

**Minutes of the
Academic Standards and Quality Development Committee
held on Thursday 26 June 2014 at 8.00am
in the Boardroom at the Matthew Boulton Campus**

Present:

Ian Oakes (Chair)
Veronica Docherty (VD)
Jenni Ord (JO)
Tim Sunter (TS)
Dagen Thompson (Staff Member) (DT)
Gala Albas (Student Member) (GA)

Apologies:

In Attendance:

Louise Jones (Chief Operating Officer) (LJ)
Julie Nugent (Chief Operating Officer) (JN)
Mukesh Kumar (Chief Operating Officer) (MK)
Barbara Hughes (Director of Quality) (BH)
Nishma Patel (Interim Clerk) (NP)

Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting and asked that everyone introduce themselves.

There were no apologies for absence.

Declarations of Interest

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

Item 1 - Minutes of Meeting held on Thursday 6 March 2014

The Chair led the Committee through the minutes of the meeting held on Thursday 6 March 2014 and it was agreed that they were a true and accurate record of the meeting.

Matters Arising

The Chair led the committee through the actions from the previous meeting and any matters arising.

JO stated that a meeting has taken place with BH to discuss Equality and Diversity and she has also been invited to a steering group meeting. JN stated that data on geographical patterns for students is to be taken to Corporation on 10 July 2014.

The Chair asked that the Annual Review of Committee Terms of Reference be carried forward to the next meeting.

The committee discussed the actions from the last meeting relating to Teaching and Learning and the feasibility of bringing staff development data to the committee in October. JO asked if the committee could have information on how the College captures staff and student voice and responses received on surveys. The Chair asked for this to be a specific item on the agenda for the next meeting.

ACTION: Staff and Student Voice to be added to the agenda for the next meeting.

HE data was discussed and LJ stated that at present the monitoring of data for HE students was still under development. The Chair asked for HE data to be an agenda item for the next meeting.

ACTION: HE data to be added to the agenda for the next meeting. ✖

✖ Item 2 – College Performance Report

BH provided the committee with an updated report following completion of the term 3 programme monitoring boards. BH highlighted key points and forecast success rates for 2013/14 for classroom based learning, Apprenticeships and work-place learning. BH stated that the College wide success rates for classroom based learning are forecast to increase by 3% compared to last year and this was based on 85% of predictions completed by staff.

TS raised concerns regarding the 15% of predictions not completed and also raised concerns with regarding the performance of functional skills. BH replied that functional skills are linked to the combined data sets and this is being resolved through programme monitoring boards. BH highlighted the discrepancy between monitoring and JN stated for that Functional Skills remains a key risk for the College. The Chair also noted the 85% of predictions completed by staff and stated this needs improvement.

BH led the committee through the retention and attendance by Faculty data for 2013/14. VD questioned the accuracy of figures being reported and the Chair therefore asked for the data on retention to be re-issued.

ACTION: BH to re-issue data on retention and attendance by Faculty.

BH then led the committee through the practical steps being taken for those areas that have seen a decline for 2013/14 and MK outlined the teaching and learning strategies, which are being adopted to improve performance. These included peer group observations, interactive sessions to support each other.

JO noted the lack of detail of Added Value scores within the report and reiterated the importance of this information for Ofsted. JO stated that added value scores would show the progress made by students from their entry qualifications. BH responded to say work has been carried out in PMBs and reviewed with each of the curriculum areas.

BH then led the committee through the projected success rates and stated that long level 1 and long level 3 courses forecast increase above national rate and level 2 projected success rate below the 2012/13 year end rate but remains above national rate. BH also reported on projected Apprenticeship success rates and based on forecasts the College is forecast just above national rate however BH raised concerns as not all the data is available from partners. LJ informed the committee a review of risks is currently taking place and Apprenticeships is a concern since performance is unsatisfactory and a project team will be assembled in September to improve performance.

The Chair concluded that the forecast performance a 'mixed picture' with some improvement predominantly in classroom based courses but also some declining and underperformance which is below national average. In addition, there have been problems associated with staff

changes and data reporting issues. The Chair stated that the College needs to resolve these issues quickly before the next Academic Year and requested for the next meeting a report on significant actions being taken on underperformance, Apprenticeships and added value. This will be circulated in the draft self-assessment report and quality improvement plan which will be presented at the next meeting.

ACTION: Present SAR/QIP at the next meeting.

Item 3 – QIP Update

BH led the committee through the updated Quality Improvement Plan (QIP) for the College. BH went through the outcomes and improvements in teaching and learning as well as areas for improvement. Committee members asked a number of questions relating to learning walks, toolkit and specific targets for lesson observations.

The Chair added that there is evidence of improvement through teachers being re-observed, teaching and learning network being identified, sharing good practice and the proposals to extend the coaching team.

Item 4 – Summary of Student Feedback

BH provided a brief update on student feedback on the BIG Teaching and Learning Survey which was held in February. BH stated that respondents to the survey doubled on last year but clearly should be getting many more students to provide responses.

BH stated in terms of satisfaction there was a very slight increase on last year however the survey highlighted a small proportion of students said they had experienced bullying in the College. BH informed the committee that this is a concern and has been raised with Faculties and is also being picked up in staff development. MK added that a number of college mentors are working closely with campus heads to identify the issues. A discussion followed on safeguarding and learner voice and the committee requested the following actions.

ACTION:

- Regular report from student council, learner voice to be a standing item on the agenda for each meeting.
- Report from student conference to be circulated
- ~~V~~to join working group on learner voice strategy

Item 5 – Summary of Complaints/Compliments and Actions

BH provided a summary update on complaints and compliments. BH led the committee through the breakdown of complaints by Faculty and stated that as a result training on managing complaints and resolving quickly has taken place.

The Chair questioned the increase in the number of complaints in the two faculty areas Health and Business and BH stated that there have been several issues in terms of where the course is offered and staff changes.

ACTION: Update on direct actions being taken on Health and Business level of complaints.

Item 6 – Update on Teaching and Learning Observations

BH provided a brief overview on the teaching and learning observations and the associated gradings of which 2% was reported inadequate. BH informed the committee staff are being supported by coaches to improve and prepare for re-observation. BH stated that observations between partner directorates proved very valuable for sharing good practice and techniques.

The Chair stated that there is increasing expectation that members of the Corporation participate in some engagement within the classroom environment and then are also able to make their own observations. BH supported this idea of involving Governors in learning walks and observations.

ACTION: Brief structure and protocol for learning walks to be provided for Governors

Item 7 – Future Agenda items & Work Plan for 14/15

BH stated that the work plan for the committee is set out in the quality manual and will be circulated for comment.

Item 8 – Update on Harborne Academy post Ofsted inspection

BH provided a brief update on behalf of Chris Hilton and the Chair asked for the full report to be circulated to the committee with the minutes of this meeting.

ACTION: Ofsted inspection report to be circulated

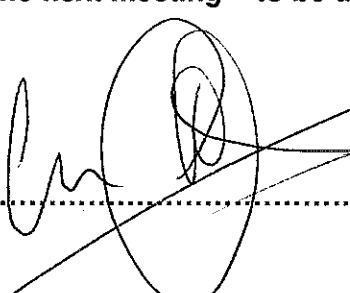
ACTION: KIT session on Ofsted Dashboard to be arranged

Any Other Business

There was no other business.

The Chairman thanked everyone for attending and brought the meeting to a close.

Date of the next meeting – to be arranged

Signed:  (Chair)

Dated: 09/12/14