

THE CORPORATION OF THE COLLEGE OF NORTH EAST LONDON

STANDARDS COMMITTEE

Minutes of the meeting held 10.30am Thursday 26 February 2009 in the Committee Room at the Tottenham Centre of the College.

Present: Cllr D Goddard (Chair)
Mrs J Bax
Dr. M. Wing (Items 4 – 7h)
Mr F Ellis
Ms G Ortanca

Apologies: Dr M Wing (Lateness and leaving early)
Ms G Ortanca (Leaving early)

In Attendance: Ms J O'Neill (Vice Principal Curriculum & Learner Experience)
Mr J Hans (Quality assurance and Improvement Manager)
Ms S Emerson (Head of Transforming Learning)
Mr D Mathieson (Secretary to the Corporation)
Mr H Jeffrey (Director of Learner Support)
Ms D Stylianou (Director Skills for Life)
Mr K Hintz (Director 14-19)
Mrs M Massingham (Consultant)

Apologies: Ms P Gowan (Director of Work Based Learning)

357 Urgent Business and Announcements

The Chair welcomed Mr Kurt Hintz to the meeting.

There were no items of urgent business.

358 Declarations of Interest

There were no declarations of interest.

359 Minutes of the Meeting held 10 December 2008 (SO242)

The Committee AGREED to:

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

360 Matters Arising

Minute 344: SAR Governance

Ms O'Neill reported that performance review of the Standards Committee would be incorporated into the new SAR process. This will be brought to the next meeting for consideration.

Minute 352a: Governor Engagement in Performance Reviews

This process will be considered at the next meeting.

Minute 353g: Standards Committee Workplan

Mrs Bax queried whether the workplan took account of the merger with Enfield College. Ms O'Neill advised it did not as the college has to plan for its own future should the merger not be approved. However extensive work is being undertaken with Enfield to review and rationalise policies and procedures currently used at each college to identify best practice and common ground, and develop a common self assessment process. This will ensure that appropriate practices will be in place during the transitional period if the merger succeeds. She advised that a report would be brought to the next meeting. The Chair highlighted the danger of resource issues overshadowing curriculum and quality matters during a merger, and asked that an additional meeting of the Standards Committee to deal with curriculum and policy planning for the merged college be arranged for May 2009. It was agreed to deal with this at item 9.

Min 356: Safeguarding Children and Vulnerable Adults

The Chair updated the meeting advising that there will be a radical overhaul of all documentation stressing the need to ensure the effectiveness of all practices and policies, and the importance of sound understanding and compliance across the college.

361 Minutes from Committees (SO243)

There were no Committee Minutes.

The Committee AGREED to;

- i) Note the report.**

362 Reporting on Strategic Objectives (SO244)

a) Peer Review and Development Project

Mr Hans presented a summary of the report highlighting the background to the project and nature of a partnership with Hackney, Lewisham, and

Lambeth Colleges in which CONEL is the lead partner. He explained that this is part of the National Quality Strategy and move towards self regulation. The initiative requires a high level of trust and strong working relationships between partners. Currently reviews are desk based but will move towards college visits in the future. The Chair queried how data is interrogated to identify exactly what is happening in each college. Mr Hans responded explaining how data is dealt with and the role of review meetings in this process. Other points raised included;

- the need to ensure that impact is clearly identified;
- the setting of 'Smarter' stretching targets and measurement strategies with clear milestones;
- need for early intervention where necessary;
- need to look at long term impact of the initiative.

The Committee AGREED to;

i) Note the report.

b) Attendance and Punctuality Report

Mr Jeffrey explained that the report presented data by sector and curriculum area, and highlighted the best attending, and poorest attending classes. Attention was drawn to areas of concern including Young Peoples College where some are 'accelerated' learners many of whom present with difficult learning and socio economic issues. It was stressed that such issues are not perceived as excuses for poor performance and the college provides intensive support to such learners. A range of strategies used for improving attendance and punctuality were considered these included; financial incentives, early identification of 'at risk' learners, targeting of support, immediate follow-up of non attenders, and greater compliance and consistency by staff in carrying out related procedures. It was noted that recording of attendance and punctuality data across the college will develop next year when all courses will use E-registers. The importance of the role of tutors in dealing with poor attendance and punctuality was recognised. There is a clear correlation between quality of teaching and attendance and punctuality. Ms O'Neill described the impact of stimulating teaching in the Construction area where attendance and punctuality are good. In response to a question about progress in dealing with poor teaching Ms O'Neill advised that lesson observations and remedial action resulted in levels of good or outstanding teaching rising by 5% last year.

The Committee AGREED to;

ii) Note the report.

c) Learner Destinations

Data was obtained through a telephone survey carried out by an outside organisation. From a sample size of 1200 learners a response rate of 48% was received. It was noted that the percentage of learners intending to continue their studies was almost identical to those continuing their education after completing their course. During discussion the following points were considered:

- The importance of progression
- Methods of communication with former learners
- Impact of lack of employment opportunities in the current climate
- How the data obtained helps impact
- The extent to which entry to specific employment is dependant on qualifications gained at the college
- Need to review purpose of destination data and build the survey process into initial information provided to learners
- HE progression agreements
- Active chasing up of those learners who 'disappear'
- The importance of marketing related to the 'Voice for Success'

Ms Stylianou spoke of CONEL's progression strategy in which a range of initiatives are used. These include progression interviews, presentations, and work by tutors with groups and individuals supported by the college careers service advisors.

The Chair requested that a detailed look be taken at Maths and ICT provision where progression into employment was significantly low.

In response to a question regarding why some individuals were not accepted onto a course, the committee were advised that this sometimes happens where conditional offers have been made, and where learners may have unreasonable expectations. Support strategies and early identification of learner needs are an important part of the college strategy. Conditional offers will be reviewed early to enable delivery of appropriate support.

The Committee AGREED to;

iii) **Note the report.**

d) Learner Satisfaction – Induction Survey Results

The survey documentation used in October 2008 had been simplified to avoid duplication and confusion. The committee reviewed the data and

considered issues relating to the outcomes from different categories of learner. This will be compared with complaints data later in the year. Mr Ellis reported on the positive feedback from learners at Student Forum meetings.

The Committee AGREED to;

iv) **Note the report.**

e) Data Analysis Success Rates – Key and Functional Skills

Ms Stylianou summarised the report showing improved success rates for key skills in 2007-08, and described the college participation in a functional skills pilot amongst a number of learners in Construction, and Care and Health. The committee queried the issue of learner non attendance at examinations. This has been followed up and staff are implementing a range of strategies, including use of text messages, to ensure that learners attend their exams. Performance in key skills is particularly good where it is linked to vocational provision. It is important that vocational and key skills tutors have early discussions and ensure that learner portfolios are started as soon as possible. In response to questions Ms Stylianou clarified ethnicity issues of non attenders at exams. The Chair requested that greater disaggregation of data be provided in future reports.

The Committee AGREED to;

v) **Note the report.**

f) Data Analysis Success Rates – Equality and Diversity

Mrs Massingham reported that, with an overall success rate of 89%, the college is rated within the 75th percentile of colleges. The national target for this percentile is 79% and is an excellent result for the college. Key issues for the college however are the lower outcomes for long courses, and 16-18 across the board. In response to a question from the Chair the committee were advised that related teaching and learning implications associated with the report had been considered by CLEG and would inform ongoing professional development. The meeting were advised of a range of actions being taken to address specific curriculum areas, and the introduction of college mini inspection teams.

The Committee AGREED to;

vi) **Note the report.**

g) E-Learning Support

It was reported that the college has seen accelerated progress in its E Learning capacity during the year as it addresses issues raised by inspectors in May 2008. There have been a number of staff changes that have resulted in a range of new ideas. Other key factors in driving the 3-year plan forward include the TEN project, and a significant amount of staff training since October 2008. Mr Ellis requested that the appreciation of the committee be extended to all concerned and advised that he would be pleased to report the progress at the next Student Forum meeting.

The Committee AGREED to;

vii) Note the report.

h) Learner Support – Impact Data Analysis

The report presented an analysis of the impact of the application of funding for learners through the welfare, EMA, and LSF funds. Mr Jeffrey spoke of a substantial demand for assistance as a result of the poor socio economic position of many in the area. A factor in the successful outcomes of learners on EMA provision was thought to be the link between attendance requirements, and funding paid to learners. Mr Ellis advised that feedback from learners at the Student Forum had been very positive about support received.

The Committee AGREED to;

viii) Note the report.

i) Anti Bullying Policy and Harassment Policy

It was noted that the Anti Bullying policy had been prepared in consultation with staff and students through a range of activities and questionnaire. The Chair asked a question on behalf of Ms Ortanca regarding the position of anti bullying in relation to staff. Ms O'Neill advised that this is addressed in the Staff Equality Policy but would be reviewed as part of the work being done on the Single Equality Scheme.

The Committee AGREED to;

ix) Note the report.

363 Standards Committee Work Plan (SO246)

The plan has been updated to take account of ongoing changes and issues. The Chair and Ms O'Neill will consult about further updates outside the meeting.

The Committee AGREED to;

- i) Note the report.**

364 Date of Next Meeting

The Committee AGREED;

- i) That an additional meeting be arranged 10.00am Wednesday 13 May 2009.**

365 Urgent Business

There was no urgent business

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

Date: 13 May 2009