



**Minutes of the
Academic Standards and Quality Development Committee Meeting
held in the Room 814 at Matthew Boulton campus
on Monday 20th June 2011 at 8.30 am**

Present:

Professor I Oakes (Chair)
Ms V Docherty (VD)
Mr J Allen (JA) – *items 1,2,3,4 and 6*
Dr C Braddock (Principal) – *items 1 and 2*

In Attendance:

Mr R Minett (Executive Director) (RM)
Ms B McAnespie (BM)
Ms S Woodward (SW)
Mr A Wright (AW)
Mrs W Stevens (WS) – *item 6 only*
Mrs H Rimmer (HR) – *item 5 only*
Mrs C Bennett (Clerk to the Corporation) (Clerk)

Apologies for Absence:

Mr R Mack

Declarations of Interest

There were no declarations of interest.

Item 1* - Minutes of the Meeting held on 23rd March 2011

- 1.1 The Chair led the Committee through the minutes held on 23rd March 2011 and the Committee confirmed that the minutes were a true and accurate record of that meeting.

Matters Arising

The Principal commented that in terms of Minute 3.9 on Page 4 of the minutes of the meeting on 23rd March 2011, the intention is to use the Staff Development Day to start workshops relating to work time, performance etc.

Item 2- Progress Report on College Quality Improvement Plan

- 2.1 RM and BM presented this item. BM informed the Committee that the last report on this subject presented a post inspection update of the Quality Improvement Plan (QIP). This gave a progress update on each of the key areas for improvement identified in the College SAR and incorporated further areas for improvement identified in the Ofsted report. BM went on to say that the attached QIP evidences progress made towards each key area for improvement since the previous report.
- 2.2 BM led the Committee through each key area and informed the Committee of the progress to date and impact measures.
- 2.3 In terms of success rates, the Committee asked questions of how the College compares to national benchmarks and the relationship between success rates and retention which management provided responses on.
- 2.4 In terms of apprenticeships, the Principal and RM outlined what was being done to increase numbers in terms of apprentices and a detailed discussion took place amongst Committee members present. The Committee also asked questions relating to how the College compares with other colleges doing something similar and how the area of apprenticeships is staffed.
- 2.5 The Principal confirmed that a Director of Apprenticeships has been appointed and the results of this appointment should come through by the end of this academic year. A discussion took place about the cycle of apprenticeships and that more data will be available by the end of the calendar year rather than the academic year.
- 2.6 The Principal commented that it is right and proper for this Committee to be requiring improvements in this area and said that by February 2012, there should be a significant uplift in the success rate percentage. A discussion took place in relation to correctly aligning meetings of this committee with the availability of results and data.

Action:

- The Clerk to align next academic year's meetings with the availability of the success rates and outcomes.
- 2.7 BM turned to the issue of improving learners' experience and progress in lessons. A detailed conversation took place on the improvements in this area.
 - 2.8 BM looked at the rigour of lesson observations and a detailed discussion took place in relation to this, in particular on a new model that was being proposed which would specifically address the issues

raised by Ofsted. The Principal confirmed that no single model was yet to be agreed and the feedback on this would be picked up at the Staff Development Day on 11th July. She added that it was important to get the right model rather than rush to have something in place quickly. On the whole, the current model was not thought to be too far away from what the College was trying to achieve, but it was agreed that there was some work to be done.

- 2.9 The Committee then turned to the issue of all managers making more rigorous self critical analysis of performance as part of their self assessment process. BM reported that the model of self assessment has been changed and the focus is now on four different points in the year with the emphasis on people really knowing their students. BM commented that it is already having an impact and makes the QIP a living document. The Committee agreed that this is very good. The Principal commented that it is the "Programme Monitoring Boards" (PMB) that come together four times a year to look at this. The Chair asked how this Committee would see the data that goes to the PMB. It was agreed that this would be picked up under item 3.
- 2.10 The Principal stated that Committee members can come along to sit on a PMB if they have time. The Chair commented that he would be very pleased to do so.
- 2.11 The Committee then moved on to the next area looking at all aspects of College life and impact on different groups of learners. BM commented that analysis has always been carried out, but more drilling down at course level is taking place. Again a detailed discussion took place about the work carried out in this area and it was also noted that this subject was being looked at under item 5.
- 2.12 The Committee then went through the QIP in detail.

Action:

- Clerk/RM to invite Director of Apprenticeships to the next meeting

- 2.13 VD asked what progress is being made in relation to EMA. The Principal stated that this will be presented at the July Corporation meeting when budgets have been assessed and that management were carrying out an analysis of cost relating to child care, travel etc, and this recommendation would be taken to Corporation in July.

Action:

- A selection of student handbooks to be brought to the next Committee meeting.

- An update on an alternative to EMA to be brought to the Corporation meeting in July 2011.

The Principal left the meeting at 9.50 am.

2.14 The Chair thanked management present for providing detailed information and requested that a summary document be prepared at a higher level so that the Chair can report to Corporation.

Action:

- RM/BM to prepare a summary document which identifies areas for improvement following Ofsted including what has been done and what is left to do, including timescales. It also needs to include how the changes are being monitored and whether they are working.
- Academic Standards and Quality Development Committee meeting to be aligned with the programme monitoring groups. RM and the Clerk said they would look at this.

Item 3 – In Year Monitoring of Further Education Programmes

3.1 This item was presented by RM and BM. RM informed the Committee that processes have been put in place to improve the in-year monitoring of course performance as well as the rigour of the self assessment process. He then led the Committee through the detailed in-year data monitoring report and tracking process. A discussion took place as to whether this process is carried out by SSA (Subject Sector Area) or by Directorates. RM commented that the College, in reality, do both and the Chair stated that whilst it may be difficult it is important to align in the way that Ofsted requires. BM commented that she did not know of any college that works by SSA as areas are very different.

3.2 RM commented that management will want to present this item to the Committee in future in January. A general discussion took place about what would be expected to be seen at the various points of the year. RM stated that in January, there will be projected in-year achievements (retention, first term attendance, projected success rates, etc). In April all the above will be updated and an analysis of interventions will be available. By June, course evaluation reviews will be available and by the fourth PMB meeting, it will be necessary to ensure that the QIP is signed off.

Item 4 – In Year Monitoring of Higher Education Programmes

4.1 This item was presented by RM and SW. SW led the Committee through the report which detailed the suggested changes to the review and monitoring of Higher Education Key Performance Indicators and requested that the Committee approve the following recommendations:

- all Higher Education programmes are included in the Programme Quality Boards for monitoring and reviewing;
 - all Higher Education programmes are allocated specific benchmarks and improvement targets in the Key Performance Indicators of attendance, progression, in year achievement and success; and
 - Higher Education data relating to Key Performance Indicators should be prepared and supplied by the Data Management team and that this data is supplied in a variety of aggregations.
- 4.2 The Committee asked various questions in relation to data trends and more specifically, where there was a reduction in percentages and management dealt with the questions that arose.
- 4.3 The Chair commented on how useful in year monitoring is, in that the teams that are not rigorous enough are picked up in year and now have to report to the PMB. The Chair added that it is good to see these trends.
- 4.4 The recommendations set out in the report were **approved**.

At this stage RM asked if Item 6 could be taken next. The Chair agreed.

Item 6 – Value Added Aspects of Achievements/Results

WS joined the meeting for this item.

- 6.1 This item was presented by RM and WS. WS led the Committee through the report on Value Added which provided information on what the College is doing in response to the recommendations by Ofsted. WS went through the report, informing the Committee of the mechanisms used to measure Value Added, the importance of prior attainment, how Value Added reports are generated for any Level 3 qualifications with graded outcomes and other Value Added reports generators available. WS then led the Committee through the College's position in 2009/2010 and the Ofsted judgements as well as Value Added scores in ALPS (Advanced Level Performance Systems), BTEC and ALPS student performance by subject and ALPS AS report.
- 6.2 WS led the Committee through the actions identified in the College QIP and performance so far.
- 6.3 The Committee asked various questions in relation to LAT (Learner Achievement Tracker) reports and ALPS reports and how these are measured. The Committee also asked the questions in relation to the data that was provided and its current relevance. RM and SW informed the Committee that where data is not recent, this has moved on and more key data will be available in the Autumn term.

- 6.4 The Committee looked at individual subjects in more detail and asked questions where necessary.
- 6.5 WS said that where actions have been identified for example, remodelling etc, this will not come through until the end of the following academic year but there are strategies in place to improve and these will come through.
- 6.6 The Chair asked whether going forward the College will continue with LATS and ALPS? WS answered that there is a statutory requirement to produce LAT data but ALPS are supplementary and much more rigorous because they look at age ranges etc so the answer was 'yes'.
- 6.7 RM added that Ofsted and the government generally are looking into QAI and the government might drop measures in colleges, but we are still awaiting this report.
- 6.8 The Committee approved the following recommendations:

Approved:

- The College subscribes to ALPS for Annual Value Added reports
- Quality performance uses ALPS along with MLP and Pro Achieve reports in Standards Board meetings
- The College investigates and implements a system which adopts in year value added against student progress grades

Item 7 – Outcome of IQER Inspection

- 7.1 This item was presented by SW who confirmed that since submitting this paper, the College has now received the provisional report and we are very pleased to report that the College does not have any essential recommendations.
- 7.2 SW and RM led the Committee through the provisional report and action plan, answering any questions that arose from committee members.
- 7.3 RM informed the Committee that the action plan will need to be signed off in the next four weeks and that it must be in the format prescribed by QAA. He stated that the content will be no different to the report this Committee has seen but the format will change. It was agreed that the Chair of the Academic Standards could sign off this report on behalf of the Committee when required to do so.

Approved:

- The Committee acknowledged receipt of the provisional report and its findings;

- The Chair of the Academic Standards and Quality Development Committee to sign off the final version of the action plan to go to QAA once complete.

JA and WS left the meeting at this point.

Item 5 – Equality and Diversity

Hilary Rimmer joined the meeting for this item

- 5.1 HR informed the Committee that her report focuses on the outcome of the Ofsted inspection in terms of the College grade for Equality and Diversity which was Grade 2 (Good).
- 5.2 HR led the Committee through the Action Plan and informed the Committee that the purpose of the Action Plan is to monitor more extensively learner performance by gender and ethnicity. She then went on to look at in-year retention rates for the whole of the College by gender, learning support, disability support and ethnicity and commented that retention rates are showing significant improvements compared to 2009/10. HR reported that, looking at further analysis there is excellent practice that is having a positive impact on key indicators of Equality and Diversity, but there are some areas where groups still have lower retention rates and directorates are reviewing ways to improve retention and ultimately success rates in those areas.
- 5.3 The Committee had a detailed discussion about measures being taken in relation to Equality and Diversity and discussed specific groups where there has been significant improvement and where there is still room for improvement.
- 5.4 The Chair summarised HR's report and informed the Committee that it looks forward to receiving the Equality and Diversity report in October which will also include staff Equality and Diversity.

Approved:

- 5.5 The Committee approved the plan to improve the monitoring of the impact of Equality and Diversity across directorates; that the Committee receive the final report in October to review the success rates of learners; and that the Committee will receive an updated staffing report also in October in relation to Equality and Diversity.

HR left the meeting.

Item 8 – Continuous Professional Development

- 8.1 This item was presented by RM and BM. BM led the Committee through the report which set out the College's work in relation to improving organisational and individual performance as well as the

exploration of potential opportunities created by having an identified professional and organisational development allocation within the College planning framework (Wednesday afternoons for 30 weeks of the year).

- 8.2 BM led the Committee through the Total Learning Organisational model as well as the organisational delivery framework.
- 8.3 A detailed discussion took place in relation to the proposals. Members asked questions about the practicalities in taking everyone off timetable on Wednesday afternoons. Management were able to give comprehensive answers to members' questions and members were satisfied with the responses. Discussions centred around monitoring the effectiveness of the professional and organisational development allocation and management were able to give full responses on this.
- 8.4 It was agreed that an evaluation of the CPD programme would be brought to this Committee in January. It was also agreed that work on this programme would start in late September (after enrolment) and that there is one exception in relation to Sports which must continue on a Wednesday afternoon and the College was looking at how to deal with this going forward.
- 8.5 The Committee agreed that it would be interesting to see the report on the effectiveness of the programme once it is up and running in January 2012.

Item 9 – Harborne Academy Achievements (March 2011-May 2011)

- 9.1 This item was presented by AW. AW led the Committee through his report which looked at Academy data targets, progress against targets, teaching, learning and CPD, curriculum developments and partnership achievements.
- 9.2 In terms of targets, AW reported that the landscape is changing and different sets of targets would be reviewed going forward which means that there are lots of things to anticipate as well as look at in terms of achievement. AW led the Committee through the curriculum model and explained the different pathways and options for students at the Academy.
- 9.3 The Chair asked AW about Ofsted and when they are likely to be inspected again. AW informed the Committee that this is likely to be during 2011/12. AW then went on to give more detail in relation to Key Stage 2 to Key Stage 4 progress. The main outcome of the discussions was that AW emphasised that if the Academy can hold on to the pupils from Year 7 to Year 11 they do very well. Further discussion went on in relation to the geographic location of the Academy and the feeder schools. AW provided an update on work that has been carried out with local schools which is going well. AW added

that there is a change in the perception in terms of the profile of the Academy and that he had received more compliments this year than any other year.

9.4 The Chair stated that there is work to do but there is obviously good work being carried out and that the Committee looks forward to the next update.

Any Other Business

- VD asked for clarification on the number of students that are adult based as this is obviously a key area in terms of numbers. RM stated that this is being looked at.

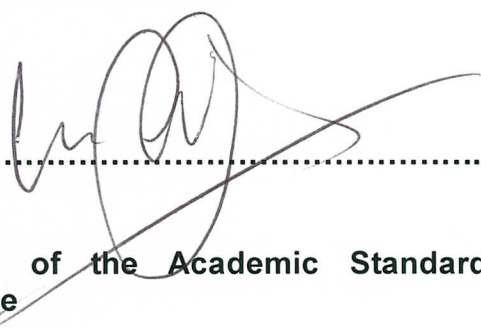
Action:

RM to get an update from Paul Cornick as to the number of students that are adult based.

- The Chair said that the Committee has obviously spent a lot of time reviewing the outcome of Ofsted today and it is important, as discussed, to organise the dates of Committee meetings around the Programme Monitoring Boards, with draft agendas being agreed going forward. The Chair asked that management pull out the key datasets so that performance can be reviewed. The Chair also asked that a summary document be put together for the next Corporation meeting which sets out the key outputs from Ofsted and the strategy to implement these.

The meeting ended at 12.20 pm

Date of Next Meeting: 29th November 2011

Signed..........Date.....29/11/11.....

Chairman of the Academic Standards and Quality Development Committee