

<u>Present:</u> Jan Wing (Chair)	<u>In Attendance</u> Angela McLean (Director of Quality & Learner Experience)
Sally Kemp	Wayne Wright (Director of Curriculum)
Tony Medhurst (Principal)	Mike Carver (Governor)
Linda Radford	John Fowl (Clerk to the Corporation)
Harvey Young	
Annabel Lucas	

651. To Receive Apologies For Absence.

Apologies were received from Ricky Irons.

652. Declaration of Interests and to Notify Part2 Agenda Items..

Harvey Young declared his interest as a private training provider of Maths & English.
No confidential items were notified.

653. To Approve the Minutes of the Meeting Held on 28th September 2016.

Under item 647 it was confirmed the date should be 21st October 2016. With this amendment the minutes were approved.

654. Matters Arising.

The Chair asked that the Parents Guide and other curriculum booklets be available for all Governors at the Board meeting on 15th December 2016.

655. To Receive an Update Report on Enrolment & Retention.

The Committee was informed that the student recruitment total was currently below the target set but it was anticipated that the initiatives put in place to generate further enrolments 'in-year' will see the target reached.

In looking at the retention rate for the year to date it was noted that just 17 students so far had been withdrawn with the rate standing at 99.48%. This is being monitored regularly and is to be analysed by Directorate.

Governors were surprised to hear that a number of student enrol at more than one college and then withdraw from the college they least like by simply ceasing to attend. A request was made for Governors to be given more detail in order for them to better understand the reasons for student drop-out.

The Principal emphasised that all staff are now very aware that they have a direct responsibility to follow up students who appear at risk of dropping out. It was confirmed that no students have been turned away even where a course is well subscribed.

Sally Kemp outlined her experience as a student in respect of the attitude of some of her fellow students where they had left their course.

Governors asked for some indication of how many students leave their course at the College having been enticed to return to school.

It was **Resolved** that the report be received.

656. To Receive a Report on Outcomes for Learners 2015-16.

Members received information which had been analysed by the three components by which outcome data is now calculated. By the year end the retention rate was 91.7%.

Whilst Achievement rates had improved to 77% they remained below the national average of 80%. When Maths & English are excluded from the calculation the achievement rate rises to 83.6%.

It was noted that generally there was a trend of improvement but there remained work to do.

The grades allocated to each curriculum area within the College Self-Assessment Report (SAR) was noted. Governors challenged the factors behind the grades in the SAR and Wayne Wright outlined how they had been applied.

It was **Resolved** that the Report be Received.

657. Teaching & Learning Observation Report.

The Committee received information that had been derived from the 140 'Learning Walks' that had taken place during the year. It was explained that the next Learning Walks will concentrate on attendance, punctuality and learner progress in Maths and English classes.

The newly introduced observation process does not provide a grade to the lecturer and support is provided to those staff not reaching the required standard, by way of Advanced Practitioners. Staff not reaching the necessary standard after such support will end up leaving the College.

A recent student survey indicated that 95% of students believe there is good learning and teaching on their course.

It was **Resolved** that the Report be Received

658. Arrangements for the Involvement of Governor sin Learning Walks.

The Committee was informed of the proposed format for these and the ground rules that would necessarily apply. It was stressed that Governors will undertake in these 'walks' with a member of staff. Governors confirmed that they did not wish to 'blur' the distinction between Governance and Management.

It was **Resolved** that;

- (i) the Report be Received and
- (ii) the arrangements for Governors involvement with Learning Walks be approved.
- (iii) Link Governors be re-allocated due to the recent appointment of new Governors.

659. To Receive the Annual Safeguarding Report.

Details of the referrals made during the year were shared with the Governors and compared with the previous two years data.

Governors had received training during their development day in January 2016 and also by way of on-line training modules. It was agreed that given the number of newly appointed Governors a similar session should be provided at the Development day on 27th January 2017.

It was confirmed that reference will be added to the report of the Governors 'Safeguarding Champion'.

It was **Resolved** that the Report be Received.

660. Report on Complaints and Compliments 2015-16.

In reviewing the complaints it was noted that the majority had come from students in respect of their Maths and English module. The number of complaints overall has remained constant over the past 3 years although the number of complaints linked to poor behaviour has increased.

Whilst it was acknowledged that recording compliments was more difficult eight compliments had been received.

It was **Resolved** that the Report be Received.

661. Value Added Strategy 2016-17.

The strategy is geared to raising the aspirational targets of students. Angela MacLean outlined how the strategy worked and Governors were told that the targets would include both graded and ungraded qualifications.

Staff & Students discuss both their minimum target grade and aspirational grade as part of the tutorial process.

Governors asked whether this was being applied to sub-contractors and it was confirmed that this will be followed up.

It was **Resolved** that the Report be Received

662. Any Other Business.

There was no other business.

663. Date of the next Meeting.

The next meeting of the Committee will take place on Wednesday 1st February 2017.

Signed.....
(Chair)

Date.....