

THE CORPORATION OF THE COLLEGE OF NORTH EAST LONDON

STANDARDS COMMITTEE

Minutes of the meeting held 10.00am Wednesday 2 July 2008 in the Committee Room at the Tottenham Centre of the College.

Present: Cllr D Goddard (Chair)
Mrs J Bax
Ms G Ortanca
Dr. M Wing (from item 6)
Mr F Ellis

In Attendance: Ms K Duggan (Assistant Principal)
Ms P Gowan (Director of Work Based Learning)
Mrs M Massingham (Head of Quality and Equalities)
Mr H Jeffrey (Acting Director of Learner Support -items 1-7)
Mr J Hans (Quality assurance and Improvement Manager –
items 1-6)

Apologies: Mr P Lalgee (Director 14-19)
Ms D Stylianou (Director Skills for Life)
Ms T Rashid (Acting Assistant Director Tutoring and
Mentoring)

327 Urgent Business and Announcements

There was no urgent business.

It was agreed to reorder the agenda to permit Ms Duggan and Mr Hans present their papers and leave for another meeting.

328 Declarations of Interest

There were no declarations of interest.

329 Minutes of the Meeting held 27 February 2008 (SO229)

The Committee AGREED to:

- i) Approve the minutes with one amendment

Min 322: Reporting on Strategic Objectives. The first subheading should read 'Student Satisfaction Report' not 'Lesson Observation Report'.

330 Matters Arising

There were no matters arising.

331 Employer Responsiveness Development Project (SO230C)

The Assistant Principal described the background and methodology of the project in the context of the Leitch agenda, and the programme areas covered by the initiative. The college has been extremely successful in building links with employers developed through CONEL's trade union programmes. Preliminary outcomes of the review visits to employers highlight the quality of the partnerships, the flexible and well organised access to learners in the workplace, and effective assessment practices. Areas for further development included administrative practices and systems, lesson planning and use of ILP. Ms Duggan reported that some further areas for development had been proposed following a later review on Construction provision. These included some aspects of Entry to Employment (E2E) provision and the systematic embedding of health and safety and equal opportunities into assessment. In discussion the following points were noted:

- An outcome of CONEL's E2E programmes is good progression onto other college courses;
- Need to tackle individual weaknesses by area and share good practice across the college;
- Actions will be taken forward through the college Quality Improvement Programme (QIP)
- Challenge of developing quality systems to improve effectiveness with collaborative provision.
- The way in which new teachers on collaborative provision might access in house expertise e.g. advanced practitioners.
- College is bidding to extend web based activity.
- The potential opportunities to expand this type of provision afforded by the merger with Enfield College.
- Recommendations in the report will be actioned by management.

The Committee AGREED to;

- i) **Note the report.**

332 Reporting on Performance Indicators (SO230)

Learner Questionnaire Results (SO230B)

Mr Hans presented a report summarising the outcomes of the 'On Programme learner survey undertaken February 2008. He drew attention to a number of key points from the survey. The least satisfied learners

were those in 19-19 and Service Industries with BTEC NC Business, and NVQ2 Beauty Therapy being the course with the lowest satisfaction ratings. In respect of the question on ALS, it was felt that the low level of satisfaction recorded was influenced by a lack of understanding by learners and that the question should be clarified. The meeting discussed the need to understand the factors affecting responses from different ethnic groups. Other key points emerging in the discussion included;

- Limitations imposed by reductions in ALS funding and the strategy for targeting support across the college outside the ALS system;
- Need to understand how learners perceive the questions;
- Need to be able to identify distance travelled by learners;
- There is a correlation between dissatisfaction and low achievement; HJ to look at this issue through focus groups.
- Transforming Learning Team to address differentiated learning issues. (Action Point for next meeting).

In response to a question, the comprehensive way in which the college deals with interviews, initial assessment, identification of learning difficulties, and allocation of support was described. It was recognised that learning difficulties can be experienced by students at all levels. Dr Wing spoke of the very positive nature of the responses overall. Mr Hans responded to questions of detail relating to the way in which data is recorded and interpreted.

In summing up, the Chair identified the following key points:

- Clarify and settle issues relating to the question on ALS;
- Drill down further into the data to gain a better understanding of issues, trends, and weaker areas;
- Strategies for raising the profile of the survey and improving return rates.

The Committee AGREED to:

i) Note the report.

Framework for Excellence (F4E) (SO230E)

Mr Hans described the participation of CONEL as one of a 100 learning providers in a pilot to test and trial the framework prior to the launch of the first version in September 2008. The overall grade awarded to CONEL was 'good'. He explained how the changes might impact on the college particularly in terms of funding. Colleges carrying funding reserves forward between financial years may be penalised in their gradings for Finance. A report on F4E will be presented to the full Corporation in October.

The Committee AGREED to:

- ii) **Note the report.**

Complaints (SO230A)

Ms Massingham advised that the report was restricted to an overall comparison with the position June 2007. It has not been possible to disaggregate the data to area level this year due the restructuring of schools into sectors. The results indicated that the college appears to have plateaued in terms of complaints and needs to look at ways of moving forward. There was concern that not all complaints had received an acknowledgement within 24 hours. A brief discussion followed on the procedural issues involved, how these might be improved, and the different ways in which complaints were received and dealt with. An update report will be considered at the next meeting.

The Committee AGREED to:

- iii) **Note the report.**

Employer Standards Progress Report (SO230G)

The college is undergoing a 3-part assessment to confirm it has a high enough standard to receive the Training Quality Standard. Ms Gowan explained the process that the College would go through including a phone survey of 60 employers by CEL. Concerns were expressed at the type of questionnaire which might not be understood by employers. Ms Gowan responded that employers had been fully briefed by the college. Outcomes of the verification will be reported to the next meeting.

The Committee AGREED to:

- iv) **Note the report.**

Predicted Pass Rates (SO230G)

The report contained a high level summary of predicted pass rates. The data shows an overall predicted pass rate of 64% but it was recognised that this figure will rise substantially as more data becomes available. The Chair requested that future reports are accompanied by a written commentary of key points. It was agreed that the full sets of data be circulated to members. A report will be taken at the October meeting comparing predicted grades against actuals.

The Committee AGREED to:

- v) **Note the report.**

Inspection Outcomes (SO230G)

A copy of the newly published inspection report was tabled with a commentary from the Principal. The Chair described the judgments of OFSTED as fair and spoke of the contribution made by the Standards Committee. This was followed by a general discussion about the key factors that the college needs address in its drive to becoming outstanding overall. These issues are being dealt with through the QIP and will be reported to the Committee.

The Committee AGREED to:

- i) Note the report.**

333 Pathfinder Project Update (SO233)

Ms Massingham presented an update as requested by the committee at the last meeting. Members welcomed the first edition of the newsletter 'All Aboard' which set the context for the project and updated on each of the subtasks. The project is having a positive impact on people from different disciplines working together.

The Committee AGREED to:

- i) Note the report**
- ii) A copy of the newsletter to be sent to all Governors for information.**

334 Performance Indicators

Ms Massingham presented the latest data on performance indicators. Regarding lesson observations it was felt that in-house observers were now accurate in their judgments and that the need to apply a compensatory shift was no longer necessary.

In response to a question about teaching qualifications, Ms Massingham explained that this was a moveable feast as staff join and leave the College. Following discussion some suggestions were made to resolve issues:

- Identify who is undergoing training and that they are accounted for;
- Recognise that for some staff training may take place over an extended period;
- Drill down into qualitative data to ensure that management have a clear understanding;
- Identify the barriers to quality;
- Identify the steps in the work plan.

The Committee AGREED to:

- i) Note the report**

335 Minutes from Committees (SO231)

Academic Standards and Quality Board 20 June 2008

Equality and Diversity Committee 13 June 2008

The Committee AGREED to:

- i) Note the reports**

336 Date of Next Meeting

10.00am Wednesday 8 October 2008

337 Urgent Business

It was noted that Mary Massingham was retiring at the end of the term. On behalf of the Committee and the Board of Governors, the Chair thanked Mary for her excellent work and commitment in driving up quality in her role as Head of Quality and Equalities, and wished her a long and happy retirement.