statistics could be viewed appropriately.

Governors then discussed the pros and cons of identifying specific areas to put under the spotlight recognising that it was critical that consistency should be embedded and that staff knew that BM and, through him, the P&S Committee and Corporation were closely monitoring performance in all areas.

**The Committee NOTED the End of Year Dashboard.**

**P&S 16/34 Item 6 – College Self Assessment Report (SAR) and resultant Quality improvement Plan (QIP)**

BM introduced the College Self-Assessment Report (SAR) and the Chair commented that it was a very readable document that told the story of the College very well. PB asked BM to confirm the target audience of the SAR. BM responded that it was aimed at staff, Ofsted and internal and external stakeholders.

Governors then discussed the proposed grading of Good overall noting the significant number of key strengths laid down in the report and the relative small number of areas for improvement. Governors discussed the six areas for improvement and commented that improving attendance in English and Maths lessons would lead to higher achievement in these critical areas thus linking two of the AFIs. BM highlighted the four other AFIs namely:

- the provision of worthwhile work experience for all students;
- moving teaching and learning from good to outstanding;
- targeting small areas of low achieving provision such as GCSE Science, BTEC Engineering and a small area of Hospitality (SSA 7.4);
- improving intervention strategies by tutors to identify earlier students at high risk of under achieving.

Governors noted the fact that the majority of achievement gaps have narrowed and discussed the actions being taken to improve the level of young female achievement. BM then highlighted the significant College success in ESOL achievement levels stating this had been attained as a result of the College's flexible approach to high needs learners.

The Chair commented that there had been significant improvements over the last year and that the College's ambition to be Outstanding was close to being realised, in her opinion.

Governors then discussed the College's success with apprenticeships and its Outstanding self-assessment. The Principal commented that the further growing of apprenticeships in the future would be more challenging in light of the introduction of the apprenticeship levy and increased competition from private providers but that it remained one of the College's strategic priorities.

PB commented that the evidence of additional activities, engagement with industry and participation in competitions in SSAs provided significant Value Added and that the staff should be congratulated for their hard work in providing such variety for their students. SD added that it was good to see the College's involvement in the Devonport regeneration project.

BM then moved on to the Quality Improvement Plan (QIP) and Governors agreed that it had been well written and was fully aligned with the AFIs identified in the SAR and that the targets and timescales set within were realistic and provided indicators of success which would stretch Curriculum Directors in the coming year.

**The Committee AGREED to RECOMMEND the College Self-Assessment Report and Quality Improvement Plan to Corporation for Approval.**

#### **P&S 16/35 Item 7 – Learner View – Autumn 2016 Survey**

BM introduced the results of the Learner View Autumn Survey asking Governors to note that the response rate of 2768 was the highest ever received and included a good response from apprentices which has always been difficult in the past. The College target of 85% has been

achieved with an overall learner satisfaction of 91% good or better. Governors discussed the results and noted the fact that the results have been scrutinised and analysed and focus groups set up to unpick the lowest scores and identify what action needs to be taken to address these areas.

**The Committee NOTED the results of the Learner View Autumn Survey for 2016.**

**P&S 16/36 Item 8 –Format of next meeting with curriculum directors**

The Committee then discussed the format of the next meeting when Curriculum Directors would be invited to attend. The following themes were identified:

- Actions taken to address the AFIs
- Ownership of their journey
- How to achieve Outstanding – how close are they?
- What support do they need from Governors and the College?

NH commented that it would be useful for a separate theme to be addressed by each Curriculum Director and given as a team presentation to avoid repetition of common themes.

**The Committee AGREED the above themes and BM undertook to ensure that the Curriculum Directors were appropriately briefed.**

**P&S 16/37 Item 9 –HEFCE Annual Assurance Report**

Dr Kat Jones (KJ), Head of HE, introduced the HEFCE Annual Assurance Report and explained that its preparation and submission to HEFCE was a new requirement. The purpose of the report is to provide assurance to HEFCE that governing bodies have been fully appraised of the steps taken by the College to ensure continuous improvement of the student academic experience and student outcomes and the maintenance of qualification standards.

KJ gave a brief overview of the quality assurance process carried out by the College in conjunction with its awarding bodies (Plymouth University and Pearsons) highlighting increased student retention and high student satisfaction. KJ reminded governors that the College had been subject to two external quality reviews over the last two years from HEFCE and Plymouth University. This additional scrutiny had contributed to the College's high quality HE provision and had led to the introduction of some Level 6 provision that complemented Plymouth University provision.

Governors discussed the importance of student feedback and noted the high levels of student satisfaction recorded by the NUS national survey.

Governors then discussed the action plan for 2015/16 and noted that the majority of actions had been completed and those that hadn't had been rolled into the action plan for 2016/17. PB commented that the action plan for 2016/17 was well matched to the periodic review comments and recommendations by Plymouth University. PO commented that she had had the opportunity to review the assurance report closely and confirmed that, in her opinion, it reflected the College's dedication to improving the student experience and maintaining the qualifications standards.

**The Committee agreed that the HEFCE Annual Assurance Report should be signed by the Accounting Officer and submitted to the HEFCE to meet the 1<sup>st</sup> December 2016 deadline and that the Chair of Corporation should report this as a Chair's Action at the next meeting of the full Board.**

**P&S 16/38 Item 10 - Date of the Next Meeting**

The next meeting of the Performance and Standards Committee will take place on Tuesday 28<sup>th</sup> February 2017 at 4.30pm, in Room K021.

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

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