

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS  
COMMITTEE HELD ON TUESDAY 3<sup>rd</sup> MAY AT 4.30PM IN ROOM K021**

**MEMBERS PRESENT:**

Prof Pauline Odulinski – PO – Chair  
Mr Phil Davies – Principal  
Mr Nick Holman – NH  
Ms Emma Maitland – EM  
Ms Cheryl Powell - CP

**IN ATTENDANCE:**

Mr Ben Manning – BM – Director of Quality  
Ms Teresa Gardner– BHCS Director -TG (for item 5 only)  
Mr Peter Mercy – TMR Director – PM (for item 5 only)  
Mr Mark Trewin – CCDI Director – MT (for item 5 only)  
Mrs Julia Tindall-Jones - Clerk

**P&S 16/01 Item 1 – Apologies**

Apologies had been received from Paul Brunt and James Venning.

**P&S 16/02 Item 2 - Minutes of the Last Meeting**

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 30<sup>th</sup> November 2015 be approved and signed as a correct record.

**P&S 16/03 Item 3 – Matters Arising**

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

**P&S 16/04 Item 4 – Confidential Items and Declaration of Interests**

RESOLVED that no items required to be treated as In Commercial Confidence or Part II.

The Chair informed the Committee that in her role as the AoC's Director of Specialist Support she may have to declare an interest but would ensure that it was formally noted in the minutes as and when it occurred. The Committee NOTED the Chair's comment as a standing declaration of possible interest. No other declarations of interest were made at the meeting.

**P&S 16/05 Item 5 – Curriculum Directors Presentation – Stretch and Challenge**

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PM and MT opened the presentation by addressing the Stretch and Challenge (S&C) remit. MT gave a brief outline of how and why S&C activities are conducted within the College and the benefit to students' wider employability. He explained that S&C is targeted at students aged 16-18 who have attained a grade C in GCSE Maths and English prior to joining the College and are therefore not required to study these subjects. However, as study programmes allow time within the timetable to study English and maths it was decided that S&C activities would be scheduled at the same time to add value to the student experience by giving them the opportunity to develop and apply maths and English to their vocational training.

PM and MT then gave several examples of the positive impact the S&C sessions have had and how students were able to apply English and maths to enhance their vocational experience including construction students undertaking a tendering exercise to build a house; a PREVENT research and presentation exercise by Level 1 Automotive students; the staging of a community dance experience where the organisation and funding was carried out by Level 2 Dance students in collaboration with other courses; and the involvement of Level 2 Engineering students with a Level 3 apprenticeship project set and judged by employers.

The Governors discussed the challenges facing the College with regard to class sizes and scheduling. TG commented that predicting the number of students requiring S&C activities will be easier in the future as predictive data for the ratio of students requiring S&C versus GCSE English and Maths and Functional Skills will be based on two years' of data. PO then asked how students evaluated their S&C experience. MT responded that in some areas success could be measured by profit and that there were also opportunities to reflect on the experience in pastoral and tutorial sessions. BM added that students were also able to use the reflective log/ notes section in the e-ipl which can also be used for work experience but was equally useful in this context.

Governors then discussed the wider benefits of S&C for students including the involvement of employers and work experience opportunities from external events and noted that a small number of students have gained employment as a result.

PO then asked whether it was difficult to provide S&C activities in any areas of the College and TG responded that all students who were qualified were involved. BM informed the committee that currently 1100 students were undertaking S&C and this number would increase when students completed their Functional Skills and GCSEs exams.

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MT concluded the presentation by referring to the recent Ofsted visit and the positive comments on the College's S&C and the actions in place to build on the success from 2015/16.

**P&S 16/06 Item 5 – Curriculum Directors Presentation – English and Maths**

TG informed the Committee that 1366 students were studying Functional Skills (FS) and 1251 students were studying GCSEs in English and maths. TG commented that GCSE numbers had doubled in just two years and the Government decision to place D grade students on the GCSE programme rather than FS had contributed to this rise and the slight fall in FS numbers. TG then outlined the current position and support in place to ensure that students are fully supported throughout their programme.

TG highlighted attendance as an obvious concern but commented that it was slowly improving and that actions were in place to ensure that it is closely monitored and absences are chased up quickly by Student Services. TG continued to say retention is looking positive with 94% for FS and 92% for GCSEs.

TG proceeded to outline the exam results to date asking Governors to note that FS results were coming in daily and that students were in the process of taking their GCSE exams. TG highlighted the logistical problems facing the College in providing sufficient space for exams with the main hall and sports hall at Kings Road being out of bounds because of the STEM Centre building works. Governors discussed the current situation and the plans in place to ensure that all students were kept informed of their exam location and noted the whole College approach in place to ensure they were well supported.

TG then highlighted the positive comments from the recent Ofsted report and the areas for improvement which included attendance, the overuse of general questions, slow pace in some classes and raising aspirations in GCSE to achieve higher grades.

The Chair thanked TG for her detailed presentation and asked what her top priority for the coming year would be. TG responded that the timetabling of English and Maths was key to achieving many of the areas for improvement. PO then asked whether the importance of English and maths was fully embedded with all staff. TG replied that English and maths schemes of work were being shared across the College and BM commented that a T&L coach has been deployed to assist teaching staff in this area. PM added that in construction this assistance had been very useful. NH commented that it was essential to establish a good balance between the requirement to deliver English and maths and a focused vocational programme.

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PO thanked the Curriculum Directors for their contribution to the meeting and said that it was particularly useful to identify and monitor the critical success factors going forward.

**The Curriculum Directors then left the meeting (5.30pm).****P&S 16/07 Item 6 - Performance and Standards KPIs Dashboard**

BM introduced the dashboard highlighting the rise in GCSEs starts and the concomitant drop in FS as a result of the D Grade conditionality referred to earlier in the meeting.

Governors then discussed the low attendance in SSA 1.3 which was mainly Access to HE and the actions in hand to address it. PD commented that, in his opinion, everything possible was being done by the College to facilitate students' completion in the target areas of SSA1.3, SSA 1.5 and A2. PO agreed and commented that the dashboard was very helpful and its flexibility allowed the committee to identify and monitor areas of concern going forward. NH then commented on the high level of learner satisfaction and, as this led on to Item 8 on the agenda, the Chair directed that it should be taken next.

**The Committee NOTED the Dashboard.**

**P&S 16/08 Item 8 – Learner Views – Focus Group Feedback**

BM briefed the Committee on how student views are collected and acted upon. Student involvement in improving the learning experience is significant and wide-ranging with internal surveys being carried out in the autumn and summer terms and focus groups being held on a regular basis to identify how to rectify/improve any areas of concern identified by the surveys. BM reminded Governors that an external FE Choices survey was also carried out in the spring term which allows the College to benchmark its results across the FE sector. The Principal commented that the Key Information Set (KIS) data for the College is very high compared to its competitors. PO commented positively on the wide involvement of students and asked BM what his priority for the upcoming year would be in this area. BM responded that the response rate for the summer survey needs to be increased and we are currently working on further improving the already successful Student of the Term Awards events.

**The Committee NOTED the feedback report on Student Focus Groups.**

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**P&S 16/09 Item 7 – Quality Improvement Plan (QIP) Progress Report**

BM updated the Committee on progress made against the QIP including where appropriate any Ofsted comment made. BM's report concentrated on the success, or otherwise, of actions in place to address under-performing provision in particular SSA 1.3, SSA1.5, A2 and dBs; progress in English and maths; stretch and challenge activities; Teaching, Learning and Assessment; and Tracking.

PO commended BM on his report and commented that it was succinct and addressed the "so what" question very well. Governors discussed the progress to date and the effectiveness of tracking within the College which reduced the likelihood of any surprises in terms of success, attendance or retention. The Chair asked how far tracking was embedded and BM responded that all staff were aware of the usefulness and importance of tracking and were fully committed to using it to its full potential.

BM completed his report by informing members that the action plan from points raised in the Ofsted inspection would be brought to the Committee in June for discussion and approval.

**The Committee NOTED the Quality Improvement Plan progress report.**

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

The date of the next meeting of the Performance and Standards Committee will be Monday 6<sup>th</sup> June 2016 commencing at 2pm in Room K021.

There being no other business the meeting closed at 6.10pm.

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