

**MINUTES of  
CURRICULUM STANDARDS AND PERFORMANCE COMMITTEE,  
8 JUNE 2009**

Present: I Mason (Chair), G Davies Marshall, J Duggan, Mrs H Haroon-Iqbal, S Willis,  
Mrs V Woodward

In attendance: J P Charleton (Clerk), J Baker, P Baker, Ms A Piercy, I Rigby, M Shaw,  
Mrs L J Turner

Observer: Mrs J K Tanner

Apologies: J Ahearn, G M Humby, Miss H Ross, R Simpson

410.0 MEMBERSHIP

The Chair reported the completion of the terms of office of Mr J Ahearn and Miss H Ross, Student Members, on 31 July 2009.

The Chair reported the appointment by the Corporation at its meeting on 2 April 2009 of Mrs H Haroon-Iqbal as Vice Chair of the Committee for a two-year term of office.

411.0 DECLARATIONS OF INTERESTS

The Chair reminded members of their duty to declare an interest, financial or otherwise, in any items on the Agenda. No interests were declared.

412.0 MEETING HELD ON 2 MARCH 2009

(a) Minutes

**It was RESOLVED:**

**that the minutes be confirmed as a true record and signed by the Chair.**

(b) Matters Arising

Disability Statement (minute 403.0)

The Vice Principal (Curriculum and Quality) circulated copies of the final version of the Disability Statement, which had been renamed the Accessibility Statement.

413.0 FACULTY/ COMMITTEE ANNUAL REPORTS

(a) Faculty of Arts

Mr J Baker, Head of Faculty of Arts, presented the executive summary of his Faculty's Annual Report for 2007/08 including developments in 2008/09.

Faculty recruitment during this period had been successful, with enrolments for

full-time courses in 2008/09 ahead of target. The Faculty SAR had awarded grade 2 (good) ratings for all key categories to reflect improved success, achievement and retention rates in relation to the national average position. A key strength in the Faculty was progression to higher education with 86% of level 3 Art & Design students continuing their studies at university.

Key targets next year would include the use of value added data to improve student outcomes and support for the development of new Foundation degrees.

**It was RESOLVED:**

**that the report be received.**

*At this point Mr Baker left the meeting*

*Mrs H Haroon-Iqbal joined the meeting during the following item of business*

(b) Faculty of General Education and Care

Mr M Shaw, Head of Faculty of General Education and Care, presented the executive summary of his Faculty's Annual Report for 2007/08 including developments in 2008/09. The Faculty SAR had awarded grade 2 (good) ratings for all key categories to reflect improved success rates with AS/A2 rates now above the national average for students aged 16-18. Recruitment for 2008/09 had been strong, with an 8% increase in student numbers.

Risks for the Faculty included a reduction in full-time recruitment, particularly within the Early Years curriculum, and maintaining success rates in Work Based Learning for Childcare. Targets included the continued development of the full-time and HE curriculum offer and undertaking a Key Stage 5 quality improvement project next year as part of the Collegiate curriculum.

**It was RESOLVED:**

**that the report be received.**

*At this point Mr Shaw left the meeting*

(c) Learning Resources Committee

Mrs L Turner, Library and Information Services Manager, presented the Annual Report of the Learning Resources Committee for 2008/9. The Learning Resources Unit SAR in January 2009 had awarded grade 2 ratings for Overall Effectiveness, Capacity to Improve and Leadership and Management. Feedback on library resources and services received from students and staff in surveys during the year had been positive.

Usage of the Earl Street Centre during the year had increased by 32% while additional stock had been added for new and revised course specifications. Risks for the Unit related to the reduction in the size of the Link Centre in its new location in the Broad Street Building and the number of study spaces provided. Key points for next year included the use of text and e-mail communication with students, the digitisation of video holdings and the development of e-books to support learning. Following discussion, members agreed that the Library and Information Services

Unit provided excellent resources and high standards of service for students and staff.

**It was RESOLVED:**

**that the report be received.**

*Mrs L Turner left the meeting at this point*

#### 414.0 QUALITY REPORTS

(a) Student Mid-Programme Survey

Mr P Baker, Quality Manager, presented a report which summarised the results from the Student Mid-Programme Questionnaire, focussing on core aspects of teaching and learning, assessment and course organisation. Ratings for most questions had increased with four-year distance travelled results positive. 31 of the ratings were ranked in the upper quartile compared to the national average position, with the majority of rankings in the upper quartile.

Actions taken/planned by College Management to address areas with ratings below the national average included further refinement of the design and format of the Individual Learning Plan for 2009/10 to review progress and support target setting.

Members welcomed the report, noting in particular the improved rating for 1 to 1 support from personal tutors.

**It was RESOLVED:**

**that the report be received.**

(b) Adult and Community Survey

Mr Baker presented the results from a recent survey of Adult and Community students compared to 19 other providers. Ratings for 3 of the 14 question responses had been ranked in the 1<sup>st</sup> quartile compared to the national averages for General FE colleges, with most other responses around the high ACL national average. Most ratings are equal to or just above last year's ratings in terms of distance travelled.

**It was RESOLVED:**

**that the report be received.**

(c) Accolades and Complaints Termly Report

Mr Baker presented a summary of accolades/complaints from January to April 2009 during which period 7 accolades had been received with 10 formal complaints upheld or partly upheld. No significant trends in major areas or types of complaint had been identified and the indications were that the trend for a reduction in the number of formal complaints would continue this year.

**It was RESOLVED:**

**that the report be received.**

#### 415.0 STUDENT COUNCIL

In the absence of the Student Members the Vice Principal (Curriculum and Quality) reported on the issues considered at the Student Council meeting in May 2009. The Council had received an update from College Management on the College's Flu Pandemic Contingency Plan and the latest position with the Capital Project.

In response to a query raised by a representative, the Council had discussed the issue of cyber bullying. Following discussion the Vice Principal (Curriculum and Quality) confirmed that College Management planned to address any risks of cyber bullying through the tutorial programme and via a College-wide poster campaign and staff training.

Following an initial poor response, elections for the Students' Union executive for 2009/10 would reopen in September. To support the development of the Council, College Management was proposing that from September 2009 the roles of the Student Council and the Students' Union be merged. In addition it would be proposed that from 2009/10 one Student Governor be elected from the Higher Education student body to support the broadening of student representation and the development of the Learner Voice strategy. Consultation would take place with the Student Council and the NUS on these proposals prior to consideration by the Corporation at its meeting in July 2009.

**It was RESOLVED:**

**that the report be received.**

#### 416.0 COMMON INSPECTION FRAMEWORK

The Vice Principal (Curriculum and Quality) delivered a presentation on the implications for the College of OfSTED's new draft Common Inspection Framework for 2009. The new Framework would place greater emphasis on judgements to show capacity to improve, including impact and measurable benefits to meet learners' needs. There would be increased focus on progress made by different groups in relation to distance travelled and value added, and a greater emphasis on teaching and learning, including more classroom observations.

Types of inspection would change with all colleges having an automatic data check, while good colleges may have up to six years between inspections. A new grade table would include limiting grades for Equality & Diversity and Safeguarding. These limiting grades would have to be rated as at least 'good' for the College to achieve an 'outstanding' grading for overall effectiveness; 'inadequate' would result in a judgement of inadequate overall.

Since the College was likely to be inspected early in the new cycle, College Management would be urgently reviewing and adjusting the SAR format and grade judgements to fit the draft new Framework.

**It was RESOLVED:**

**that the report be received.**

#### 417.0 APPLICATIONS 2009/10

The Vice Principal (Curriculum and Quality) presented a report on applications for full-time FE courses for 2009/10. Application levels this year for the College as a whole were currently approximately 7% higher than at this time last year. Faculty of General Education and Care applications were well up, with Access to HE and A levels recruiting very well. Details were provided for members of applications from 16-18 year-olds by school of origin which indicated a better than expected level of response from the south of the county.

**It was RESOLVED:**

**that the report be received.**

#### 418.0 CURRICULUM OFFER 2009/10

The Vice Principal (Curriculum and Quality) presented a report which outlined key changes to the curriculum offer for 2009/10. In designing the curriculum offer, College Management had taken account of LSC funding priorities and had focussed on the College's priority work with 16-18 year-olds and training and skills development for adults. Significant curriculum development of Higher Education programmes was also planned for next year.

The new Diploma qualification had been withdrawn for September 2009 due to lack of interest, although it was planned to offer this qualification again in several areas in 2010.

**It was RESOLVED:**

**that the report be received.**

#### 419.0 STANDING ORDERS

The Clerk presented the revised Standing Orders of the Committee which had been updated to include reference to the role of the Vice Chair of the Committee.

**It was RESOLVED:**

**that the revised Standing Orders of the Committee be approved.**

#### 420.0 ANY OTHER BUSINESS

The Vice Principal (Curriculum and Quality) reported on a recent OfSTED Inspection of the College Butterflies Nursery following its relocation to its new premises at Tenterbanks. Feedback from the Inspection team had been positive with the Nursery being provisionally awarded 4 outstanding and 7 good grades.

Members welcomed the report and the Chair agreed to write to the staff concerned to congratulate them for their contribution to the successful outcome of the Inspection.

**It was RESOLVED:**

**that the report be received.**

421.0 DATE AND TIME OF NEXT MEETING

Monday 9 November 2009 at 5.30 pm.

The meeting closed at 7.20 pm.