

Chichester College

Minutes of the Meeting of the Quality and Curriculum Committee held on Thursday, 10 June 2010

Present:

Mr David Galloway (Chairman)
Mr Mark Vickers (Vice-Chairman)
Mrs Marilyn Billingham Dr Richard Parker
Mr Christian Notley Miss Frances Russell
Mr Toby Salt

In Attendance:

Ms Debbie Bagnall, Head of Studies, Foundation Programmes
Mr John Bates, Deputy Principal
Mrs Sue Carpenter, Senior Childcare Manager
Mrs Sue Johnson, Head of Studies, International and Adult & Community Services
Mrs Shelagh Legrave, Vice Principal
Ms Helen Neary, Professional Development Manager
Mr David Smith, Clerk to the Governing Body
Mr Colin Whitaker, Director of Quality and Strategy
Miss Catherine Vinall, Senior Administrator (Committee Services)

APOLOGIES FOR ABSENCE

49. Apologies for absence from the Meeting were received from David Hett, John Jarvis, Jonathan Jones, and Roger Paterson.

DECLARATION OF INTERESTS

50. The Chairman drew the attention of the Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed in the agenda sheet.

DEVELOPMENTAL REVIEWS

51. The Committee received a presentation from Debbie Bagnall on the progress of Developmental Reviews and the way forward for the next round of reviews. Debbie stated that developmental reviews had now been undertaken in every curriculum area. The process had started in areas which were seen to be underperforming and each developmental review was subject to a follow up review one year on. Of the five areas

which had been revisited it had been found that 72 per cent of lessons were now graded as either good or better. Christian Notley stated that the process had worked well in Construction and had helped the area focus on improvement. In response to a question from Marilyn Billingham, Debbie confirmed that cross college areas had been reviewed including Additional Learning Support and Student Tutors. Debbie stated that going forward the one year reviews would continue in curriculum areas and plans were in place to introduce the process to business support areas.

(Debbie Bagnall left the meeting).

OFSTED INSPECTION OF INITIAL TEACHER TRAINING - FE

52. The Committee received for information the Ofsted Inspection of Initial Teacher Training provision provided by the College on behalf of the University of Portsmouth.

(Copy attached at APPENDIX 1 to the Minute Book copy)

53. Summarising the Ofsted inspection report, Helen Neary reported that the PGCE provision was aimed at in-service employees. The University of Portsmouth was awarded 2 (good) for the effectiveness of the provision and 3 (satisfactory) for capacity to improve. Helen stated that the feedback from inspectors specific to the training provided by the College was particularly positive and had identified a number of areas of good practice to be shared across the University and the franchise partners. Inspectors had spent a total of three days at College and had observed highly motivated and engaged trainees. The Course Review and Evaluation process had been praised as outstanding and identified as one of the areas of good practice. In response to concerns raised by Committee Members regarding the lack of individual written feedback for the training provided by the College, Helen suggested that Ofsted would not give this as the review was of the provision made by the University irrespective of the delivery partner. Helen suggested she could request written feedback from the University of Portsmouth on the teacher training provided by Chichester College on behalf of the University of Portsmouth.

(Helen Neary left the meeting).

FIRST STEPS OUT OF SCHOOL PROVISION OFSTED REPORT

54. The Committee received for information the First Steps Out of School Provision Ofsted Report.

(Copy attached at APPENDIX 2 to the Minute Book copy)

55. Introducing the report Sue Carpenter stated that First Steps provided six different settings for childcare and were inspected separately for each provision. The Out of School provision provided care through the Breakfast Club, Out of School Club and during the school holidays. The focus of the inspection was the care provided to children aged under 8 years. Sue reported that the report reflected how well the First Steps team had responded to the inspectors and the fact that the children attending the Out of School provision had been involved in the inspection and able to show inspectors what they did. Sue was particularly proud that First Steps Out of School had been awarded outstanding for two elements of the provision, safeguarding and engagement with parents. The areas for development noted by inspectors were self evaluation to identify areas for improvement and the observations of children's development in the early year's group.
56. In response to a question from David Galloway, Sue stated that the provision of out of school care was becoming more limited as there was a fine balance to make the provision financially viable. Members of the Committee congratulated Sue and the First Steps Out of School staff for an encouraging inspection report.

(Sue Carpenter left the meeting).

MINUTES

57. The Minutes of the Meeting of the Committee held on Wednesday, 24 February 2010 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

58. The Committee received and noted a schedule outlining action points from the Minutes of the previous meeting.

(Copy attached at APPENDIX 3 to the Minute Book copy)

Minute 37: GCSE and A Level Results 2010

59. The Committee received for information a report on the success rates for vocational courses in 2008 - 09 and 2009 - 2010.

(Copy attached at APPENDIX 4 to the Minute Book copy)

60. John Bates reported that it was predictions for GCSE and A Level courses were that 98 per cent of students would achieve a pass. There had been a focus on A - C grades and it was anticipated that there would be an increase in A - C grades in comparison to 2009, although there would be variability across subject areas. There were issues to resolve around students taking on a fourth subject at AS level and dropping out before completion. John stated that there had been a significant focus on

performance improvement in GCSEs and A Levels to drive higher grades and value added, and it was hoped that the full impact would be evident in the next academic year. In response to a question from Mark Vickers, John acknowledged that GCSE and A Level predictions were problematic and that accountability was key to accurate predictions.

61. Turning to vocational provision it was noted that the focus on success was clearly shown in the report circulated. In response to a question from Christian Notley, Shelagh Legrave confirmed that it would be possible to show the number of students alongside the success rates for each programme area.

QUALITY REPORT AND HEADLINES

62. The Committee received for information the Quality Headlines outlining key priorities for completing the year successfully and the Quality Improvement Plan detailing progress in areas for improvement.

(Copy attached at APPENDIX 5 to the Minute Book copy)

63. In response to a question from David Galloway, John Bates confirmed that the new Deputy Principal, Andy Green, had attended the recent Senior Management Team Away Day. Andy would also be spending two weeks at the College during July for a handover. With regard to the new Director of Quality, John stated that a thorough handover programme would be devised. In response to a further question, John confirmed that Andy Green had experience as an Ofsted inspector. John also confirmed that an additional member of the College Management Team had recently trained as an Ofsted inspector. A further report on the plans to develop Ofsted trained inspectors would be brought forward to a future meeting of the Committee.
64. The Committee acknowledged that this was the last meeting for John and Colin Whitaker and thanked them both for their commitment to driving the quality agenda across every aspect of the College provision.

GENDER DIFFERENCES IN LEARNING

65. The Committee received for information a report by Colin Whitaker on Gender Differences in Learning and Attainment.

(Copy attached at APPENDIX 6 to the Minute Book copy)

66. Colin reported that the gap in achievement between male and female students on AS Level courses had led to further research into teaching and learning approaches. Colin confirmed that work was taking place through the Quality Forum, the ongoing review of the teaching and learning strategy and the Chichester Learning Model to address gender differences in learning. Colin confirmed that there was a national discrepancy between the achievement of male and female students and

it was an area of considerable research. The local issue was one of the achievement levels of male students, rather than retention although achievement rates for both did not vary greatly from national figures. In response to a suggestion from Toby Salt, Shelagh Legrave confirmed that data could be collected to look at the success of other groups within the College, for example looked after students and students from ethnic minority groups.

BRITISH COUNCIL INSPECTION

67. The Committee received for information feedback from the recent British Council inspection of International Operations.

(Copy attached at APPENDIX 7 to the Minute Book copy)

68. Sue Johnson reported that the British Council inspection was a kitemark of quality for the International provision. The inspection had taken place in March and whilst the inspection team had provided detailed verbal feedback the full inspection report would not be available until the end of June. The inspection was a rigorous assessment and followed the internal developmental review of International Operations. Inspectors had praised the College's compliance with the visa system, the dedicated UK Border Agency advisor in College and the enriched student experience for international students. Sue reported that the majority of the recommendations from the inspectors were already work in progress due to the developmental review process.

INTEGRATED QUALITY AND ENHANCEMENT REVIEW OF HE

69. The Committee received and noted the Executive Summary of the Integrated Quality and Enhancement Review of HE. The summary confirmed the provisional judgements reported at the February meeting of the Committee.

(Copy attached at APPENDIX 8 to the Minute Book copy)

PERFORMANCE DASHBOARD

70. The Committee received for information the latest Performance Dashboard.

(Copy attached at APPENDIX 9 to the Minute Book copy)

71. Summarising the Dashboard, Shelagh Legrave stated that there had been an increase in applications in comparison to the same time last year, but there were a number of courses which were still to be validated on the new Qualification and Credit Framework. Shelagh reported that there had been an improvement in attendance. In response to a question from Toby Salt, Richard Parker confirmed that the normal attendance rate for

the sector was 87 per cent and the College had set a target of 90 per cent. There was a focus on attendance at student induction and good practice was taking place in a number of areas to track attendance.

CALENDAR OF MEETINGS 2011

72. It was

Resolved

That the calendar of meetings for the Quality and Curriculum Committee for 2011 be as follows:

Thursday, 3 February 2011, 4.00 pm

Thursday, 9 June 2011, 4.00 pm

Thursday, 24 November 2011, 4.00 pm

DATE OF NEXT MEETING

73. It was noted that the date for the next meeting of the Committee was Thursday, 18 November 2010 at 4.00 pm in the Cathedral Room.

REVIEW OF THE BUSINESS OF THE MEETING

74. David Galloway invited governors to consider whether any items of business discussed at the meeting might have been dealt with in a different or more appropriate way. He asked that governors contact David Smith or himself if they had any thoughts on this.

Chairman

Date