

CANTERBURY COLLEGE

Minutes of the MEETING OF THE QUALITY COMMITTEE
MONDAY, 14 JUNE 2010 AT 5.30 PM IN ROOM J221

MEMBERSHIP: Barry Brooks, Paul Barrett, Penny Williams, Julia Joslin, Hannah Park, Alison Clarke (Principal)

Advising: Advising:
Jon Dent - Director of Quality
Nick Sansom – Director of FE Curriculum
Rachel Mann – Director of HE & International Provision
Lut Stewart – Director of Student Support Services
Mark Hill - Director of Business and Associated Services
Dr Rod Haveland-Smith – External Adviser

In Attendance: Andrew Livesey – Head of Faculty, Engineering & Construction
Linda Fosbrook – Head of Faculty, ICT Retail & Commercial/Leisure & Tourism/Catering/Business & Law
Steve Moore – Head of Faculty, Science & Humanities/Agriculture/Landbased (for agenda item 4)
SECTION MANAGERS – Attended agenda items as minuted
Fiona Gardiner – Clerk to the Corporation

Italics denotes absence

**454 APOLOGIES
NOTED**

- i. Apologies were received from Hannah Park.

**455 DECLARATION OF INTEREST
NOTED**

- i. Barry Brooks declared his interest in Tribal Group

**MINUTES OF THE MEETING OF 15 MARCH 2010
RESOLVED**

- i. The Minutes of the last meeting were agreed as correct and signed by the Chair.

**457 MATTERS ARISING
NOTED**

Progress on quality assurance processes for Science and Maths

- i. Teaching and Learning grading is showing a year on year decline in the number of staff assessed as good or better
- ii Improving profiles are A Level psychology, A Level Biology, AS and A Level Environmental Studies and A Level Maths
- iii Areas of significant concern are National Diploma Forensic Science, National Diploma applied Science, AS Biology, AS Physics, AS Psychology, AS Maths
- iv The AS provision is not good so it is difficult to persuade learners to stay on to A Levels if their previous experience is poor
- v The Forensic course is only retaining 50% of its students
- vi There is an observation-feedback-targeted support cycle in place to drive an increase in standards
- vii Board members expressed concern that the areas of significant concern is a large area of the Curriculum
- viii Faculty of Science, Humanities & Agriculture recovery plan
- ix The recovery plan is focused on the Science Area as requested
- x There are 160 full time students on the First and National Diploma's for Applied Science including the Forensic stream
- xi Present concerns are based around portfolios, success rates, standard of Teaching and Learning and Student complaints
Issues identified
- xii Course planning – a lack of team meeting and whole team planning
- xiii Schemes of work not being completed
- xiv Assignments not completed adequately
- xv Tracking of portfolios not consistently being used
- xvi Course files are incomplete
- xvii Lack of feedback for students – particularly written feedback
- xviii Teaching and Learning concerns as 2 grade fours, 2 grade threes and 2 grade twos
- xix There have been several staff vacancies across the section

- xx Leadership and management has lacked clear targets and training
Area action plan- Summer Term
- xxi Clear identification of planning time
- xxii Schemes of work to be completed for this year
- xxiii All assignments to be submitted and verified
- xxiv Portfolios to be updated
- xxv Course files to be completed
- xxvi Training sessions on Teaching and Learning to be arranged
- xxvii The impact of the actions are to get timely SOFs
Current Situation
- xxviii Work wasn't pulled together although it had been completed, this was due to the fact that team meetings had not been arranged and individuals within the section were reluctant to share information. New Course co-ordinators role redefined to give more devolved responsibility to course tutors and as a result significant improvements are being shown by the majority of course tutors
- xxix Results are out next week and this will demonstrate the successes so far
- xxx All work is being signed off and at present the work is further advanced than it was at this time last year
- xxxii Members expressed concern why the Course Tutors weren't previously fulfilling their roles as defined in their handbooks and why wasn't this picked out as it should be quality controlled
- xxxiii End of year process has to be checked by the Faculty Head before they can go on Summer leave
- xxxiv The lack of course planning is the main cause of concern for students
- xxxv Members asked if complaints by students about tuition is common. It was stated it is not and currently, there have been no more complaints by students in this section
- xxxv Members expressed their concern over the delay in recruitment. It was noted that positions will shortly be filled but if courses do not meet their target, they will be closed for next year.

Resolved

- i. Barry Brooks to make a visit towards the end of the term to assess the position
- li The report, its recommendations and Actions for improvement were noted

Steve Moore left the meeting

458 COLLEGE PERFORMANCE REPORT NOTED

- i. Ofsted visit giving HE and outstanding grade
- li 08/09 Canterbury College top of the league tables in most areas
- lii Training Quality Standard was awarded and is the first and only College in Kent to receive it
- lv Investors in People Gold Award, only one of six Educational establishments to receive the award
- v Enrolment is 104% of target for 16-18s and 99% for adult learners
- vi Retention is currently 88.8%, the year end figure for last year was 79.8%
- vii Induction qualifications for 08/09 were 88%, 09/10 91%, the target is 95%
- viii Attendance is currently 80% against a target of 85%, the SMT are still looking at ways to improve it
- lx Student satisfaction survey noted
- x Overall, Teaching and Learning has improved. Members expressed concern that internal staff are overgrading. It was confirmed that the report included grading by external verifiers as well as internal grading.
- xi Triennial reports noted. Members expressed concern about the cancelling of the visits immediately prior to the event. It was explained that the reports were not up to standard and so the decision was made to reschedule. The documentation has been re-written and is now more prescriptive to prevent this happening again.
- xii Year of Year reports on performance for each area were noted
- xiii Red alert course report noted

RESOLVED

- i. Staff to remain anonymous in future reports
- li The report was noted and key recommendations and action approved.

459 FACULTY OF ENGINEERING & CONSTRUCTION**NOTED**

- i. The strengths are the high enrolment , 24% up 08/09 at 784, motor vehicles has a SAR grading of 2, 3 of the 4 sections has a Grade 2 Teaching and Learning profile, overall success is a 1% increase on last year
- li The weaknesses are noted as staffing, low success rate at Foundation level, low attendance rates, lack of qualified NVQ Assessors and verifiers
Key actions for improvement
- iii Section Manager for Construction appointed
- Iv Staff development for all staff
- V New entry level programs
- Vi Assessor and verifier training in place
- Vii CSA working with tutors
- Viii Greater emphasis on the provision of tutorials
- Ix Pilot delivery of functional skills
- X Some staff members on the BA program
Impact
- Xi Attendance is still spikey
- Xii Drop- in lesson observation results are positive
- Xiii Completion of ILPs improved
- Xiv Improved team working
- Xv Enrolments up 20%
Current Actions
- Xvi Achieve 100% success rate with current groups
- Xvii Planning for 10/11 programmes
- Xviii Teaching and Learning development using LSIS and Advanced Practitioner
- Xix Developing Assessment and Diagnostic procedure for functional skills
- Xx Members expressed concern that some of the outcomes on the Action plan did not have identifiable achievement criteria or a tie-in to a specific issue. It was advised that training has been given on Action planning but more specific outcomes will be applied in future
- Xxi Plumbing is an area of concern
- Xxii NVQ sessions have been introduced to improve performance and the minimum target is 55%. Apprenticeship outcomes for Plumbing are currently 44% compared to 42.1% last year and National Average is 73%. Apprenticeship outcomes in other areas of the College are significantly higher
- Xxiii Motor vehicle section manager's innovation for improvement is to ensure work is up to standard before signing off form for enrichments days
- Xxiv Building Services section manager's innovation for improvement is to run revision sessions and Saturday courses prior to exams
- Xxv Construction section manager's innovation for improvement is dealing with staffing issues to build a better team to positively impact students
- Xxvi Quality team has been assisting this faculty and will continue to do so
- Xxvii Two engineering students have been chosen for study scheme in Australia for 6 months
- xxviii The report, its key issues, actions and strategies were noted
Resolved
- I Action plan outcomes to be made more specific and task related
- ii. A copy of the presentation for this Faculty is filed with these minutes

460 FACULTY OF ICT/RETAIL & COMMERCIAL/LEISURE & TOURISM/CATERING/BUSINESS & LAW**NOTED**

- i Strengths were noted as innovations and success in Beauty and Catering sections, key skills in Business, Tourism and Travel, new processes for dealing with students at risk of withdrawal, enrichment, progression
- li Weaknesses were noted as teaching and learning profile, retention rates on two year programmes, attendance, key skills and induction qualifications in computing and hairdressing
- lii *Key actions*
1 to 1 meetings to increase attendance and prize giving for good attendance
- Iv Advanced practitioner assisting with actions
- V Consolidation day being used right across the Faculty
- Vi A new middle class for students who were above a level one course but below a level two
Impact
- Vii Drop out rate dropped from 5-3%
- Vii Withdrawals 11% lower year on year
- Viii 5 out of 7 sections reached 95% success rate
- Ix 75% of staff achieved a grade 1 or 2 compared to 58% last year
- X Attendance 1% better than last year but erratic and not reaching target

- Xi Members questioned why Sport and Leisure retention is only 81%. It was confirmed that more students are being targeted on the right course, enrolment is being streamlined on entry criteria and being monitored over the first two weeks of the course, a texting and Facebook service is being run to contact students and parents on attendance issues
- Xii Members questioned there being no grade 1 teaching observation grades in Catering. It was confirmed that an Advanced Practitioner is working with tutors and improvement are being made, continual observations with outside support, are taking place as are developmental observations
- Xiii Members questioned that the student's response to teaching in Computing, it was one of the worst in the College at 23% below the average. It was advised that teaching grades are not good. Team meetings and now 1 to 1 meetings are taking place to resolve the issues, there are regular focus groups with students, an Advanced Practitioner is working with tutors on teaching and learning. 3 learners have got through to the National finals of the World Skills competition.
- Xiv A copy of the presentation is filed with these minutes
- Xv The report, its key issues, actions and strategies were noted.
The Section Managers left the meeting.

**461 STUDENT SUPPORT SERVICES PERFORMANCE REPORT
NOTED**

- i. The Student Union is 1 of the 3 best in the Country and is in the LSIS finals at present
- li Matrix Standard was achieved for Information, Careers and Guidance
- lii Action plan for enrolments noted
- lv Additional Learning support team has a conference in July and will be working with the British Dyslexia Association
- v The learning resource centre is being further developed to give more personal support
- vi The children's work in the Nursery has earned them a letter from Buckingham Palace
- vii Independent Living and Learning consultant is dealing with concerns from inspections over the quality of teaching and learning, learner planning, record keeping etc.
- viii The Foundation Learning is having a curriculum change for next year for ILL and Asylum Seekers
- lx Members expressed concern over the number of ongoing issues in the Action plan and asked they be made more specific i.e. to incorporate a date with an action to enable it to be measured against implementation
- x The report, its key issues, actions and strategies were noted.

Resolved

- i Action plan outcomes to be more specific with dates attached to the actions

462 BUSINESS DEVELOPMENT REPORT

- i. The training quality standard was achieved for Train to Gain
- li TQS is to convert to full status in approximately 10 months time and a Action plan is in place to achieve this
- lii Employer satisfaction validation is 3% above the national average
- lv CTR income is £772,000 to period 10
- v The College remains part of the Windsor Group of 12 FE Colleges and work is being developed with a Hotel chain
- vi Marketing and publishing are expanding their portfolio to generate income and advertising space is being sold in the Student diary
- vii KMFM has a digital broadcast station that is being utilised to reach young listeners
- viii An agreement has been signed with Stafford House for summer accommodation to the value of £68,000
- lx On WBL the overall success rate is slightly lower but the timely success is above national average
- x Train to Gain scheme is to be wound up
- xi Project development is currently at 79%
- xii Beacon Award for CTR is to be undertaken
- xiii New criteria is being brought in for TQS from August and this will be closely monitored
- xiv Members thanked the BD team for all their efforts
- xv The report, its key issues, actions and strategies were noted.

**463 FACULTY UPDATE REPORTS
NOTED**

- i. The reports were noted.
- ii. The attendance at Sheppey of 88%.

**464 INVESTORS IN PEOPLE GOLD AWARD
NOTED**

- i. The report was noted.

**465 OFSTED INSPECTION FEEDBACK REPORT
NOTED**

- i. The reports were noted.

466 REVIEW OF TERMS OF REFERENCE

NOTED

- i. The revisions were noted and approved

467 DATE OF NEXT MEETING

RESOLVED

- i. The next meeting is scheduled for **Monday, 22 November 2010 at 5.30 pm.**

468 EVALUATION OF THE MEETING

NOTED

- i. Members noted the evaluation report.
- ii. The evaluation of the meeting was completed by members of the Committee.