

SOUTH CHESHIRE COLLEGE

MINUTES OF A MEETING OF THE QUALITY AND STANDARDS COMMITTEE HELD AT EDLESTON ROAD ON THURSDAY 11 FEBRUARY 2010 AT 5.00 PM

Present:

F Ellison (Chair)
P Swift (Principal & Chief Executive)
C Blanchard
J Dowell (from the point shown)

In Attendance:

S Wainwright (Vice Principal, Skills, HE and Business Development)
D Harwood (Director of Quality)
E Davies-Jones (Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

QS

01/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Thomas Howard and from the Vice Principal, 14 to 19 Curriculum & Strategy.

QS

02/10 DECLARATIONS OF INTEREST

At this point in the meeting the Chair asked the members attending this meeting to declare any personal or prejudicial interests and the nature of that interest, in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item.

No declarations of interest were made.

QS

03/10 APPROVAL OF MINUTES OF THE LAST MEETING

The minutes of the meeting held on 12 November 2009 were considered.

IT WAS RESOLVED that the minutes be approved as a true and accurate record and signed by the Chair.

MATTERS ARISING

QS

03/01/10 Minute No: QS 26/01/09 Student Survey

The Director of Quality presented the paper which provided information to members detailing a number of the activities that are used to collate the learner voice within the College, including examples of methods used by the students to communicate with the College and vice versa. He went on to give examples of action taken by the College following feedback received from students and he informed members of the proposed action to obtain student views via e-mail on a regular basis using a systematic approach.

IT WAS RESOLVED to receive the report.

QS

03/02/10 Minute No: QS 28/09 Definition of an accolade

The Director of Quality informed members that the accolades received are being separated into four categories: "Teaching and Learning"; "Events"; "Service & Professionalism"; and "Thanks" and that the results are shared with the Quality and Course teams as part of the process of sharing good practice.

IT WAS RESOLVED to receive the report.

Julia Dowell joined the meeting at this point.

QS

03/03/10 Minute No: QS 30/03/09 Student Attendance

The Director of Quality provided a verbal report informing members that the system used to record absences separates "unauthorised" and "authorised" absences but does not collect further data on "unauthorised" absences. He informed members that there is now a more focused and consistent approach in categorising "authorised" absences

IT WAS RESOLVED to receive the report.

QS

03/04/10 Minute No: QS 30/06/09 Classroom Observations – profiling demonstration

The Director of Quality gave a presentation demonstrating the new on-line observation system and the way in which this is being used to enhance the staff development process. Reflective comments, from the member of staff who has been observed, form part of the process. He informed members that a target of 211 observations for the year has been set and to date 190 observations have been completed or planned.

IT WAS RESOLVED to receive the presentation.

QS

03/05/10 Minute No: QS 31/06/09 Employer Charter - feedback

The Vice Principal, Skills HE and Business Development, gave a verbal report to members, informing them that very positive feedback had been received from the employers who had been approached to give feedback on the content of the charter.

IT WAS RESOLVED to receive the report.

There were no other matters arising from the minutes of the last meeting which were not covered elsewhere in the agenda.

QS

04/10

RISK MANAGEMENT

Members received that part of the risk register for 2009/10 concerning the risks overseen by this Committee which had been approved by the Corporation at its meeting on 24 July 2009, with updating comment. Members were informed that the Director of Finance and Administration is now leading a working group which has been set up for the purpose of developing a new style of risk register which will be more directly linked to the College's

strategic aims and operations and that the outcomes from the working group will be reported to a future meeting in due course.

IT WAS RESOLVED to note the current position in respect of the risks described in the risk register

**QS
05/10 CLASSROOM OBSERVATIONS**

The Director of Quality presented the paper informing members of the developments which have been made to the system of observation of teaching and learning with increased functionality in terms of monitoring, identifying and enhancing teaching and learning including:

- the on-line reporting system;
- use of "observation guidelines and tips"
- three part observation sequences
- use of Advanced Practitioners and Subject Learning Centres

The Director of Quality explained that the three-part observation sequence enables staff to improve through undertaking "developmental observation" and a "peer observation" based on actions identified in their "graded observation". In answer to members' questions the Director of Quality informed members that the strengths identified during the observation process can be identified by Faculty and subject sector areas. He informed members that, of the observations undertaken to date, there have not been any that have been categorised as "unsatisfactory".

IT WAS RESOLVED to receive the report and the note the College classroom observation profile and the improvements to the process introduced during the year.

**QS
06/10 STUDENT RETENTION 2009/10 UPDATE**

The Director of Quality presented the paper informing members that the current College retention rate for long courses in January 2010 is 96% which is similar to last year and that 17 subject sub-sector areas have either improved or maintained a similar retention rate for this period compared to last year. The paper identified three areas namely: SSA 01 Health Public Services and Care; SSA 08 Leisure Travel and Tourism; and SSA 14.9 ESOL, where retention rates have declined and which are to be considered within the March Quality Improvement Review process.

Members were informed that all of the subject sector areas are above the College's retention target of 80%.

IT WAS RESOLVED to receive the report

**QS
07/10 STUDENT ATTENDANCE: Autumn 2009**

The Director of Quality presented the paper. Members considered the paper which provided a comparison of attendance in the autumn term across subject sector areas (SSA):

SSA		SCC%	Unauthorised
1	Health, Public Services and Care	91.1	8.9
2	Science and Mathematics	93.1	6.9
4	Engineering and Manufacturing Technologies	90.9	9.1
5	Construction, Planning and the Built Environment	85.0	15.0
6	Information and Communication Technology	89.1	10.9
7	Retail and Commercial Enterprise	88.4	11.6
8	Leisure, Travel and Tourism	90.6	9.4
9	Arts, Media and Publishing	91.5	8.5
10	History, Philosophy and Theology	92.8	7.2
11	Social Sciences	93.4	6.6
12	Languages, Literature and Culture	91.0	9.0
13	Education and Training	90.1	9.9
14	Preparation for Life and Work	88.2	11.8
15	Business, Administration and Law	90.8	9.2

Members noted that attendance at college is one of the college's key performance indicators and an early pointer to potential retention problems. Staff mark registers are marked electronically providing staff and the students with near real time attendance statistics. The Director of Quality informed members that a successful LSIS bid is supporting the College to improve the attendance levels in Construction. The Principal informed members that guidance is being given to staff in order to ensure that there is a consistent approach across the College to the marking of "unauthorised" absence and that this will be included within the College's Attendance Policy when it is reviewed.

IT WAS RESOLVED to receive the report.

**QS
08/10**

COLLEGE PROGRAMME 2009/10 UPDATE

The Vice Principal, Skills, HE and Business Development presented to the paper to members on behalf of herself and the Vice Principal, 14 to 19 Curriculum & Strategy. The paper detailed the outturn for 2008/09 and progress to date for 2009/10 with regard to recruitment. She emphasised the following key messages set out in the report:

- to date on 16-18 enrolment has been very positive with most areas achieving higher than the targeted figures;
- an additional programme for adult learners is being offered this month and it is anticipated that the adult learner responsive allocation target will be exceeded;
- the employer engagement team is actively recruiting learners and it is anticipated that the current underperformance in the Train to Gain provision will be resolved by the end of the next quarter.

IT WAS RESOLVED to receive the report and to note the outturn against targets for the year 2008/09 and the progress made to date in achieving the targets for the current year.

**QS
09/10**

QUALITY IMPROVEMENT ACTION PLAN 2009/10 UPDATE

The Director of Quality presented the paper detailing the progress of the Quality Improvement Action Plan which provides the framework to target more effectively the performance that was identified in the 2008/09 self assessment report. He informed members that of the 128 actions identified in the self assessment report, 109 are on target to be completed or have already been completed. He went on to inform members that there are 19 actions which are still being closely monitored which include the performance in construction, where learner progress is being tracked across the practical and theoretical elements of the programme and in Sport, where additional facilities and resources have been employed at the Oakley Centre in Crewe for delivery of the BTEC National Diploma.

IT WAS RESOLVED to receive the report and note the progress regarding the actions identified in the Quality Improvement Plan.

**QS
10/10**

COMPLAINTS AND ACCOLADES 2009/10 INTERIM REPORT

The Director of Quality presented the paper reporting the complaints and accolades received in the period 1 August 2009 to 29 January 2010. He informed members that 23 complaints had been received compared to 42 in the same period in 2008-2009. 44 complaints had been dealt with within the 15 day working deadline. 7 complaints were not completed within the 15 day working deadline, which was attributable to the nature of the complaints and the time line of interviews with concerned parties.

The equal opportunities monitoring shows that:

- 4 complaints were received from males
- 19 complaints were received from females
- 23 were of White British origin
- 0 complaints recorded with disabilities

Members went on to consider the number of accolades received and were informed that, in total, 25 accolades have been recorded for the six month period compared to 51 for the same period in the previous year.

The Principal informed members that the determination of exactly what is considered and recorded as an accolade is still on-going and when this has been decided a report will be provided to the committee providing a more consistent comparison with previous years.

IT WAS RESOLVED to receive the report and note that a further report will be provided regarding the level of accolades received.

Action: DH

**QS
11/10**

COLLEGE POLICIES:

QS

11/01/10SCCPOL 18: RESIDENTIALS & EXCHANGES CODE OF PRACTICE

The Director of Quality presented the paper on behalf of the Vice Principal, 14 – 19 Curriculum & Strategy. The paper provided details of the changes which have been

incorporated into the revised policy both in general terms and with specific regard to the area of safeguarding where additional learner support is required to ensure that student's individual needs can be catered for.

IT WAS RESOLVED to recommend that the Corporation approve the Residential & Exchanges Code of practice (SCCPOL 18) as amended and presented to this meeting.

QS

12/10 DATE OF NEXT MEETING:

Thursday 10 June 2010 at 5.00 pm

There being no further business, the meeting concluded at 6.10 pm

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(Chair)

Production: 15 February 2010
Chair's approval: 1 March 2010
Committee's approval: 10 June 2010
Reported to Corporation: 25 March 2010