



**PLANNING & PERFORMANCE COMMITTEE
MINUTES OF THE MEETING HELD 15 FEBRUARY 2011**

Present: Mr M Bonsier
Mr D Goodlet
Ms K Millar
Ms C Guy

In Attendance: Mr J Allen - Clerk
Mr R Beale - Vice Principal
Mr I Tomb - Quality Manager

The meeting commenced at 1800.

WELCOMES, APOLOGIES & DECLARATION OF INTERESTS

32. Apologies were received from Y White and the two student governors who were attending Parliament. There were no declared interests against any of the agenda items. The Clerk confirmed that the meeting was quorate. Welcomes were made to Mr I Tomb.

MINUTES

33. It was **RESOLVED** that the minutes of the meeting held 23 November 2010 be approved and signed by the Chair as a correct record.

SUMMARY ACTION LIST & MATTERS ARISING

34. The '*Summary Action List*' was received (copy attached to the signed minutes and the following updates were made available against each action point:

MIN REF	DETAILS OF RESOLUTION/ACTION POINT	PROGRESS UPDATE as of 15/2/11
7	It was agreed to incorporate within the QIP a description of the monitoring process that involves governors and the Planning & Performance Committee.	QIP includes the arrangements for the monitoring of the QIP by this Committee
14	The Executive to make it clear to staff that governors will be taking even more of an active role in the monitoring of College performance during 2010/11 and that they have tasked the Executive to seek considerable improvement in the performance of learner outcomes.	Principal confirmed that this has been confirmed through a series of processes including curriculum review team meetings with the Executive and staff meetings.
16	Future progression reports to cover the period November to November	To be incorporated within future reports

25	In future reports on learner views, there should be a summary of the key issues arising from receipt of learner views, and the actions being taken to address any issues, and how actions to seek improvements are communicated to the student body.	To be incorporated within future reports
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35. It was **RESOLVED** to note the Summary Action List.

QUALITY IMPROVEMENT ACTION PLAN (QIP)

36. The Committee’s schedule of business requires at the spring meeting an exceptional report on the Quality Improvement Plan (QIP) of any actions not yet signed off.

37. Due to the context of instilling continuous improvement within the organisation, the Committee received a copy of the full QIP with exceptional items highlighted for the Committee’s attention (copy attached to the signed minutes).

38. The structure of the QIP has three main aspects:
- Aspect A: Outcomes for Learners – ‘Achievement’. This section of the QIP focuses on the targets and actions in place to improve achievement.
 - Aspect B: Teaching & Learning - ‘Progress. This section focuses on the targets and actions around improved teaching & learning, assessment, student target setting and tracking of their progress; progression, IT, and external links.
 - Aspect C: Leadership & Management – ‘Consistent Best Practice’. This section focuses on the targets and actions to improve success rates, to ensure a better use and understanding of data; and to reduce any variations between different groups.

39. Progress updates were made available to the Committee on those actions assessed as either amber or red with confirmation given on the actions being taken to ensure full implementation of the action point. The following were noted against all red assessments:

Action	Current Progress
Every qualification to set up and use an electronic ‘achievement tracker’	Was scheduled to be in place by the end of each half term – Tracker due to be agreed in February by CDT
Some curriculum areas to develop external links	Best practice action points yet to be initiated and the audit of existing external links that was scheduled to be completed by December 2010 is now scheduled to be completed in March.

40. It was **RESOLVED** to note the QIP and progress to date on the implementation of QIP action points

TERMLY MONITORING REPORTS

41. The Committee's Monitoring Framework requires the following reports to be made available at the spring meeting of the Committee (copies attached to the signed minutes):

- (i) Current in-year retention figures with an analysis of student withdrawals
- (ii) Student Attendance 1st term
- (iii) Lesson Observation Grade Profiles 1st term

(i) Current In-Year Retention

42. The Committee received the following reports:

- Leavers Report for the Autumn Term showing the number of funded learners leaving after the census date indicating their level of programme, ethnic origin by level or by gender
- A summary by level along with previous year's data (note: the previous year figures are the end of year figures) showing the variation to the national average and the trend. Also included are the 2009/2010 figures for 1 November to 1 February to give a rough like-for-like comparison
- Pro-Achieve report showing current retention rates for each one-year course ending in 2010/2011 and each two year course ending in 2011/2012
- Spreadsheet showing the Level 3 non-A Level provision (mainly two year BTEC National programmes)

43. The following points were noted:

- There were 40 funded students who left in the Autumn Term which gives a current retention of 97% (97% in 2009/2010 and 95% in 2008/9) out of the 1295 starts. There are no significant variations by gender or ethnicity compared to the profile of the whole cohort. The most significant proportion of leavers came from entry and Level 1. The numbers leaving AS in the Autumn Term has fallen steadily over three years (12 in 2008/9; 6 in 2009/2010; 1 in 2010/11).
- Retention across the learning aims is high at 95% which is 5% above the national average, is also at the same level for a similar period last year and 6% above the College's final position for 2009/2010
- Retention is strong for AS and A2 which are currently both at 99% (97% and 98% for a similar point in 2009/2010 respectively) as well as Level 1 (97% compared to 93% for a similar point in 2009/2010) and Level 2 (96% compared to 96% for a similar point in 2009/2010)
- Retention is poor on Level 3 non-A Level two-year programmes at 75% with seven of them significantly below their national average

44. Strategies to improve retention were clearly laid out in the QIP. Although there are some courses that are not achieving the required standard, overall College retention is good.

(ii) Student Attendance

45. Overall student attendance for the 1st term was approximately 88%, 2% below the target of 90%. Of the 9 AOL, five have shown a year-on-year improvement in term 1 with one AOL showing no change. Three AOL have declined by 1% when compared against term 1 for the previous year.

46. The Committee welcomed confirmation of the significant improvement in the AOL of Business that recorded a 5% improvement with attendance at 88%.

(iii) Lesson Observations

47. The Committee noted and welcomed confirmation that 53 lessons were observed in the autumn term compared against 46 for the same period last year.

48. The current lesson observation policy only requires grades for the second lesson observation during the spring or summer term. Therefore there is no grade profile for the last two years for this point in the year. It has been proposed, and accepted by the Executive and Curriculum Directors Team, for grading to be re-introduced for every observation from 2010/12. The key priority will remain for lesson observations to continue to be developmental for staff.

49. In conclusion the Committee welcomed confirmation of the good progress being made in both retention and student attendance which hopefully will result in continuous improvements for achievement and success rates.

50. It was **RESOLVED** to note the monitoring reports presented to the Committee.

CURRICULUM PLANS 2011/12

51. The Committee received for information purposes the proposed changes/additions to the curriculum offer for 2011/12 that have been subject to review and approval from the College's Academic Board (copy attached to the signed minutes).

52. It was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

53. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Corporation has agreed a framework for the monitoring of College performance. The P&P Committee is responsible for making assessments in the area of student experience, teaching & learning. Assessments are to be carried out at each meeting of the P&P Committee through a standing agenda item '*Monitoring of College Performance*' with an overall assessment being made available to the Corporation.

54. Once the assessments have been agreed for each performance indicator, the Committee, in conjunction with College management, to agree on the overall assessment (Red for concern/risk, Amber for some concern/some risk/or Green for no risk/no concern) to be made available to the Corporation for the area of student experience, teaching & learning.

55. The Committee agreed that the proposed actions being driven by the College Executive to seek further improvements appear to be fit for purpose, robust, appropriate and timely. Progress would be subject to on-going monitoring through the fixed agenda item on College performance.

56. Due to the 'red' assessments relating learner success rates at Level 1 (16-18 Long) and at Vocational Level 3, plus the six 'amber' assessments around learner recruitment, learner success rates, learner voice, and lesson observation profiles, it was **RESOLVED** to make available to the Corporation the following overall assessment for student experience, teaching & learning and to attach to the minutes the full reporting framework:

Student experience, teaching and learning – some concern & some risk

DATE OF NEXT MEETING

57. Tuesday 7 June 2011 at 1800

The meeting closed at 1900.

Signed: _____ Date: _____
(Chair)