



**Minutes of the Meeting of the
Academic Standards and Quality Development Committee
held on 29th November 2011
in the Boardroom
at Matthew Boulton Campus**

Present:

Professor Ian Oakes (Chairman)
Mr J Allen (Staff Governor) (JA)
Ms G Kaur Bains (GB)
Ms V Docherty (VD)
Mr R Mack (RM)

In Attendance:

Dr R Minett (Executive Director Academic Affairs) (RJM)
Ms H Rimmer (Assistant Principal – Languages and Skills for Life) (item 8 only) (HR)
Ms S Davies (Director of Quality Improvement)
Ms S Woodward (Director of Quality Improvement – Higher Education)

Apologies for Absence:

Dr C Braddock
Ms A Shahban

Declarations of Interest:

There were no declarations of interest other than the standing items in the Register of Interests.

Introduction:

The Chairman welcomed everyone and it was agreed that item 8 could be taken first in order to enable HR to leave promptly.

Item 8 – Equality and Diversity

- 8.1 HR led the Committee through the equality and diversity report which looked at success rates by subject specific areas from the perspective of gender and ethnicity.

8.2 HR went through the revisions to the equality plan together with new developments addressing equality and diversity.

8.3 The Committee were informed of the changes to entry requirements in terms of A Levels.

GB joined the meeting at this stage.

8.4 The Committee had wider discussions about identifying and tackling problems as early as possible.

8.5 The Committee noted that each directorate needs to continue to address inequalities by targeting groups who need to improve their success rates.

APPROVED:

The Committee approved the report.

HR left the meeting at this stage.

Item 1 – Minutes of the Meeting held on Monday 20th June 2011

The Chairman presented this item and following review of the minutes, the Committee agreed that the minutes were a true and accurate reflection of the meeting held on 20 June 2011.

Matters arising

RJM reported that he would arrange for copies of student handbooks to be circulated to members. Further, RJM added that the Director of Apprenticeships is no longer with the College and has not been replaced and instead an alternative person would be arranged to present to the Committee.

Item 2 – New Committee Membership

The Chairman welcomed new members, GB and AS to the Committee.

Item 3 – Draft Terms of Reference for this Committee

3.1 The Committee reviewed the draft terms of reference for this Committee and made some comments on the duties of the Committee which the Clerk noted.

3.2 The Clerk informed the Committee that following review by the Executive, the terms of reference would be brought to Corporation in December for approval.

Action:

- Clerk to incorporate Committee's comments into the revised draft terms of reference.

Item 4 – A Summary of the Implementation of Revised Quality Improvement Procedures

- 4.1 RJM and SW led the Committee through this report which set out the changes that the College has made in terms of quality improvement following the Ofsted Inspection in February and the QAA summative review in May 2011.
- 4.2 Main initiatives discussed included staff development every Wednesday afternoons, the new performance management systems, the effectiveness of the programme monitoring boards and the opening of the professional development centres.
- 4.3 The Committee discussed the initiatives in detail and noted the report.

Item 5 – College Performance, Success Rates and Achievements (including the review of the College SAR)

- 5.1 RJM and SD presented to the Committee some of the initiatives that have gone into addressing the areas of improvement since the Ofsted inspection in February 2011 and progress to date/key impact.
- 5.2 The Committee looked at success rates in detail for 2010 and 2011 and it was agreed that it would be useful to be provided with benchmark figures as well.
- 5.3 The Committee were then led through and discussed in detail the SAR (including the Quality Improvement Plan), asking questions in relation to comparative data, benchmarking and specific subject areas.
- 5.4 The Committee made various suggestions in terms of amendments which were taken on board by management and it was agreed that the revised version would be presented to the Corporation in December.

APPROVED

The Committee **approved** the SAR (subject to the revisions referred to above) and agreed to recommend it to Corporation for **final approval**.

ACTION

- RJM/SD to make the necessary changes to the SAR prior to December Corporation.

Item 6 – Learner Involvement 2010/11 (including enrolment and induction surveys)

- 6.1 SD led the Committee through this item providing a summary of the outcomes from enrolment and induction surveys.
- 6.2 The Committee discussed in detail improvements that can be made to response rates, exploring commercial tools and also the benefit of making comparisons with other colleges in the sector.
- 6.3 Following detailed discussion, the Committee noted the report.

Item 7 – Update on Harborne Academy

- 7.1 RJM provided an update on the Academy including details relating to external and educational issues including Academy visits from local authority, governance and management issues, success rates, the new build project and the Academy's finances.
- 7.2 The Committee discussed the work in detail and noted the report.

Item 9 – Higher Education Annual Monitoring Report

- 9.1 SW led the Committee through this item.
- 9.2 She set out in her report what this Committee was required to do on an annual basis as part of its programme monitoring review.
- 9.3 Specific programmes were discussed in detail in terms of numbers, results etc.
- 9.4 Following a detailed discussion, the Committee made some suggested revisions.

APPROVED:

The Committee **approved** the HE Annual Monitoring Report (subject to the revisions discussed).

Item 10 – Professional Development Centres

The Committee was also provided with a written report in relation to the PDCs which they noted.

Item 11 - AOB

- 11.1 The Committee were informed of the excellent news about the College winning a TES Award for Teaching and Learning. The Chairman commented that it is a real credit to the staff for achieving this award.
- 11.2 RM reported the growing trend in relation to BSkyB in homes across the City and the opportunity to develop apprenticeships in this field going forward.

11.3 The Chairman commented on the information provided to Committee and how it is extremely helpful to have it aligned to the Programme Monitoring Boards.

The meeting then ended.

Date of Next Meeting:

Thursday 9th February 2012

Signed.....Chairman

Date.....2012