

STRATFORD-UPON-AVON COLLEGE CORPORATION

DRAFT MINUTES OF STANDARDS & PERFORMANCE MONITORING COMMITTEE THURSDAY 4 MARCH 2010

PRESENT:	Jenny Andrews	Committee Chair	
	Cedric Irankunda	Student Governor	
	Jack Mertens	Student Governor	
	Jeremy Moore	Governor	
	Julia Morris	Governor	
	Martin Penny	Principal	
	Alan Richardson	Chair of Corporation	
	Andy Tyers	Teaching Staff Governor	
	In attendance :	Charles Anderson	Deputy Principal
		Tim Astbury	Assistant Principal, Curriculum
David Jackson		Clerk to the Corporation	
Hazel Skwirzynska		Director Learner Services	

1. WELCOME TO NEW MEMBERS / APOLOGIES

- a) Jeremy Moore was welcomed to his first meeting of the Committee;
- b) No apologies were received.

2. DECLARATIONS OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which Julia Morris reminded members that she was Head of Kineton High School.

3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The minutes of the meeting held on 3 December 2009 be regarded as correct and signed by the Committee Chair.

4. PRESENTATION BY CURRICULUM AREA MANAGER

Clare King, Curriculum Area Manager Academic, made a presentation to the Committee on her Area of responsibility and highlighted minimum level of performance issues. During the course of the presentation the Committee queried, and explanations were given on, a number of matters, including issues around the impact of amending entry requirements and the degree to which this might affect student recruitment; the viability of the GCSE programme and whether or not it was ambitious in terms of both recruitment and success; and the degree to which those courses below MLP levels will turn around.

It was pointed out by the Committee that an increase in course entry requirements could impact upon value added in the longer term and the Committee would need to remember this in the future.

At the conclusion of the presentation, the Chair thanked Clare and her Team, observing that there was a challenging time ahead and, whilst recognising there were some areas requiring improvement, there were a number of significant achievements that needed to be celebrated.

5. MATTERS ARISING

Item 4.1, Grade 3 Curriculum Areas

The Chair introduced this agenda item by reminding the Committee of concern over potential Grade 3 profiles and, whilst the report showed overall improvement in some areas, there was still cause for concern, particularly around Maths and Science, and the Committee discussed the actions being taken to raise these areas, together with some of the IT provision.

The Committee commented favourably on the much improved situation in relation to Construction and Engineering and explored the reasons for this success.

It was resolved **THAT:**

The Committee encourage the close monitoring of these areas of concern and request a progress report at its next meeting.

6. RETENTION /ANALYSIS OF WITHDRAWALS 2009/10

In presenting the report on Retention, the Deputy Principal commented that it was not possible to provide comparison data with previous years due to the re-organisation of the College. However, in overall terms, at this time last year retention was running at 87.7% compared to 91.1% this year. The Deputy Principal commented that retention would be considered as part of the Management Review meetings that were scheduled to take place week commencing 15 March 2010.

It was resolved **THAT:**

Whilst noting the overall improvement in retention, the retention rates in relation to SBS and Academic Studies remained a cause for concern and an up-date on the outcome of the Management Review meetings was requested for the next meeting.

7. SUCCESS RATES

The Deputy Principal indicated that the data presented to the Committee was now the finalised data for 2008/09 and was very similar to that presented to the December meeting and showed the targets for 2009/10. Overall, the success rates have improved year on year and the Deputy Principal pointed out that the success rates put the College in the top 25% of colleges. He discussed with the Committee those areas where there was some cause for concern.

The Committee went on to consider the framework of the review meetings and the wide ranging discussion that took place there around recruitment, retention, expected grades, comparison of predicted grades with anticipated value added scores, together with the monitoring of the action plans; all in all a very rigorous process.

It was resolved **THAT:**

The Committee record its satisfaction with the overall College success rates and its expectation that the target success rates for 2009/10 will be achieved.

8. ATTENDANCE REPORT TO DATE 2009/10

The Deputy Principal presented the Attendance summary for the year to date, highlighting a drop from 89% to 84% compared to the same period last year. The comparison between departments was again not possible owing to the re-organisation. He outlined some of the possible reasons behind that, in particular the introduction of an electronic register system which now collected more data in a timely manner. Although the closure dates due to bad weather had been discounted, there was a significant drop in attendance immediately after a closure day.

Curriculum Managers were addressing the attendance issues as a matter of urgency as he considered that they were far from satisfactory. The College target for attendance was 90% and it was commented that, in the school sector, it was 94%.

It was resolved **THAT:**

The outcome of actions taken on attendance by Curriculum Managers be reported to the next meeting.

9. INDUCTION SPOC (Student Perception Of College) SURVEY

The Director of Learner Services reported that, in addition to the Framework for Excellence survey undertaken by the LSC which impacts upon the grade for Learner Responsiveness, this induction survey is an internal survey relating only to induction and, hence, first year students. The Committee explored the responses to the question 'When I first arrived in College' which related primarily to the International Student Office. This matter was in the process of being addressed by relocating International Office to Learner Services and integrating the service for International students with the wider range of services offered by Learner Services.

The other main area of dissatisfaction was the helpfulness of the College website which is currently being reviewed to make it easier to access and navigate.

It was resolved **THAT:**

The Committee look forward to an improvement in scoring for 2009/10.

10. PROGRESSION/DESTINATION DATA 2008/09

The Director of Learner Services presented the report on Destination Data and talked about the difficulties in collecting this information and the timespan. She went on to outline changes that would need to be made against the data for 2009/10.

It was resolved **THAT:**

The report be received and applauded the College in obtaining responses from 88% of its ex students.

11. MINIMUM LEVELS OF PERFORMANCE

The Committee worked through the report on Minimum Levels of Performance and asked at what point were the action plans put together and how they were published to both the lecturers and students.

The Principal highlighted the importance of minimum levels of performance whereby, if colleges do not achieve these, the Local Authority may not commission work in these areas in the future.

The Chair commented that of equal importance was the fact that we are dealing with young people's lives here and the need to achieve minimum levels of performance was crucial.

It was resolved **THAT:**

A progress report on the effectiveness of the actions taken to date be presented to the next meeting.

12. INTERNAL REVIEW REPORTS

The Deputy Principal introduced the report on the Social Sciences and History review that had taken place in November 2009. This was confirmation of the verbal report presented at the last meeting. The aim is to carry out two internal reviews per annum and the information from these is fed into the action plan.

It was resolved **THAT:**

The Committee record its satisfaction with the report which will, hopefully, in future be able to move to Grade 1 provision.

13. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS

It was resolved **THAT:**

The Committee receive at its next meeting a report on issues raised during the last Inspection and a comment on progress made since that time.

14. ANY OTHER BUSINESS

Student/Governor Focus Group

The Chair drew attention to a Student/Governor Focus Group meeting on 10 March 2010.

15. DATE OF NEXT MEETING

It was resolved **THAT:**

The Committee meet again on **Thursday 8 July 2010 at 8.30am.**