

## CANTERBURY COLLEGE

### Notes of the INFORMATION BRIEFING SESSION TUESDAY, 30 NOVEMBER 2010 AT 3.00 PM IN ROOM J221

**PRESENT:** *Barry Brooks, Vacancy, Paul Barrett, Penny Williams, Pasha Hughes, Alison Clarke, Lyn Brown*

**Advising:** **Jon Dent – Director of Quality & Innovations**  
**Nasrin Farahani – Temporary Deputy Principal - Curriculum**  
**Mark Hill – Director of Business Development & Associated Services**  
**Rachel Mann – Director of HE & International Provision**  
**Lut Stewart – Director of Student Support Services**  
*Dr Rod Haveland-Smith - External Advisor*

**In Attendance:** **Anna Webber – Head of Faculty, Higher Education**  
**Philip Wicker – Head of Campus, Sheppey College**  
**Fiona Gardiner – Clerk to the Corporation**

*Italics denotes absence*

Due to the inclement weather on 30<sup>th</sup> November, the Quality Committee could not be held due to non-attendance of some members. It was agreed to hold an information briefing to discuss current issues. Recommendations laid out in the report will be considered at the Quality meeting in March.

#### COLLEGE PERFORMANCE REPORT

##### NOTED

- i. A key issue is recruitment of Learner numbers. At present suitable numbers have not been recruited in order to achieve equal levels of funding for the next Academic year. Over 300 in-year starts need to be recruited.
- ii. A NEETS day has been organised to further recruit.
- iii. It is extremely important to keep recruiting – recruitment is becoming harder as schools are actively targeting retention of their pupils.
- iv. New target figures for the next planning round are being progressed
- v. 2,200 students at the College receive EMA and it is being phased out. What is going to replace it is not yet decided and the College is currently looking at ways to support students with their travel to the College.
- vi. The College is working with the NUS president for innovative ways to recruit students
- vii. During last year's planning process, it is thought that in-year starts were too imbedded in the plan as being reliant on to meet recruitment targets. The plan should be to meet the recruitment targets in September with in-year starts supplementing any shortfall.
- viii. In future, FE will be able to use the additional learning support income with more freedom.
- ix. EMA is being lost to all providers and patterns of recruitment are not that different from 10 years ago so EMA may not have such an impact, although Canterbury College has the largest percentage of students dependent on EMA than any other College in the region.
- x. Another key issue is retention and achievement. Long level 1 courses have weakened, level 2 has improved and level 3 has remained the same. Further analysis is being done on this at present to find more specific detail to allow accurate targeting of resources. Trends from last year will be identified and carried forward into this year's planning.
- xi. Level 1 long qualifications are a cause for concern. The reporting procedure has change and some College certificates are no longer registered as a success. This remains an area of concern. Basic skills also need further analysis as they are a major contributory factor to failure in achievement.
- xii. There have been some issues with prioritising basic skills in personal tutorials and this will be closely monitored. A second review is due to commence shortly.
- xiii. Attendance overall has significantly improved – now at 89% so higher than it has ever been but there is a lack of consistency across the College.
- xiv. Teaching and Learning. Progress is being made in gradings but will remain a key focus. More time will be spent looking at a match between student satisfaction and T&L gradings.
- xv. There is a disconnect between student attendance and general students satisfaction. Faculty Heads are making direct contact to seek student's reasons for leaving the College. The

predominant reasons given by students for leaving is that their expectations were not met and the Teaching and Learning is not what was expected. This information is being fed into the SMT and SAR meetings.

- xvi. The response rate in destination surveys was up from 77% to 90% last year. Other key issues were noted as, further embedding Equality and Diversity into the Curriculum, further embedding of Safeguarding into the Curriculum, implementing the 2010/11 Functional Skills Action Plan, continuing to improve the quality of teaching and learning and improving the reliability of the observation and moderation process.

#### SELF ASSESSMENT 09/10

- xvii. A and AS levels give some cause for concern. Rachel Mann has now taken this area over and improvements are being made, with the Science Action plan progressing. The Red Alert progress report reflects a 1% improvement overall.
- xxviii. Attendance was noted as a challenge for the college with only 7 of 31 section areas reaching or surpassing the overall College target of 85% compared to 8 the previous year. 23 areas sustained or improved their attendance. 11 sections are below 80% compared to 16 last year. Overall success rates are broadly reflected by the attendance rates with the exception of languages with 79% attendance but 10<sup>th</sup> overall in the College performance league table. Effective strategies include 1:1 interviews with students when attendance falls below 85% target. Also 'back to work' interviews as a supportive measure.
- xix. Recommendations were noted as Section Managers keeping electronic registers or deep trackers up to date and 1:1's being recorded, Faculty Heads to receive attendance reports on a monthly basis and Faculty Heads to report attendance for their sections to SMT on a monthly basis.
- xx. 10 sections achieved 90% retention as opposed to 8 last year. 12 sections were below 84% compared to 13 last year.
- xxi. Achievement was noted as being static with largely the same sections producing the same performance as last year. Public Services are the exception with an improvement in achievement from 71% to 97.6%.
- xxii. Recommendations have been noted as Sections whose achievement falls into the amber or red categories need to take a 'Red Alert' styled workshop to exchange ideas and innovations and develop more effective ways of learning and Section Managers to work with the Quality Team on best practice in formulating effective action plans.
- xxiii. 21 sections achieve over 75% success rate compared to 17 the year before. There are far fewer sections in the Amber zone. Literacy, Numeracy and ESOL need to develop a clear plan of action for recovery.
- xxiv. In Key and Functional skills, 4 more section fell into the Red zone, i.e. did not meet the 60% target for success however the Core Key Skills success rate has improved from 57% to 63% this year.
- xxv. Moderation recommendations were made for:
- Media – Teaching and Learning grade to be moved from 3 to a 2. Have one grade 4 but retention is 94%, achievement 98% and success 93%.
  - ILLS – Teaching and Learning grade be moved from 3 to a 4. There are on-going issues in this area and it is not giving a satisfactory level of T&L.
  - Corporate ICT – Capacity to Improve be moved from a 3 to a 2, it has jumped 18 places up the league table and has an 80.5% success rate.
  - Business – Teaching and Learning grade be moderated from a 1 to a 2 as success rate is 77.4%.
  - IT – to move Capacity to Improve from 3 to 4 given its continuing poor performance. It was agreed it should remain as a 3.

#### **FACULTY OF HIGHER EDUCATION**

##### **NOTED**

- i. A copy of the presentation for this Faculty is filed with these minutes
- ii. Strengths for the past year have been: IQER university style review which gave a 'full confidence' report
- iii. An Ofsted of teacher training provision gave an Outstanding grade
- iv. HE Business achieved over 95% achievement rate

- v. HE Arts, Education and Science retention over 90% and a grade 1 for Teaching and Learning
- vi. Weaknesses were noted as attendance, currently 80-83%
- vii. Retention rates in Access long courses and HE Business are still an issue
- viii. Success rates on Access to Art and some HE programmes are poor
- ix. Key Actions are: Introduction of HE Attendance system, increase pre-access delivery, closure of unsuccessful programmes, development of new programmes, new industry standard Music Studios, New Art Studios in Abbots, internal progression and UCAS days, piloting for on-line portfolios and VLE, review of Access, growth of international programmes, achievement and recruitment FCR and PTLLs programmes.
- x. The impact of the above actions to date are noted as: improved retention in Access, New programmes up and running, proposed delivery of distance-learning of World Society of Protection of Animals, CR01 responses for HE Business and Access, further staff recruitment, Attendance HE Arts 90%, HE Business 92% and Access 88%
- xi. HE Funding issues are detailed further in the Corporation papers later this week.
- xii. The Government's proposal to limit visas to foreign students has been noted. Hopefully the high level students taken in will not be affected. The College also has 'Highly Trusted' status for incoming foreign students.

#### **SHEPPEY COLLEGE NOTED**

- i. The key issues are recruitment, curriculum developments, attendance, high quality teaching profile overall, staffing issues
- ii. There have been considerable improvements from last year and there is the capacity to improve further.
- iii. The restructuring is underway and Section Managers at Canterbury are to take on their roles at Sheppey which will bring further improvements.
- iv. Recruitment for 19+ is plentiful but for 16-18 s there are difficulties. There are more outstanding schools in the Swale and Sittingbourne area than any other area in Kent which makes recruitment harder. A clearer recruitment strategy is being worked on and particular attention is being paid to advertising and distinguishing the College from Sheppey Academy.
- v. All vocational areas performed above the national average except supported learning, which is a prime focus – it is 19% below the benchmark.
- vi. Employer engagement needs to improve and making the College more relevant to the local community as a whole will be a focus. A member of the Business Development team is being deployed to Sheppey 2 days a week to work on employer engagement.
- vii. 50% of students attending Sheppey receive EMA which may impact of retention and recruitment.

#### **SCIENCE & MATHS ACTION PLAN NOTED**

- i. There has been a team development day focusing on verification, tracking and the Annual Course Reviews and feedback has been given on the ACRs.
- ii. Two members of staff have resigned and some cover by the existing team is being undertaken
- iii. All portfolios were signed off by the Faculty Head as the end of the last academic year.
- iv. Course files and student tracking is being closely monitored.
- v. New initiatives with STEM and links with Kent Science Park have been put in place
- vi. Overall good intervention methods have been put in place and the improved outcomes are noted.
- vii. The revised Action Plan was noted.

#### **OFSTED PREPARATION NOTED**

- i. Work has been undertaken against the new Common Inspection Framework and sources of evidence etc. have been noted.
- ii. Individual learning and the Learner journey is being reviewed along with Equality and Diversity, Safeguarding, Health and Safety and the use of ILT on the Learning Environment.
- iii. Public services have many areas of good practice

- iv. Better consistency across the College is required, feedback to Section Managers is currently being given
- v. The Quality Team is doing workshops at Team meetings on Tutorials
- vi. Equality and Diversity is being included in Lesson Planning and at weekly meetings by managers to teaching staff and by the Quality Team
- vii. The Teaching and Learning observation documents now more closely reflect Ofsted practice and the Quality team are attending HMI training and sharing best practice
- viii. Standard format inspection packs and briefing documents are being prepared to help staff make accurate judgements.
- ix. Barry Brooks offer of support to staff was accepted, with thanks.

#### **STUDENT SUPPORT PERFORMANCE REPORT**

##### **NOTED**

- i. The positive outcomes to date were noted, including the recruitment of 42 new students through the NEETs event in October
- ii. Enrolments are a key focus area
- iii. Matrix accreditation was achieved
- iv. The College has the best Student Union in the Country
- v. Services such as Counselling, Sexual Health, General Support etc. have been set up with a very good take up rate
- vi. £25,000 have been received from KCC for the Nursery Children's play area.
- vii. A new Equality and Diversity Committee has been recruited to meet the requirements of new legislation and promote diversity across the College
- viii. 509 applications were made to universities, up 16% on last year
- ix. The Learning Support Centre has set up a Drop In Skills Centre for individual student support and take up is nearly 100% already.

#### **BUSINESS DEVELOPMENT REPORT**

##### **NOTED**

- i. There will be an extra £250m a year for creating 200,000 additional apprenticeships nationally
- ii. Train2Gain was successful by expanding in partnership with providers with little financial benefit to the College and therefore the impact on the loss of Train2Gain to the College is manageable.
- iii. It is hoped the loss of Train2Gain will be replaced by the increase in Apprenticeships
- iv. A consortium of private training providers will be set up similar to that for Train2Gain with the key focus on the provision of 19+ apprenticeships.
- v. The Training Quality Standard award will be improved to 'full' status from conditional and further work is required to ensure this happens
- vi. The Business Accounts team brought in £857,802 of income, 14% being full cost recovery provision and 31% non LSC income.
- vii. Windsor Group work continues and membership will be reviewed in April 2011.
- viii. Business booster courses for 2011 and full cost recovery programmes are being trialled.
- ix. The Marketing team are busy on promotion for recruitment of students and a new PR officer is in post.
- x. Work Based Learning has improved with a 3year upward trend
- xi. Train2Gain achieved 98.8% of its final contract income value of £1.807m.

#### **FACULTY UPDATE REPORTS**

##### **NOTED**

- i. The Performance Summary and Actions plans for each Faculty were noted.