

STAFFORD COLLEGE CORPORATION

**MINUTES of  
CURRICULUM STANDARDS AND PERFORMANCE COMMITTEE,  
6 JUNE 2011**

Present: I Mason (Chair), I Blachford, Mrs S Green, G M Humby, S Willis,  
Mrs V Woodward

In attendance: J P Charleton (Clerk), J Baker, R D Jones, Ms A Piercy, Miss E Reed, I Rigby,  
Ms G Stepney

Apologies: Miss S Kenny, G Taylor-Marshall

496.0 MEMBERSHIP

The Chair reported the completion of the term of office of Miss S Kenny, Student Member on 31 July 2011.

The Chair reported the appointment of Mr I Blachford as Vice Chair of the Committee.

497.0 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.

498.0 MEETING HELD ON 7 MARCH 2011

(a) Minutes

**It was RESOLVED:**

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

(b) Matters Arising

There were no matters arising.

*At this point the Chair agreed that agenda item 7 be considered as the next item of business.*

499.0 THE LEARNER VOICE

(a) Learner Voice Conference

In the absence of Miss S Kenny, Student Member, Ms G Stepney, Student Liaison Officer, gave an oral report on the College's second annual Learner Voice Conference held on 17 March 2011.

The Conference had covered a wide range of themes including equality and diversity, the use of modern technology to support learning, and the evaluation of teaching and learning.

Students and staff had once again rated the Conference as very successful and productive. College representatives would be attending a Learner Voice conference in June organised by colleges in the Central Education Partnership group.

(b) Student Council

Ms Stepney presented the unconfirmed minutes of the Student Council meeting held on 19 May 2011. The meeting had reviewed student awareness of the Council's activities with a number of ideas developed to improve communication.

(c) LSIS Student Governor Toolkit

Ms Stepney reported that the College had registered interest in the new Student Governor Toolkit recently launched by LSIS. The toolkit allows colleges to compare their approach to supporting student members with best practice in the sector.

**It was RESOLVED:**

**that the report be received.**

*At this point Ms Stepney left the meeting*

#### 500.0 FACULTY ANNUAL REPORTS

(a) Faculty of Arts and A levels

Mr J Baker, Head of Faculty of Arts and A levels, presented the executive summary of his Faculty annual report for 2009/10 including current trends in 2010/11. In November 2010 the Faculty had self-assessed as grade 2 (good) for all key categories with the exception of 'outcomes for learners' which had been judged as grade 3 (satisfactory).

- While success rates for learner responsive provision in 2009/10 were satisfactory overall, the performance of some courses was a cause for concern. Risks for the Faculty included the impact of funding changes and potential future restriction of student numbers for HE provision. Key plans for next year included continued work to improve retention and achievement and to further develop the commitment to the Learner Voice.

Following concerns raised by members regarding learner performance in a Subject Sector Area, Mr Baker confirmed that the course in question would be subject to Close Monitoring with support provided by Faculty Management.

**It was RESOLVED:**

**that the report be received.**

*Mr Baker left the meeting at this point*

(b) Faculty of Professional Studies

Mr R Jones, Head of Faculty of Professional Studies, presented the executive summary of his Faculty's Annual Report for 2009/10 including developments in 2010/11. The Faculty SAR in November 2010 had awarded ratings of grade 2 (good) for all key categories while 'outcomes for learners' had been rated as grade 3 (satisfactory).

Success rates for Learner Responsive provision were satisfactory overall while outcomes for apprenticeship activity were good. Key risks for the Faculty included the impact of new FE funding arrangements, increased part-time fee levels and potential competition from other providers. Next year's targets included maintaining the Faculty's rating for overall effectiveness as 'good' and preparing for relocating hospitality/catering provision as part of the major Capital Project.

**It was RESOLVED:**

**that the report be received.**

501.0 LEARNER SUPPORT FUND

Mr R Jones provided an update on progress towards developing a policy for the use of learner support funds for young people and adults. The YPLA had not yet issued its funding allocation and national guidance on the new Bursary Funding for young people aged 16-18 to replace the EMA scheme. Subject to receipt of this information and guidance from the SFA on adult funding, the College's policy for the use of learner support funding would be presented to the Corporation in July.

**It was RESOLVED:**

**that the report be received.**

*Mr Jones left the meeting at this point*

502.0 QUALITY REPORTS

(a) Student Mid-Programme Survey

Miss E Reed, Quality Manager, presented the results of the student Mid-Programme survey conducted during the spring term 2011, which had focussed on teaching and learning, assessment, course organisation and key skills.

Ratings for most questions had increased slightly this year while the four-year distance travelled outcomes were positive. All questions that could be benchmarked were above the national average, with 37 of the ratings ranked in the upper quartile.

Members welcomed the report as evidence of continued improvement in student satisfaction.

(b) Work Based Learning (WBL) Apprentices End Programme Survey

Miss Reed presented the results of the WBL Apprentices end-of programme questionnaire conducted during the summer term 2010, which had focussed on training/teaching and learning and course organisation.

Results were generally positive with ratings for 23 out of 24 questions significantly above the national average.

The College had recently appointed a new Workforce Development Manager in early 2011 who was now overseeing the organisation and delivery of Employer Responsive/ Apprenticeship provision.

(c) Train to Gain Annual Learner Questionnaire 2009/10

Miss Reed presented the results of the Train to Gain learners exit survey conducted during the summer term 2010. Results for all questions were rated significantly above the National Average while ratings for all questions showed significant increases for 1 year distance travelled.

(d) Accolades and Complaints Termly Report

Miss Reed presented a report which summarised the accolades and complaints received by the College from May 2010 to April 2011. During this period 19 accolades had been received with 25 formal complaints upheld or partly upheld.

The majority of complaints upheld or partially upheld in 2010 had been customer care related which continues the trend from previous years. Following the College's restructuring in May 2010 new trend monitoring will begin again from this academic year.

Following discussion members agreed that in future an annual report on accolades and complaints received in the preceding academic year be presented to the Committee at its meeting in the Autumn term.

**It was RESOLVED:**

**that the report be received.**

### 503.0 CURRICULUM OFFER 2011/12

The Vice Principal (Curriculum and Quality) presented a report which outlined key changes to the College's curriculum offer for 2011/12 for full and part-time courses.

The curriculum offer takes account of changes to the national Qualification and Credit Framework and funding guidance from the YPLA and SFA. In 2011 for the first time the College would be offering BTEC Diplomas in Countryside Management at level 2 and 3 which would form the basis of a new land-based provision in the College alongside the BTEC Animal Care courses.

In line with national guidance, the number of apprenticeships offered would be increased with the College working to achieve a target to increase the number of Apprenticeships delivered, particularly for young people in a wide range of vocational areas.

During 2011/12 College Management would be closely monitoring the impact of the national implementation of the recommendations of the Wolf Review on Vocational Education on the College's curriculum offer.

**It was RESOLVED:**

**that the report be received.**

#### 504.0 APPLICATIONS 2011/12

The Vice Principal (Curriculum and Quality) presented a report on current levels of applications for full-time FE courses in 2011/12. While applications overall were down, especially for AS levels, the number of applicants who have accepted places is in line with this time last year.

Application patterns this year have been affected by a combination of demographic changes and the recent restructuring of the Connexions service. College Management would continue to closely monitor and review the implications of current rates of applications on the College budget.

**It was RESOLVED:**

**that the report be received.**

#### 505.0 INTEGRATED QUALITY ENHANCEMENT REVIEW (IQER) INSPECTION

The Vice Principal (Curriculum and Quality) summarised the final confirmed judgements of the IQER Summative Assessment of the College's HE provision offered in partnership with SURF.

The final report had been positive and had confirmed the best possible outcomes in the areas under review. The six good practice recommendations made had been classed as 'desirable', designed to enhance existing practice rather than to address areas for improvement.

Members agreed that the results of the IQER process represented an excellent outcome for the College.

**It was RESOLVED:**

**that the report be received.**

#### 506.0 PEER REVIEW AND DEVELOPMENT (PRD)

The Vice Principal (Curriculum and Quality) reported on the findings of the PRD Group's recent review visit to the College on 'What makes a successful course'. Since 2009 the College had been part of a PRD group with other partner colleges to share good practice and raise standards.

Following consideration of a number of the College's best performing courses, the PRD Group had highlighted a number of factors which contributed to their success in relation to Outcomes for Learners, Quality of Provision and Leadership and Management.

Findings from the review had been used to formulate a checklist for use by course teams to self-evaluate the performance of their course and to form the basis of staff development activities.

**It was RESOLVED:**

**that the report be received.**

507.0 DATE AND TIME OF NEXT MEETING

Monday 7 November 2011 at 5.30 pm.