

**Minutes of the Academic Standards and Quality Development Committee  
held on 5<sup>th</sup> December 2012 at 8.00am  
in the Boardroom at Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Ian Oakes (Chairman)	Raj Mack
Adeel Akhtar (Student Member) (AA)	
Jason Allen (Staff Member – Academic) (JA)	
Gurjeet Kaur Bains (GB)	
Veronica Docherty (VD)	
<b>In Attendance:</b>	
Catherine Bennett (Clerk to the Corporation) (Clerk)	
Roger Minett (Executive Director of Academic Affairs and Curriculum) (RM)	
Julie Nugent (Executive Director of Organisational and Strategic Development) (JN)	

**Declarations of Interest:**

There were none save for those already recorded in the register.

**Item 1 - Open and Confidential Minutes of Meeting held on 21 June 2012**

The open and confidential minutes of the above meeting were reviewed by the Committee and it was agreed that they were a true and accurate record of the meeting.

**Matters Arising**

JN reported that in respect of student views, data from induction surveys is still being analysed and a more detailed report would be available at the next Committee meeting.

JN provided the Committee with an update on the measuring of attendance and in particular, the increasing use of IT in this area.

RM reported that any complaints that are received that are of a safeguarding nature are immediately referred to the safeguarding team. The Corporation are receiving an annual update on safeguarding in December 2012.

RM and JN provided the Committee with an update on BXL.

**Item 2 – Enrolment, College Performance, Success Rates and Achievements**

2.1 JN gave a presentation to the Committee on enrolment, providing information on the transformation of enrolment 12/13 project, key successes, follow-up and areas for improvement.

2.2 Members discussed enrolment in detail including on learner financial support, student numbers, responses to survey, timing of first year and second year enrolment, use of technology and distance travelled in terms of learning.

**ACTION:**

- The Committee to be provided with whole year and part year data on enrolment figures.
- 2.3 RM then moved on to College Performance, Success Rates and Achievements and led the Committee through the main aspects of the report. The Committee discussed interpretation of data, NEETS, Ofsted, sharing expertise across subject areas, the use of KIT sessions for members to receive more information, the political climate, the teaching and learning review and areas where improvements are needed.

**ACTION:**

- KIT sessions to be included on the programme in relation to reviewing data and Ofsted preparation.
- A report to be provided for the next meeting showing the improvement plans for the relevant areas and how those areas are improving.

2.4 The Chair concluded that there is clearly excellent work taking place with some areas needing improvement.

**Item 3 - Update on College SAR**

3.1 RM presented this item and led the Committee through the update on the SAR. He reported that the College is not legally obliged to post the SAR but it will do in any event during the New Year after the mini-inspections have taken place.

3.2 The Committee discussed the grades in detail as well as Ofsted and lesson observations as well as the timing for the final version of the SAR to be produced ready for submission.

**Item 4 - Summary of Complaints and Actions**

4.1 JN led the Committee through the report on complaints and actions which was a further update building on the information provided at the previous meeting. The Committee discussed the findings in detail and thanked management for the information.

4.2 It was agreed that complaints continue to be monitored at cross-college level to report on trends and issues.

**Item 5 - Higher Education Annual Monitoring Report**

5.1 RM led the Committee through the report on HE outlining success and progression, underperforming courses and growth and development. Members discussed the report in detail.

**APPROVED:**

The Committee approved the Higher Education Annual Monitoring Report and agreed to recommend it to Corporation for final approval.

**Item 6 - Any Other Business**

6.1 Members discussed the timing of meetings and the availability of data and management confirmed that the reason for the change to the spring meeting date related to data being available at the appropriate time.

6.2 In relation to the Wednesday afternoon staff development sessions and the focus this year, RM provided the Committee with an update.

The meeting then ended.

**Date of Next Meeting – Tuesday 18<sup>th</sup> March 2013**

**Signed.....Date.....**