

THE CORPORATION OF THE COLLEGE OF NORTH EAST LONDON

STANDARDS COMMITTEE

Minutes of the meeting held 10.00am Wednesday 8 October 2008 in the Committee Room at the Tottenham Centre of the College.

Present: Cllr D Goddard (Chair)
Mrs J Bax
Ms G Ortanca
Mr F Ellis

Apologies: Dr. M. Wing

In Attendance: Ms J O'Neill (Vice Principal Curriculum & Learner Experience)
Ms P Gowan (Director of Work Based Learning)
Mrs M Massingham (Head of Quality and Equalities)
Mr J Hans (Quality assurance and Improvement Manager – items 1-6)

Mr P Lalgee (Director 14-19)
Ms D Stylianou (Director Skills for Life)
Ms S Emerson (Head of Transforming Learning)

Apologies: Howard Jeffrey (Acting Director of Learner Support)
Derek Mathieson (Secretary to the Corporation)

338 Urgent Business and Announcements

Ms O'Neill confirmed that CONEL had achieved the Training Quality Standard. Only six London colleges have achieved this standard including CoNEL which is the only one to be accredited with Adult Social Care.

339 Declarations of Interest

There were no declarations of interest.

340 Minutes of the Meeting held 2nd July 2008 (SO233)

The Committee AGREED to:

- i) **Approve the minutes as a true and accurate record of the meeting.**

341 Matters Arising

There were no matters arising.

342 Reporting on Strategic Objectives (SO234)

Quality Improvement Plan 2008-09 (QIP)

Mr Hans presented this report summarising the main actions and targets for 2008-09 as follows:

- 20% of classroom observations reporting the effective use of E-Learning
- 10% increase in Good and Outstanding teaching
- 10% increase in qualified teaching staff, permanent & HPL's
- 5% increase in Success rates which are in the region of 85%.
- 5% increase in retention and achievement rates which are in the region of 90%.
- 5% increase in recruitment to employment
- All areas to meet or exceed 85% Attendance and Punctuality
- Achieve "Good" in the Framework for Excellence Learner views survey
- Achieve "Outstanding" for the Finance Dimension in the Framework for Excellence have "Good" at present.
- All main policies, procedures and processes concerning learners are risk assessed

The Chair questioned the accuracy of these percentages as some of the "satisfactory" teaching included in these percentages is bordering on "Good" and "outstanding". He asked for more precise categories and varying percentages. He also asked for a document to be produced which would show at a glance if the above increases were being met. Mr Ellis asked if the abbreviations within the QIP could be listed on the front cover.

Mr Lalgee and Ms O'Neill spoke about the measures the college had taken to increase the attendance and punctuality percentages. Electronic Registers are currently being piloted in the college which will enable action to be taken on attendance and punctuality faster and provide greater accuracy with percentages.

The Chair asked about the College's legal policies. He asked for a paper to be brought to Corporation listing the Policies and information about where they are stored.

GCSE and A' Level Results

Mr Ellis asked for both percentages and numbers to be used when reporting on this subject.

Ms O'Neill spoke about the pass rate percentage of 81% for English which she explained is due to exceptional teaching by one member of staff.

She went on to explain the 7% dip in the mathematics pass rate that was thought to be due to the quality of teaching and student readiness.

Enrolment and Admissions

It was reported that the enrolment process had run extremely efficiently and successfully this year. Saturday enrolment had been taken as a last minute decision which worked very well with 49 enrolments on the day. Ms Ortanca spoke about the efficiency and atmosphere during this year's enrolments. The adult target are likely to be exceeded but the college is still down on the 16-18 year olds target by 120 full time equivalents. Senior Managers are currently looking at running some courses with January start dates to resolve the shortfall.

Learner Survey Results and New Ofsted Requirements

Mr Hans presented a summary report of the third or exit learner questionnaire. This was carried out in April 2008. It was agreed that as the return rates were low maybe linking this to a tutorial could prove more effective.

Future Ofsted Requirements

Ms Massingham presented the CoNEL Learner Involvement Strategy. This report examines ways in which learner feedback is used to identify areas where the College could improve.

The Committee AGREED to;

- i) Note the report.**

Teaching & Learning Update

Ms Emerson presented an updated report on Teaching and Learning. She confirmed that advanced practitioners are currently being upskilled to work with the E-Learning group. A subject learning coach, Level 3 Coordinator and an Employability Coordinator are looking at the enterprise week in November. She confirmed that more interactive white boards are being installed. Referring to a question by Cllr. Goddard Ms Emerson confirmed that the aim is for all courses to have a named technologist.

The Committee AGREED to:

- ii) Note the report.**

External Verifiers Report

Mr Hans presented this report. He confirmed that the number of reports received this year has fallen. 77 received in 06-07 compared with 63 in 07-08.

The Committee AGREED to:

iii) **Note the report.**

Complaints Update

Mr Hans summarised this report. He confirmed there had been a reduction in the number of complaints received during the last academic year. There was an increase in acknowledging the complaint within 24-hours by 8%. He went on to report that there had been a slight decline in the number of complaints resolved within 10 working days but there was an increase in the number of complaints resolved by 26-09-08 compared to the same period last year.

The Committee AGREED to:

iv) **Note the report.**

343 Standards Committee Work Plan (SO235)

This report was taken as correct. The focus needs to be placed on the final four bullet points which have become key issues since the inspection.

The Committee AGREED to:

i) **Note the report.**

344 Self Assessment of Governance

Cllr. Goddard asked for a report to be presented at the next Standards Committee with comments on how the committee members perceive their fellow Standards Committee Governors.

The Committee AGREED to:

ii) **Note the report.**

345 Date of Next Meeting
Wednesday 10th December 2008

346 Urgent Business
There was no urgent business.

Signed:.....
(Chair)

Date: 10th December 2008