CORPORATION BOARD
PERFORMANCE COMMITTEE

Minutes of the meeting of the Performance Committee held at 6.00pm on Monday 21st June 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
Marion Samler (Item 3)
David Bramble (Clerk)

Action

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

None.

3. REVIEW ANNUAL EMPLOYERS' SURVEY APRIL 2010

Marion Samler presented the report and explained that the last survey was carried out by QDP in August 2008. This year's survey had been conducted in house by Advanced Business Solutions (ABS) using an on-line employer satisfaction survey. Where possible, questions were framed to meet Training Quality Standards (TQS) requirements and comparisons to the last survey were given. 400 employers were approached and 110 responded (28% response rate).

Highlights of the report:

- 91% of employers agreed that the College understood their business and their training needs.
- 89% of employers felt that the right training solution had been proposed
- 91% found that enquiries were dealt with appropriately
- 76% would recommend the College to other employers
- 98% of employers felt that they were getting value for money. [However, a considerable amount of free training had been provided.]
- In response to a question asking if the College was delivering training at a time and place to fit the needs of the organisation, a positive response was given by 95%
- 94% regarded the facilities as high standard
- A positive response was given to a three part question on the impact of training for the employer
- 89% were satisfied with the training received
- The preferred method of contact was e-mail

Marion Samler gave the following answers to questions:

- Where possible follow up action was taken when responses were: Do not know: Agree mostly: Disagree mostly
- Employers were telephoned in order that the survey could be directed to someone by name

- The response rate was influenced by including employers who had provided work experience placements for the College's students
- A more pro-active approach was being taken this year with a training needs analysis being carried out for each employer. It was hoped these measures would enable achievement of the challenging targets set for this year.

The Committee noted the report of the April 2010 Annual Employers' Survey.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 8th March 2010 were approved.

5. MATTERS ARISING

5.1 Wireless facilities – access to equipment for students

Di Batchelor reported that SMT had approved investment of wireless facilities on all 4 campuses for 2010/11. The majority of students possessed their own mobile technology but laptops were held by the College to ensure that students unable to provide their own were not disadvantaged. During 2011/12 there would be the opportunity to review the impact of wireless on curriculum delivery and to plan accordingly. .

5.2 Overseas Recruitment

Mike Gaston reported that SMT had decided not to invest in the recruitment of overseas students for 2010/11. The appointment of overseas agents, processing of applications with the additional need for ensuring entry requirements had been met and finding and recommending accommodation all required resources. A dialogue with Oxford Brookes University had started but the development of a relationship with the Chinese language school would not be progressed. **SMT**

It was agreed that recruitment of overseas students should remain a strategic option and further consideration should be given to the subject as part of ongoing development on an annual basis. **Teresa Kelly**

5.3 Performance of young Asian Students

At the last meeting, Keith Higgins had been asked to investigate the performance of Asian students in further detail. He reported that the query on success rates of 13 Asian students had arisen because they were on a 2 year course and achievement, except of additional modules, was not easily measured until the end of the second year. The data presented indicated that 12 of the13 students were expected to pass their main course giving a combined retention rate of 97%, achievement 93% and success rate of 90%. Thus, there was no discernable under achievement within this group. Members asked that the College continued to raise potential Equality & Diversity issues to the Performance Committee as they arose. **Keith Higgins**

5.4 National Student Learner Survey

The planned dates of publication had been put back and the results of the survey were not expected until September 2010.

6. ACTION PLAN FOR PART 'A' SUBMISSION FOR TRAINING QUALITY STANDARD (TQS)

Teresa Kelly reported that it had been decided not to proceed with the submission for TQS recognition although some of the standards required would be adopted as College targets. There would be a budget saving of £50k and it seemed likely the Framework for Excellence would be cancelled or subject to major change.

7. COLLEGE QDP SURVEY

This year's results had indicated a decline in the College's standing amongst the student population. Jim Evans reported that the following factors had adversely influenced student responses:

- Students were asked, for the first time, to complete an on-line survey.
- Some impatience at log-in delays for students not regularly using computer facilities and by some students not accustomed to IT.
- Some classes had to be moved to IT classrooms
- Students were asked to complete both QDP and national students surveys resulting in annoyance at similar questions having to be answered twice

A number of actions had been taken to improve tutorial provision and ensure focus on dealing with students as individuals. Some modifications to future learner observation surveys had been made. A Learners' Conference had been held at Milton Park and there had been many positive comments on the standard of teaching. Teresa Kelly added that there had been some constructive criticisms of the organisation of some courses which SMT would consider but overall the students conveyed considerable satisfaction with the College. It was intended to hold Learner Conferences on a regular basis and the Committee would be given feedback of these events. **SMT**

The Chair asked that next year's student survey should also be on-line in order that fairer comparisons could be made. **Jim Evans**

8. TEACHING GRADE PROFILE 2009 – 10

Jim Evans reminded members that the 2008 Ofsted inspection had recommended that the College should focus on learning rather than teaching and this had been reflected in the conduct of lesson observations. The following was a summary of graded observations:

- Total number of observations increased: 162 in 2009/10: 114 in 2008/9
- Significantly more variable hour lecturers observed (vhl): 81 compared to 39
- Overall % of observations graded 'Good' or better improved (Grades 1 and 2 combined): 75% in 2009/10 compared to 68% in 2008/9
- Significant improvement in grade profile of vhl: 73% were graded 'Good' or better in 2009/10 compared to 49% the previous year
- 9% vhl were Grade 1 compared to 2.6% in 2008/9
- 64% vhl were Grade 2 compared to 46% in 2008/9
- % all Grade 1 unchanged at 15%
- % all Grade 2 improved from 53% to 60%

In answer to a question Jim Evans confirmed that lecturers from other Combo colleges assisted with observing lessons.
Barbara Harker asked how College observers were selected and trained. Jim Evans explained that all were qualified teachers: all were 'Good' teachers: they had

to agree to continuous training. Jim also explained that Advanced Lecturers had deliberately been taken from their own programme areas to observe in other areas. This had been very successful and would be continued next year.

9. REVIEW OF PROGRESS OF SAR QUALITY IMROVEMENT PLAN

The Quality Improvement Plan (QIP) for Sport and Tourism had been circulated as an example of the documentation in use. Keith Higgins explained that the improvement targets were focused on Destination 2012 Objectives and were monitored four times a year. Mike Gaston explained the process of preparation of QIPs which contained KPIs which were monitored by the Quality Improvement Panel.

10. QUALITY IMPROVEMENT PANEL

See Confidential minute

11. REPORT ON PROGRESS OF "DESTINATION 2012"

Teresa Kelly advised that there had been no significant changes since the Committee's review in March 2010. The next amendments would take place after the analysis of summer term examination results and the adjustments to the capital re-development of the Witney campus.

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

Mike Gaston reported that most enrolment and funding targets would be exceeded. There would be a shortfall in Community Education as forecast. 16-18 Apprenticeship had been increased from a total of £62,201 to £186,601, inclusive of £7,535 ALS, to reflect the new apprenticeship in Customer Service in partnership with LIME. These 40 apprentices would show in the next reporting period. There would be shortfall in 19-24 Apprenticeship.

Following an audit, a query had arisen over last year's claim for T2G where it appeared there had been an overlap with OCVC on a claim. It was being investigated and further details would follow.

Sub targets were of growing importance as they indicated the level of priority provision and hence possible future factors to funding allocations from both YPLA and SFA. It was clear that the College was over delivering Adult Responsive in what was classified as 'non priority' areas by SFA.

Future Funding Factors showed an increase in 16–18 and a decrease in 19+.

The progress report was noted.

13. CYCLE OF ACTIVITIES – 2009/10 & 20010/11

The Clerk reported that all 2009/10 objectives had been achieved with the exception of the review of the College Performance Report 2008/9. As the latest success rates were used in preparing the SAR and the Easter Term Committee review, it was agreed there was no point in the Committee reviewing the CPR.

In considering 2010/11 objectives, CPR and Submission for TQS were deleted and Employers' Survey was moved to the Summer Term meeting. A review of the outcomes of Student Conferences should be included as an objective. As the future of the Framework for Excellence was doubtful, it was agreed that consideration

should be given to which measures could be incorporated into the College's performance data and this should be an item for the Autumn Term agenda. David Bramble was asked to circulate a revised 2010/11 programme. **David Bramble**

14. ANY OTHER BUSINESS

14.1 Terminology.

One of the points arising from the Student Conference was the students dislike of being referred to as "Learners". It was agreed that Student was the preferred term and should be used throughout the College. **Teresa Kelly**

Next meeting: Monday 29th November 2010, 6.00pm, Abingdon campus

Meeting ended at 7.42pm