

CORPORATION BOARD

PERFORMANCE COMMITTEE

Minutes of the meeting of the Performance Committee held at 6.00pm on Monday 8th March 2010 at the Abingdon campus.

Present: Robin Smith (Chair)
 Carol Baker
 Barbara Harker
 Bruce Hunt
 Teresa Kelly (Principal)

In attendance: Di Batchelor
 Mike Gaston
 Jim Evans
 Keith Higgins
 David Bramble (Clerk)

	Action
<p>1. APOLOGIES FOR ABSENCE</p> <p>None.</p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>None.</p>	
<p>3. MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 30th November 2009 were approved.</p>	
<p>4. MATTERS ARISING</p> <p>4.1 Part 'A' submission for Training Quality Standard (TQS)</p> <p>Teresa Kelly reported that the third meeting of the newly established working group would be held shortly. An action plan together with an Employment Strategy document would be produced for the June meeting of the Committee.</p> <p>4.2 Wireless facilities – laptops for students</p> <p>Di Batchelor reported that ensuring equitable access to equipment for students unable to provide their own was under consideration by SMT.</p> <p>4.3 Overseas Recruitment</p> <p>It was reported that a business case for increased recruitment of overseas Students, prepared by Heather Pike, would be considered by SMT in April. Mike Gaston advised that an exploratory meeting with an Oxford based Chinese language school had been held and further discussions were planned.</p>	<p>Teresa Kelly</p> <p>Di Batchelor</p> <p>SMT Mike Gaston</p>
<p>5. REPORT OF STUDENT SUCCESS 2008/09</p> <p>Keith Higgins reported on the Qualification Success Rate (QSR) Report published by LSC for 2008/9, the data used by Ofsted and other agencies in judging the College's performance. The report showed a College success rate of 79% which was 3% lower than that shown in the Self Assessment Report. Changes in how the success rate was calculated explained, in part, for the decline compared with previous years:.</p>	

- The base line for the calculation of students on long courses had been changed to the number of students retained after 6 weeks from the start date as opposed to the number retained on 1st November. This resulted in more students being counted leading to a lowering of the success rate – estimated to be 1% for the sector.
- In previous years students who were not LSC funded but in-filled onto qualification courses where there was at least one LSC funded student, were included in the College's data. In 2008/9 non-LSC funded students were not included. This had a particular effect on the College as AS and A2 students from partnership schools who were taught at the College were not included in the College's results.
- Students under 16 were no longer counted in the data.

In addition, 147 students on 2 year courses had been double counted in the ISR. It was calculated that the correction of this error would lift the College success rate to just over 80%.

Keith's report included a breakdown of success rates by age, length and notional level of course with some comments on particular Programme Areas. An indication of change from the previous year was also given.

Bruce Hunt asked if the reasons for the 15% fall in Long Level 1 Sport & Tourism had been identified? Mike Gaston explained that qualifications additional to the main course had not been picked up. Better data management was required to ensure the College capitalised on additionality on all courses and could follow up on students not achieving the 'add ons' to the main course curriculum. The interviewing of potential students would be more rigorous this year in an attempt to make sure that students were entered on courses appropriate to their qualifications. In answer to a query from Robin Smith, Mike Gaston explained the various means of tracking student achievement - trend analysis, comparisons with national and past College data, KPI meetings which reviewed success rates by individual courses and could result in intervention by the Quality Improvement Panel.

The Committee noted that success rates, particularly of long level courses, were not on course to meet Destination 2012 Objective 1 targets. Mike Gaston was asked to produce a summary of the actions being taken for the Board Meeting on 25th March.

**Mike
Gaston**

6. INTEGRATED QUALITY & ENHANCEMENT REPORT (IQER)

Jim Evans reminded the Committee that Di Batchelor had given a summary of the visit at the last meeting. The final report had been received and confirmed that there was 'Confidence' in the College's HE provision (the only alternative was 'No confidence'). Di Batchelor answered some queries and advised that overall it was a good outcome for the College. As this was a growth area, the former part-time post of HE Co-ordinator had been increased to a full-time appointment.

The IQER report was noted.

7. EQUALITY & DIVERSITY DATA 2008/9

Keith Higgins reminded members that under the new framework for Ofsted inspections, the College's Equality & Diversity performance could have an impact on the overall grade. Success data was analysed by age, gender, ethnicity, students requiring Study Support and Vulnerable students. The age 16 – 18 male success rate was 6% below the national average and although the gap between male and female was narrowing it was at too slow a rate. Currently, a member of staff was carrying out a research project analysing the difference in performance between males and females in AS subjects.

White and BME success rates were generally the same indicating that there was no inherent discrimination in the teaching within the College. The under-performance of 80 Asian students had been identified and investigated. If 14 students on 2 year courses obtain additional qualifications in their second year, the success rate would rise above national averages for White and BME.

154 students took up Study Support and their success rate was 84%, higher than College rate of 79%. 886 vulnerable students had been supported and a success rate of 80% was recorded.

The Committee were content with the data provided. Keith Higgins was asked to provide a progress report on the Asian students at the next meeting.

Keith
Higgins

The Equality & Diversity Report 2008/9 was noted.

8. OFSTED INSPECTION OF ABINGDON PARTNERSHIP

Teresa Kelly reported on the Ofsted 3 day inspection of the Abingdon 14-19 Partnership in late January. The team consisted of three inspectors one of whom was a Creative and Media specialist. One inspector was briefed to look at provision for 'looked after children' across the partnership. The inspection was focused on Diploma and functional skills developments. Three separate reports were produced – one for the partnership as a whole – separate reports for Larkmead School and the College. The College was classed as making 'Good' progress. Main findings were:

Strengths

- Good teaching that stimulated and engaged students
- Imaginative and adventurous curriculum design
- Good collaborative work between members of the teaching team
- Good use of guest professional practitioners and visits to professional settings

Areas for further development

- Ensure students had more opportunities to see, share and compare their work with other creative and media Diploma students in other colleges and schools
- Ensure monitoring of students' individual progress was carried out more systematically and explicitly

An action plan would be prepared for the next meeting.

Teresa
Kelly

The Committee noted the inspection reports.

9. LEARNER SATISFACTION SURVEY

9.1 College QDP Survey

Jim Evans reported that the survey was completed at the end of February. Robin Smith asked for a summary of the outcomes to be circulated to Committee members as soon as it was available

Jim
Evans

9.2 National Student Learner Survey

Keith Higgins advised that the results of this survey, required for Framework for Excellence, should be available shortly. Robin Smith asked for a summary to be circulated out of committee as soon as it was available.

Keith
Higgins

10. PROGRESS ON SAR QUALITY IMPROVEMENT PLAN – ENGINEERING AND SCIENCE & MATHS

Keith Higgins presented the Quality Improvement Plans which were noted by the Committee.

Reference was made in the plans to the Quality Improvement Panel and following a query on its role, Keith was asked to produce some examples of its work at the next meeting.

Keith
Higgins

11. REPORT ON PROGRESS “DESTINATION 2012”

Teresa Kelly reported on significant activities since the last report under objective headings and level of risk.

a. Objective 1 Success Rates - *Medium risk*

- Introduction of formal monitoring sessions (KPI meetings) 4 times per year with all programme area managers and associated director.
- Greater monitoring and action planning at course level

Teresa Kelly advised that the risk assessment would be reviewed in the light of recent results.

Teresa
Kelly

b. Objective 2 Learning in modern, safe, fit for purpose, exciting environment - *High risk*

- Final proposals for Witney campus development to be presented to Board on 25th March. If approved, risk will be lowered.

c. Objective 3 Recognised as creative, innovative, safe and professional - *Low risk*

- College recognised as member of Technology Exemplar network by BECTA
- One of 19 colleges to receive funding from LSIS Innovation Fund for research into LDD

d. Objective 4 On or below sector benchmark figures for key efficiency performance levels - *Low risk*

- Formal notification received from LSC that the College's financial status for 2008/9 had been revised from 'Satisfactory' to 'Good'.
- Benchmarking report from Tribal set the College on or below benchmark with regard to all key efficiency indicators

e. Objective 5 Annual income to exceed £30m - *High risk*

- Consequence of current recession and subsequent implementation of public sector reductions will have significant impact on FE sector.
- Reductions in Government funding for the College in 2010/11 were likely to be in the region of £250k and were still being negotiated.

Proposals for budget framework to respond to the changed economic situation would be presented to the Corporation Board on 25th March.

f. Objective 6 There was an extensive range of provision for our key stakeholders - Low risk

- New provision planned for September 2010 in response to market and specialist stakeholder demand including Hairdressing, Construction and the launch of the Gateway Centres at both Abingdon and Witney.

Robin Smith expressed concern that reduced funding could restrict the College's agility in being able to react to new requirements.

The progress monitoring report for Destination 2012 (Strategic Plan) was noted.

12. PROGRESS TOWARDS REACHING TARGETS FOR LSC FUNDING 2009/10

Mike Gaston presented the report and reminded governors that a similar, but more detailed, report would be considered by Finance & Employment Committee in two days time. Enrolments at the end of February were shown with comparisons for the same period in the last two years. There was a healthy increase in full-time LSC (all ages), Franchise, Train to Gain and Higher Education. Part-time LSC (all ages) showed a small reduction and the anticipated fall in Community Education had occurred.

All LSC targets for 16-18 responsive had been exceeded. The gain in Adult Responsive funding compared to the same time last year was explained by increases to full-time 19+ learners, increased distance learning and increased franchise numbers. Government priority adult learning provision was below target and there would be year end shortfall. It was interesting to note that past LSC advice in SE Region had been not to worry about sub targets whereas in some other regions (eg.London) this was not the case. It had now been realised that sub targets were important as they gave an indication to the level of priority provision and hence future factors to funding allocations. It was clear that the College was delivering too heavily on what the Skills Funding Agency classed as non-priority (eg Womens' Institute). Changes in the provision for next year were under consideration.

The progress report on LSC targets and funding 2009/10 was noted.

13. EFFICIENCY OF THE COMMITTEE

Robin Smith explained that he regarded this an ongoing subject. If members had comments or suggestions for improvements, they should contact him direct. He was particularly keen to map how data and information were linked across the College. What information, where was it held, when and how was it distributed? How could the Committee identify the most important reports and how they fitted together?.

14. ANY OTHER BUSINESS

There was none.

Next meeting: Monday 21st June 2010, 6.00pm, Abingdon campus