

Minutes of a meeting held on Friday, 19th March 2010 in Chadacre Room, Otley College, Charity Lane, Otley, Ipswich, Suffolk commencing at 10.00 am.

Present:	Lavinia Finn	(Chair)
	Roger Smith	(Independent Governor)
	Paula Titshall	(Student Member HE)
	Philip Winfield	(Principal)
In Attendance:	Jed Bultitude	(Director of Quality Improvement)
	Angela Carter	(Vice Principal Curriculum, Quality & Students)
	Delma Kirkpatrick	(Head of Department)
	Denis McAuley	(Head of Department)
	Janet Perry	(Head of Learner Services)
	Rob Storer	(Director of Curriculum)
	Paul Williamson	(Director of Curriculum)
	Dawn Woodroffe	(Head of Department)
	Paula Partridge	(Head of Department)
Arthur Hicks	(Clerk)	

- QS. **Declaration of Interest**
01 There were no Interests declared.
- QS. **Apologies for Absence and Welcomes**
02 Apologies for absence had been received from, Jane Dale, Katina Chapman, Simon Lacquiere, Helen Page, John Negus, David Sugden, Mike Wainwright, and Jono West. The Chair welcomed Roger Smith to the meeting and congratulated Angela Carter on her appointment as Vice-Principal Curriculum, Quality & Students.
- QS. **Timing of Agenda and Items of Other Business.**
03 The timing and agenda were agreed.
- QS. **Minutes of the Previous Meeting.**
04 The Minutes of the meeting held on 16th October 2009 were agreed as a correct record and signed by the chair.
- QS. **Matters Arising from those Minutes.**
05 There were no matters arising.
- QS. **Learner Issues**
06 Janet Perry presented a report which covered a number of learner issues.

Learner Voice: The student committee have held two meetings since the last report covering issues such as the Learner Voice Working Party meeting which incorporated training on improving opportunities for learners to become involved in the management of the college. Learners were also consulted on their views of a new Chlamydia poster campaign. The autumn term student conference took place on 26th November 2009 with the focus on safeguarding.

She gave details of activity around Every Student Matters and Cross College enrichment events which have taken place this term.

Discipline on the buses continues to cause concern. Meetings have been held with learners and bus companies and another with the Community Liaison Team, a plan of activity to improve the situation has been developed.

Members received details of Safeguarding / Child Protection issues. They were advised of the support given to two learners to enable them to remain in their family homes. Two other learners were referred to the Social Care team because the college had been unable to contact the parents to raise concerns about absence in one case and mental health issues for the other. Another learner who has raised concerns is being supported by her social worker in liaison with her tutor and Welfare Co-ordinator.

Inappropriate behaviour by one of the bus drivers was reported to the Police by a learner. The bus company involved removed the driver from the service.

Following a complaint a trainee teacher was suspended from their placement at the college. An internal investigation was conducted by the college in liaison with the police. The trainee teacher has resumed his/her studies but no longer has a placement at college. His/her access to the college is restricted to catering areas, the HE Centre and the Library. The learner involved was consulted and is satisfied with the outcome.

The Committee received details of a poster campaign taking place which is highlighting the support available for learners concerned about safeguarding issues.

Janet Perry presented an updated report on progress of the department against its Service Level Agreement. She advised that the number of Learners receiving ALS in 2009/10 was 344 compared to 313 in 2008/09 additional staff have been recruited to meet needs of learners referred for support. The Counsellor is currently supporting 30 clients aged between 16 and 64 of these 22 are learners. Activity around Pre-entry guidance, Careers guidance for learners, college events, College Reception and Catering services were also reported.

The reports were considered and received.

QS
07

Internal Audit Report on Safeguarding

Members received the revised 'Safeguarding' report containing the final college response to the Internal Audit Service (IAS) recommendations. Members were assured that the actions agreed by the college have been implemented and where a CRB check has not been obtained risk assessments are carried out on all employees prior to them commencing their duties. The CRB policy has also been updated along with the Education Visits Policy and that exposure of the relevant risks identified on the risk register has been raised to high.

They were advised of the remedial actions being taken and that the IAS will revisit the area in April 2010 in order to ensure the actions identified are being implemented.

The report was considered and received.

QS
08

Curriculum Reports

Members received reports from each of the Curriculum Departments giving an overview of activity in each area of the college. The Directors and Heads of curriculum departments presented their reports and gave details of strengths and areas for improvement. They each reported on the progress of integration of Adult and Employer Responsive provision into their areas. Each report was considered and issues discussed. The level of community and partnership work undertaken by each of the departments was seen by Members as an excellent contribution to the local community.

Members noted the concerns of the Principal in respect of the duplication of provision being offered by Suffolk One. This recurring theme throughout the reports raised questions as to the recruitment practices being adopted by Suffolk One and if the provision being offered was in line with that described in the original project bid. The Principal advised that he was attending a meeting with other colleges to discuss this issue.

Members considered and received the reports.

QS
09

LSC Employer Responsive Provider Financial Assurance Report

Members received a report following the Provider Financial Assurance audit on the 09-10 Train to Gain and Apprenticeship contract conducted by the LSC Regional Audit team. This was the first Train to Gain audit for the college; the last Apprenticeship audit having taken place in 2009.

In the auditors view, use of funds and internal controls were both deemed *Satisfactory* for Apprenticeships. Members were advised that an error rate 0.0% was an exceptional result and they were pleased to receive the positive report.

In respect of Train to Gain the auditor's considered the use of funds to be *Satisfactory*, however the Internal Controls were deemed *Unsatisfactory* with an error rate of 2.2% identified. Members were advised the recovery amounts identified by the LSC were minor and the college considered this to be a very good result in view of the stance taken by the LSC in similar audits throughout the sector. Members received assurance that an error rate below 5% was considered acceptable by the LSC.

Members received details of actions being taken to address the 6 specific weaknesses (2 high, 3 medium and 1 low) which were identified.

The report was considered and received.

QS
10

Learner Performance 2008/09

Jed Bultitude presented a report containing the final confirmed results from the LSC of Learner performance for Learner Responsive, Train to Gain and Apprenticeship success rates for 2008/09. The report showed overall success rates for 16-18 have improved by 0.5% compared with last year to 82% although still just below the bench mark of 83%.

Very short qualification success rates rose for both adults and 16-18's to 98.4% above the benchmark of 91.6%.

Overall Train to Gain success rates were 6% above the national benchmark.

Success rates for adult short distance learning programmes have declined by 6.1% due mainly to poor timely achievement.

Poor performance of WBL particularly in SSA 3 Landbased resulted in success rates of (33.3% in 08/09 compared with benchmark of 50.2%) and overall achievement (55.8% in 08/09 compared with benchmark of 70.9%).

Members considered the report along with the predicted rates for 2009/10 and discussed the actions being taken to improve success rates in WBL.

QS **Learner Performance 2009/10**

11 Members received reports on the predicted Learner performance produced from the traffic light system for Learner Responsive, Train to Gain and Apprenticeship success rates for 2009/10. Jed Bultitude explained the predicted success rates based on the number of learners expected to achieve against the success rate target set during the planning process last year.

He advised that the overall retention rate for all Learner Responsive provision is currently running at 96%. This compares favourably with the figure for the same period last year which was 93%, the pattern being true for both 16-18 and adult learners where retention is 94% and 97% respectively, compared with 90% and 95%. However, potential risks associated with adult learners in Construction where retention is currently at 79% were highlighted.

The predicted success rates for Train to Gain look to follow the pattern of last year where final success rates were above benchmark in most areas.

Issues relating to Apprenticeships in Transport Operations, Horticulture, Construction and Sport were discussed.

The report was considered and received.

QS **Learner Funding Returns 2009/10**

12 Members received a report on Learner numbers for 2009/10 against the recurrent grant. Income in the 16-18 category being 4.8% above end of year target is in line with LSC expectations for the college to exceed objectives. Although the additional numbers are unfunded it has resulted in the funding allocation for 2010/11 being consolidated.

Adult Responsive: 19+ income is 1.3% behind end of year target. This is well ahead of the same period for last year and recruitment to Distance Learning programmes will now be suspended.

The report was considered and received.

QS **Learner Responsive Enrolment 2010/11.**

13 Members received a report on learner recruitment at 25th February 2010 and comparative figures for the same period in 2009 and 2008. They were advised that as a result of the consolidation of 16-18 learner numbers extra funding has been allocated for 2010/2011. The effect of this is the college needs to recruit 66 additional learners above 2009/10. Overall Full Time acceptances (including continuers and progressions) were 358 against last 2008/09 comparative figure of 286.

The report was considered and received.

QS **Lesson Observations**

14 Jed Bultitude presented a report on the lesson observation schedule for 2009-10. He advised that in February all the college's Section Leaders, curriculum Heads and Directors had been involved in Lesson observation training provided by BW Consultants. The whole of the Section Leader team are now trained observers and it is clear from the comments received from the consultant trainer that they are rigorous in their approach and are grading at the revised standards expected by Ofsted.

When compared to last year the proportion of 'satisfactory' observations (those graded 3) has increased and the proportion graded 'good' (grade 2) has declined. Of 70 observations carried out this year 9 were graded 1, 35 graded 2, 23 graded 3 and 3 graded 4. A further 40 staff are still to be observed. Members received assurance that those teachers graded 4 will be re-observed before or during the summer term observation window following intervention by their line managers. Those graded 3 will either be re-observed, or attend refresher training events designed to address the issues identified from the observations.

The report was considered and received.

QS **Equality Diversity & Inclusion**

15 Angela Carter reported that at inspection Ofsted look for a clear demonstration that there is high level commitment to Equality, Diversity and Inclusion from the whole governing body, that Governors regularly consider the topic, are discharging their duties (particularly in ensuring that college policies are being implemented) and that they are actively promoting Equality, Diversity and Inclusion in the college. The Committee was advised that in the new Ofsted Inspection framework Equality & Diversity is now a limiting grade.

A review of Equality & Diversity has led the college to change the structure and add Inclusion into the title of the college Equality, Diversity & Inclusion (EDI) Committee. The opportunity has been taken to reaffirm its commitment to EDI and to introduce focus groups to fully consider issues affecting learners and staff. The EDI Committee is chaired by the Vice Principal (Curriculum, Quality & Students) and the chair of each of the focus groups reports at this meeting. The EDI Committee meets termly, whilst the focus groups are planning to meet half termly. Corporation will receive reports through Human Resources and Quality Standards Committees.

The Senior Management Team is seeking the support of a governor who is willing and able to attend and represent the Corporation at the committee meetings.

The report was considered and received.

QS **Quality Improvement / Self Assessment Report**

16 Jed Bultitude reported that the college Self Assessment Report (SAR) focused on the criteria laid down by Ofsted in the Common Inspection Framework, but also reflects the objectives of the college Strategic Plan. He described the self-assessment process through course reviews, Subject Sector Area Self-Assessment Reports in curriculum, and Department SARs for the service departments. These were subjected to an internal validation process before informing the whole college SAR followed by a further validation process in November that involved two Governors and peer review partners at SEEVIC and Harlow College. A grade 2 for Overall effectiveness was awarded.

The final version of the whole college SAR was uploaded to the LSC Provider Gateway in February when the final learner outcomes were confirmed.

Members were advised that a mid year review of the curriculum department's reports and success plans is planned for April. Following due consideration **it was resolved to:**

Approve the Self Assessment Report for 2008/09.

QS **Review of Policies and Procedures**

17 Jed Bultitude advised there was nothing to report on this standing agenda item.

QS **Ofsted Good Practice Survey Programme**

18 Angela Carter presented a report following the good practice survey programme visit by Phil Romain of Ofsted in February 2010. The positive report which looked at the Construction Train to Gain provision contains details of the 5 areas of main strengths identified along with 2 areas for further development.

The report was considered and received.

QS **Risk Management**

19 Arthur Hicks presented a report containing the high risks associated with Quality Standards Committee. Members considered the report and noted the reduction in the exposure of one risk and the increase in exposure of three risks. Two of these related to issues highlighted in the internal audit of the college Safeguarding procedures. They received assurance that these have been addressed.

A new risk (1107) associated with recruitment to HE programmes, specifically due to changes in HEFCE funding priorities and potential over and under-recruitment of students has been added to the Register as a low risk.

The report was considered and received.

QS **Any Other Business**

20 The Committee considered that Marketing Department should attend Quality Standards Committee and report progress against its Service Level Agreement. **It was agreed:**

That the Clerk would include the Head of Marketing as an attendee of the Committee.

QS **Date and Time of Next meeting**

21 Friday 9th July 2010 at 10.00 a.m.

There being no other business the meeting closed at 12.05 p.m.

Arthur Hicks
Clerk to the Corporation
March 2010