

THE CORPORATION OF THE COLLEGE OF NORTH EAST LONDON

STANDARDS COMMITTEE

Minutes of the meeting held 10.00am Wednesday 13 May 2009 in the Committee Room at the Tottenham Centre of the College.

**Present:** Cllr D Goddard (Chair)  
Mrs J Bax  
Mr F Ellis  
Mr A Abdallah (items 1-7)

**Apologies:** Dr M Wing  
(Absence) Ms G Ortanca

(Left Early) Mr A Abdallah

**In Attendance:** Ms J O'Neill (Vice Principal Curriculum & Learner Experience)  
Mr J Hans (Quality assurance and Improvement Manager)  
Mr D Mathieson (Secretary to the Corporation)  
Mr H Jeffrey (Director of Learner Support – items 1-8)

**Apologies:** Ms P Gowan (Director of Work Based Learning)  
Ms S Emerson (Head of Transforming Learning)  
Ms D Stylianou (Director Skills for Life)  
Mr K Hintz (Director 14-19)  
Mr H Jeffrey (left early)

**366 Urgent Business and Announcements**

There were no items of urgent business.

The Chair welcomed Mr Ahmed Abdallah (Student Governor) to the meeting.

**367 Declarations of Interest**

There were no declarations of interest.

**359 Minutes of the Meeting held 26 February 2009 (SO248)**

**The Committee AGREED to:**

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

**360 Matters Arising**

**Action Points:**

- The Chair requested that rolling action grid be set up for the committee.
- The Secretary reported an issue raised by Ms Ortanca regarding the need to drill down below the standard BME categories to try and understand issues that affect specific sub groups e.g. Kurdish and Somalia learners. Ms O'Neill to speak with MS Ortanca.
- Governor Engagement in Performance Reviews is scheduled for the July meeting.

**361 Curriculum Planning 2009-10 (SO248)**

Ms O'Neill reported on key issues in curriculum planning for the coming year. In terms of success rates she highlighted the challenge in attempting to achieve the target of 90% and how the merger would exacerbate this as Enfield College's success rates are 10% less than CONEL's. She stressed the importance of having a strong strategy in place for 2009-10, and the need to closely monitor provision to inform early intervention where necessary. Regarding the robustness of Enfield's learner data, the two colleges operate different systems however the intention is to have all data on the EBS system currently used at CONEL as early as possible in the year. Phased access for Enfield staff will be developed over the year.

In responses to questions on under achievement, Ms O'Neill spoke of the importance of recruiting learners onto the right program. The comprehensive processes at CONEL that underpin the extensive support to learners during enrolment, induction and beyond will be extended to Enfield. Related development activities for staff at both centres are in hand. Historically Enfield's grade predictions appear to be accurate.

Regarding the areas that received a grade 3 in the 2008 Ofsted inspection of CONEL, Ms O'Neill advised that these had not changed. A new and experienced curriculum manager has been appointed to take charge of Sport and Recreation, and following difficulties in appointing a curriculum for Business, the course manager of the program has returned from secondment. It is envisaged that these areas will see a significant improvement over the year. Health and Social Care provision at Enfield is a grade 4. The curriculum manager has resigned and discussions are ongoing with Enfield about how this provision is managed and improved.

The two colleges are working together identifying policies, procedures and practices that will be standardised across the whole college. Related staff development activities are seen as crucial to success over the next year. The importance of ensuring compliance and consistency was highlighted.

Mr Jeffrey described the successful open day held on the previous Saturday and the planning for the summer campaign. He reported a significant increase in the overall number of course applications compared with the same time last year but flagged concerns about the low numbers of 16-18 year olds. The Chair advised that this is not the case in Enfield. He suggested that a post code analysis of applications is conducted as this data may help in analysing reasons why some applicants do not proceed to enrolment. Mr Ellis advised that students generally are very enthusiastic about the college and actively recommend it to others. A number of initiatives aimed at maintaining applicant's interest before the course start dates were considered.

Ms O'Neill presented a paper that set out the key learner policies that are being developed in conjunction with Enfield. These include:

- Disciplinary
- Punctuality and Attendance
- Plagiarism
- Complaints: Learner Engagement Strategy
- Admissions
- Equalities and Single Equality Scheme
- Safeguarding
- Health and Safety.

Other points raised include:

- Funding is being set aside to resource innovation in teaching and learning
- Strategy for providing governors with summary information to be set up.
- Need to appropriately resource Sport and Recreation, and Business provision.
- The Chair spoke of the need to develop links Olympic initiatives.

**The Committee AGREED to:**

- i) **Note the report**

**362 Merger Quality Improvement Plan – Observation Policy (SO249)**

Ms O'Neill described the different strategies of the two colleges regarding classroom observations. Some changes need to be made while integrating the policy and consultation with UCU is being undertaken. She went on to describe a range of meetings and activities being undertaken with Enfield College in sharing good practice, and enhancing the learner voice. The role of tutors in learner engagement was identified as a key factor in ensuring that the learner experience is good and leads to successful outcomes.

**The Committee AGREED to:**

- i) **Note the report**

**363 Safeguarding Children and Vulnerable Adults (SO250)**

**The Committee AGREED to:**

Ms O'Neill advised that consultation on the policy was being undertaken with key agencies ahead of discussion with the SMT and governors. Issues relating to CRB checks and List 99 were clarified. Issues for further consideration relate to the responsibilities of learners.

- i) **Note the report**

**363 Standards Committee Work Plan (SO251)**

The draft work plan for 2009-10 was considered. Following a discussion regarding reporting of the Curriculum Offer, the role of governors and management will be subject to further consideration.

**The Committee AGREED to:**

- i) **Note the report**

**365 Date of Next Meeting (SO252)**

10.00am Wednesday 1 July 2009

**366 Urgent Business**

**There was no urgent business.**

**Signed: .....**  
**(Chair)**

**Date: 1 July 2009.**

## Action Points from Standards Committee Meeting 13 May 2009

Issue	Action	Who	When
Action points	Setting up meeting action grid	DM	Done
Success of Learners from BME sub groups	Jane to liaise with Gale Ortanca	JON	
Governor Engagement in Performance Reviews	Next Agenda	?	1 July 09
Information to Governors	Bulletin or other medium for disseminating information to governors to be considered	DM/JON	1 July