

## STRATFORD-UPON-AVON COLLEGE CORPORATION

### MINUTES OF STANDARDS & PERFORMANCE MONITORING COMMITTEE TUESDAY 8 MARCH 2011

<b>PRESENT:</b>	Imogen Cork	Student Observer
	Cedric Irankunda	Student Governor (items 5 – 14)
	Jeremy Moore	Governor
	Martin Penny	Principal
	Kayleigh Pitts	Student Governor
	Andy Tyers	Teaching Staff Governor
<b>In attendance :</b>	Charles Anderson	Deputy Principal
	David Jackson	Clerk to the Corporation
	Hazel Skwirzynska	Director Learner Services

#### 1. **WELCOME TO NEW MEMBERS / APOLOGIES**

There were no apologies and the Chair welcomed Kayleigh Pitts and Imogen Cork to their first meeting.

#### 2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 3. **MINUTES OF LAST MEETING**

It was resolved **THAT:**

The minutes of the meeting held on 2 December 2010 be regarded as correct and signed by the Committee Chair.

#### 4. **PRESENTATION BY CURRICULUM AREA MANAGER**

Edward Pinner, the Curriculum Area Manager Performing Arts and Music, made a presentation to the Committee on the Performing Arts area, which reflected the Self Assessment Report for his area. He indicated that the challenge was maintaining the success of the area and did not anticipate that the College would fall back below Grade 1. Having said that he considered that the team was not complacent and were all keen to be working in a successful and thriving area. He indicated that there was to be a mock inspection of the area shortly and this was being taken extremely seriously by all involved. He went on to say that a number of new initiatives had recently been introduced and outlined changes to the admissions and induction programmes and across programme co-operation such as the "Music Rocks" performance which was currently taking place at the Civic Hall. Admissions were up on the same period last year and he anticipated a successful HND in Musical Theatre.

The Chair asked a number of questions in relation to the expansion of the HE Programme in terms of recruitment barriers and resources. Finally he concluded by drawing attention to the work with the Sector Skills Council for Performing Arts and extension of the apprenticeship programme. The Chair, who had also attended the Learner Conference in the Autumn term, asked specifically what actions had been taken to address the specific points the students had raised. Both the Deputy Principal and Edward Pinner indicated that they had reviewed the comments made by students and introduced new practices wherever possible to address the students' concerns.

At the end of the presentation the Chair thanked Edward for his informative presentation and indicated that the Committee appreciated the dedication of the staff in ensuring that the Grade 1 status is maintained.

#### 5. **MATTERS ARISING**

##### **Grade 3 Curriculum Areas**

The Deputy Principal introduced a report showing what progress had been made in the Grade 3 Curriculum Areas of Maths and drew attention to the Interim Report from Tribal. He considered that progress in relation to improving Mathematics, especially at AS level was not moving quickly enough despite the introduction of team teaching. The Chair of the Committee asked for an

assurance that the Committee would not be sitting here next year discussing poor success rates in relation to Mathematics. The Deputy Principal indicated that the College was talking to Tribal regarding the rate of progress; the final judgement would come when the results were published. He indicated that there was no doubt that things were better this year but they were still not as good as the College would like. The Chair commented on the experiences of the current year students and asked questions in relation to lesson observations and success in modules. He went on to ask what the College position would be next year if there was no improvement in success rates. The Deputy Principal indicated that the College was currently in discussions with local Grammar Schools with a view to these programmes being taught off site on a reciprocal basis with other provision.

Having explored the current position the Committee requested a further report at the next meeting.

It is recommended **THAT:**

- a) College Management be encouraged to take the necessary steps to ensure the success rates in this area are improved;
- b) An update be provided at the next meeting.

### **Minimum Levels of Performance**

Data sheets from the first Management Review meetings of the current Academic Year were introduced to the Committee by the Deputy Principal who stated that the early indications are that the retention had improved on this time last year. However there were some 2 year courses that had poor retention in year 1 and this would impact on success rates for 2010/11. He went on to say that at the Review Meetings emerging strengths and issues for developments were discussed and recorded along with the actions to be carried out, by the third Management Review Meeting of the Academic Year these would form the basis of the course Self Assessment for 2010/11. The Chair asked that in future the Committee see the comments in relation to the Management Reviews for the Grade 3 Curriculum Areas. He also challenged the 125% retention which the Deputy Principal explained.

It was resolved **THAT:**

- a) The Committee express their pleasure at the improvement in retention and commented that they very much hoped that this would continue over the year.
- b) The next report includes comments made at the Management Review Meetings.

### **Value Added**

In addition to the paper supplied with the Agenda the Deputy Principal tabled a report which had been received the previous day from the Local Authority in relation to the College's Value Added position. He went on to remind the Committee that all parties calculated Value Added differently which was not particularly helpful and it was difficult to understand some of the data supplied. However he was working with the Local Authority and others and it was clear that there were other factors apart from students' performance, such as address, which resulted in the students' performance being weighted. However the overall picture was negative and whilst Stratford's overall performance in relation to Value Added was ahead of other Warwickshire colleges, it was understood that this was still not satisfactory with the College performing in relation to Value Added in the bottom 100 of colleges in the sector. Nevertheless, however, the overall grades that the students were achieving at Stratford were good.

It was resolved **THAT:**

The Committee accepted, after discussion, that the staff of the College were working hard to establish the reasoning and calculations behind the data and asked that they be updated further at the next meeting.

### **Complaints and Compliments**

The Principal presented the analysis of the complaints and compliments information which had been discussed at the last meeting. He indicated that no trends had been identified in relation to the nature of the complaints other than a worsening of information in relation to compliments. He went on to say that it

was particularly pleasing that over the last 3 years there had been no complaints from students in relating to the advice and guidance given at enrolment. The Chair questioned what work was being undertaken to capture the compliments and received an assurance that actions had been taken to improve their capture. The meeting then went on to discuss celebrating success in year which was a matter of particular concern to the Student Governors and empathised with by other members of the Committee.

It was resolved **THAT:**

- a) College management be encouraged to develop a balanced culture in relation to student success.
- b) The Committee recognises the work being undertaken in relation to capturing compliments in the current Academic Year.

## **6. STANDARDS AND PERFORMANCE MONITORING COMMITTEE TERMS OF REFERENCE**

The Clerk to the Corporation drew attention to the revised Terms of Reference for the Standards and Performance Monitoring Committee which had been agreed by the Corporation at their last meeting.

It was resolved **THAT:**

The Committee note the revised Terms of Reference.

## **7. RETENTION/ANALYSIS OF WITHDRAWALS 2009/10**

Making reference to the information supplied on retention and analysis the Deputy Principal commented that the data was now much improved on previous years with 90% of the registers being completed electronically and work being undertaken currently to close that gap further. He explained that the data was interrogated at each Management Review Meeting.

It was resolved **THAT:**

The Committee recognised the link between retention and success rates and welcomed the improvement on the previous year.

## **8. ATTENDANCE REPORT TO DATE 2010/11**

Attendance data for 2010/11 shows an improvement on the previous year. The Chair questioned the basis on which the attendance was recorded and both the Committee and the College Management recognised that the poor attendance was a precursor to poor retention. The Chair commented that the situation in relation to SBS did not appear to be particularly healthy, to which the Deputy Principal commented that a number of students here attended on a Day Release basis and there were problems in the Autumn term with employers being reluctant to release students.

It was resolved **THAT:**

The Committee were gratified to see that attendance was moving in the right direction.

## **9. PROGRESSION/DESTINATION DATA 2009/10**

Hazel Skwirzynska, Vice Principal Corporate Services, presented a report on Destination Data drawn from a Framework For Excellence Survey which was recently undertaken. She considered that, given the numbers involved in the survey, it was difficult to draw many conclusions from the information which basically confirmed top level information that the College already knew. After further discussion,

It was resolved **THAT:**

The Committee concluded that it was reassuring to see so many positive destinations for our students which should be celebrated by the College.

## **10. INDUCTION SURVEY**

An Early Leaver Survey which was being conducted by QDP was introduced to the Committee by the Deputy Principal. He considered that the information was of limited use and it appeared that those students who had left early had in the main been happy with the College

but left for other reasons. It was therefore proposed that this Survey would be discontinued for future years. Having said that, he explained that there were issues around the College website and that the College was currently working to make it more user friendly. The Chair queried two issues that had been raised at the Learner Conference which did not appear to be covered in the Induction Survey and the Deputy Principal gave an assurance that they were being addressed

It was resolved **THAT:**

The Committee recognised weaknesses in the Survey and concurred with the management view that it should be discontinued for future years.

#### **11. TUTORIALS**

The Committee were aware from previous meetings of student concerns around the tutorial system. The Deputy Principal outlined some research he had recently undertaken which had led to proposals to revise the tutorial system which were to be implemented from the start of the Academic Year 2011/12. The students on the Committee welcomed the proposals which would also enable the College year to start earlier and an opportunity to reduce review days. The Chair commented that it was his perception that what had started primarily as an opportunity to improve quality also had significant financial advantages, with which the Deputy Principal concurred. He went on to say that it was pleasing in this day and age to see an initiative being introduced that was not going forward as a response to financial necessities.

It was resolved **THAT:**

The Committee, including students, welcomed the introduction of a new tutorial system from the start of 2011/12 Academic Year.

#### **12. EDEXCEL REPORT**

The Committee reviewed the Edexcel Report which affirmed the quality systems operating at the College.

It was resolved **THAT:**

The Committee receive the report and were extremely gratified with the conclusions being drawn.

#### **13. INTERNAL CURRICULUM REPORT – HEALTH AND SOCIAL CARE INCLUDING PUBLIC SERVICES**

The Deputy Principal presented the Health and Social Care Report and said that the Action Plan had now been completed. College Management were disappointed that this provision having previously self assessed at 2, on the basis of the work undertaken that Grade would now be downgraded to 3. The Chair queried whether external people were involved in the report and the Deputy Principal confirmed that this was the case as the College worked with other colleges on a reciprocal basis. The Chair went on to query whether the Curriculum Area Manager was in agreement with the report, to which the Deputy Principal indicated that he was and that the report assisted in dealing with those members of staff who were in denial that problems existed.

It was resolved **THAT:**

The Committee look forward to Health and Social Care returning to Grade 2 in the near future.

#### **14. ANY OTHER BUSINESS**

##### **Induction of New Members**

The Chair commented that it would probably be helpful for new members of the Committee to receive an induction prior to their first meeting with the Deputy Principal.

It was resolved **THAT:**

The Committee recommend that new members of the Committee receive an induction with the Deputy Principal prior to attending their first meeting.

**15. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Committee meet again on **Tuesday 28 June 2011 at 8.30am**. No additional matters were identified outside of the normal work programme.