

**Minutes of the meeting of the  
Academic Standards & Quality Development Committee  
held on Thursday 20<sup>th</sup> June 2013 at 8:00am  
in the Boardroom, Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Ian Oakes (Chairman)	Adeel Akhtar (Student Governor) (AA)
Jason Allen (JA)	
Gurjeet Kaur Bains (GKB)	
Veronica Docherty (VD)	
<b>In Attendance:</b>	
Catherine Bennett (Clerk)	
Barbara Hughes (Director of Quality)	
Roger Minett (Executive Director of Quality)	
Julie Nugent (Executive Director of Organisation and Strategic Development)	

**Declarations of Interest**

There were none save for those already declared in the Register of Interests.

**Item 1 – Open and Confidential Minutes of Meeting held on 18th March 2013**

The Chairman led the Committee through the open and confidential minutes of the meeting held on 18th March and it was agreed that they were a true and accurate record of the meeting.

**Matters Arising**

There were no matters arising that were not already being covered on the agenda.

**Item 2 – College Performance, Success Rates and Achievements (16-18, Apprentices and Employer Responsive)**

- 2.1 RM and BH led the Committee through this item focusing on retention, retention by ethnic group, attendance and projected success rates.
- 2.2 RM reported that the data comes with a health warning in that it is data produced from May and is based on last year's retention. He added that the picture will be clearer when a full year of data is available.
- 2.3 The Committee specifically discussed a number of directorates and subject specific areas including Skills for Life where retention was particularly low. RM and BH reported both the reasons at local level and for the sector generally as to why retention is low in this area.
- 2.4 In terms of attendance, RM led the Committee through the data and outlined those areas being targeted, where improvements need to be made and what actions are being taken. JN provided the Committee with an update in relation to functional skills.

- 2.5 RM reported to the Committee that robust action is being taken including the possible withdrawal of the bottom 10% of provision where it is underperforming. The Committee discussed the information in detail directing numerous questions to management particularly in the context of Ofsted, policy and the wider educational sector.

**APPROVED:**

The Committee accepted the report and its recommendations.

**Item 3 – Enrolment and Admissions**

- 3.1 JN presented this item and led the Committee through an update and detailed analysis on current applications and 2012/13 learner numbers. The Committee discussed the report in detail with a particular focus on apprenticeships, key employers, impact of other local colleges and schools, supporting technology (for example the use of smartphone apps) and Kidderminster Academy.
- 3.2 The Committee discussed the report in detail directing a number of questions to management in relation to the points raised above. The Committee noted the report.

**Action:**

Executive produce a report for the next Committee meeting on the geographical patterns of students/potential students historically and now – JN.

**Item 4 – College Self-Assessment Report 2011/12 and Quality Improvement Plan (June 2013)**

- 4.1 RM presented this item. In relation to the SAR 2011/12, RM informed the Committee that this has been finalised following the previous meeting. He added that a joint SAR will be produced in the Autumn term which will relate to the newly merged college.
- 4.2 The Committee focused on the Quality Improvement Plan which RM reported had been updated to February 2013 with a later version (revised to June 2013) being available shortly.
- 4.3 RM highlighted specific areas for discussion in particular to adopting of new data monitoring systems, teaching and learning development and performance management and the harmonisation of provision and processes between Stourbridge and BMET.

**APPROVED:**

The Committee approved the SAR 11/12 and the QIP and agreed to recommend them to the Corporation for final approval in July.

**Action:**

Joint SAR (relating to the merged college) to be available at the Autumn meeting.

**Item 5 – Summary of Student Evaluations and Surveys**

- 5.1 BH presented this item and reported to the Committee that the learner experience is key to improving success rates and continuous improvement. She then led the Committee through the outcomes of the key evaluation tools namely campus committees, FE Choices Learner Satisfaction Survey 2011-12, the ongoing Ofsted learner views survey and a number of internal surveys 12-13.

- 5.2 The Committee discussed the outcomes in detail complimenting on the positive outcomes and asking further information in relation to actions being taken where improvements are needed. The Committee also discussed methods of distribution of surveys to encourage as high a response rate as possible as well as types of surveys used in terms of qualitative and quantitative methods.

**APPROVED:**

The Committee accepted the report and its recommendations.

**Item 6 – Summary of Complaints and Actions (June 2013)**

- 6.1 BH presented this item and led the Committee through the report setting out a summary of complaints and actions as at June 2013. BH led the Committee through the types of complaints received, the number and the actions taken in response.
- 6.2 The Committee discussed the report in detail in particular in relation to common themes. Management responded to all questions raised by Committee members.

**Item 7 – Update on Harborne Academy**

- 7.1 RM as Chairman of Harborne Academy provided an update on the Academy to the Committee in relation to exam results and interventions in place to bring further improvements.
- 7.2 RM also provided an update on the new build informing the Committee that phase 1 will be complete in October 2013 with phase 2 being complete by February 2014. He went into detail about the marketing strategies that are in place in terms of advertising the Academy to new starters.
- 7.3 The Committee discussed the Academy in detail particularly in the context of the latest political developments in schools and education. The Chairman thanked RM for the update.

**Item 8 – Staff Development Report and Impact**

- 8.1 RM presented this item and led the Committee through the key highlights of the staff development report with a focus on Wednesday afternoon activities and internal and external events, individual directorates, thematic networks and staff development management.
- 8.2 The Committee discussed the activities in detail and the Chairman said it was good to be able to see the impact of the initiatives. The Committee commented that it would be good for Corporation members to know who heads of directorates are. It was agreed that structure charts (with photographs if possible) would be circulated.

**Action:**

Circulate structure charts in terms of heads of directorates – Clerk and Executive Team.

**Item 9 – Programme Monitoring Board (PMB) and Academic Standards and Quality Development Committee Annual Work Plan 2013/14**

- 9.1 RM presented this item and led the Committee through the proposed PMB and this Committee's work plan 2013/14 which the Committee discussed in detail.

**APPROVED:**

The Committee approved the PMB and work plan for this Committee 2013/14.

**Action:**

- (i) Autumn Committee meeting be in November rather than December if possible – Clerk and Executive Team.
- (ii) PMB and this Committee's work plan be circulated to wider board – Clerk.

**Item 10 – Any Other Business**

- 10.1 RM said that harmonisation is going well with the best systems being taken from each college.
- 10.2 RM reported that an even stronger quality and developments team has been put in place following merger.
- 10.3 An update was provided in relation to the student governor appointment and inclusion of all campuses.
- 10.4 The Chairman thanked JA for his support and valuable contribution as this was his last meeting. JA thanked the Chairman and commented he had learned a lot from the experience.
- 10.5 The Chairman thanked everyone for their hard work and commented that there is a lot to do but there are key developments and improvements in place.

The meeting then ended.

Date of Next Meeting - TBC

Signed.....  
Chairman of the Academic Standards and  
Quality Development Committee

Date..... 22/11/13.....