

PERFORMANCE COMMITTEE

Minutes of the meeting of the Performance Committee held at 6.00pm on Monday 29th November 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
Fiona Morey
Owen Holbrook(left after item 6)
David Bramble (Clerk)

Action

1. ELECTION OF CHAIR FOR 2010 – 11

Robin Smith was elected Chair of the Committee for 2010 - 11.

2. APOLOGIES FOR ABSENCE

None.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 21st June 2010 were approved.

5. MATTERS ARISING

Reviewed and decided all were closed items.

6. COLLEGE SELF ASSESSMENT REPORT 2009 – 10

6.1 Art and Design

Fiona Morey, Director Curriculum presented the self assessment improvement plan on behalf of the Programme Area Manager (PAM). There were approximately 150 learners enrolled on courses from intermediate to advanced level. The majority were 16-18 with a small but significant part time evening provision. There had been significant growth over the last three years.

Success rates were outstanding: BTEC First Diploma 100%: Art Foundation 98%: 'A' level Photography 100%. Learners were supported in gaining self confidence, developing independent thinking skills and were exposed to a wide range of specialisms. There was a strong, inspired staff team who were passionate about their subject and who were committed to ensuring students exceeded their potential.

There was an excellent partnership working through the 'A' level offer in conjunction with schools, through a franchise arrangement with NFWI and across curriculum areas. Progression to university was very high and progression from level 2 to 3 was also strong.

Areas identified for improvement were:

- Stretching the more able students
- Safeguarding – college procedures and systems
- Target setting in tutorials.

In response to a question it was confirmed that there was no significant difference in outcomes between the Abingdon and Witney campuses. Facilities at Witney were currently not as good as at Abingdon but the learning and teaching were very strong on both sites.

The Committee was very impressed with the excellent achievements in Art and Design and wished to congratulate all the staff for their passionate and dedicated teaching.

6.2 Science and Maths

Owen Holbrook highlighted the key points arising from the self assessment and improvement plan. Full time provision was split between vocational courses in Science (54 students), GCSE, Springboard (33 students), and 'A' level (60 students). Adult access to HE courses were run for 22 part time students and 28 full time students. There were a significant number of part time students attending daytime cross College GCSE maths mainly 16-19 year olds.

Some improvement at A' level but remains below target. Main problem at GCSE was retention. When asked if he knew why Owen explained that some early leavers had medical problems but generally it was through lack of motivation – non achievers at school, insufficient support from parents. Foundation students retaking Maths in the hope of achieving a 'C' grade had been placed on a different tier this year with more modular learning and they were being taught by one teacher.

The overall teaching profile had improved to with 64% of observations graded good or better. Improvement in the number of outstanding lessons (currently 14%) was needed.

In answer to the question if sufficient support was being given by SMT, Owen confirmed that an additional member of staff had been provided for level 2 cross college maths and £1k had been obtained from LSIS for an investigation into entry criteria and the expectations of success. Mike Gaston added that the last two Staff Development Days had been devoted to ways of improving teaching.

Robin Smith commented that it was appreciated some students, particularly Springboard, provided a real challenge to teachers and he asked that thanks were conveyed to the staff for their efforts.

It was agreed Owen should be invited back to the Summer Term meeting, perhaps with some tutors, to review improvement that would result in progress from the current Grade 4.

**David
Bramble**

6.3 Engineering and Technology

Keith Higgins Director, Curriculum presented the self assessment improvement plan on behalf of the PAM. It was explained that from September 2010 Music Performance had been merged with engineering but the improvement plan concentrated on last year's engineering which had been Grade 3 for the past 2years. In 2009/10 there were 121 full time students on FE programmes, 47 part-time students and 36 studying HNC courses validated by Oxford Brookes University. The College delivered Technical Certificates to 20 Engineering Apprentices from ISIS. In addition, there were 32 school link students studying for the Diploma in Engineering and City & Guilds Motor Vehicle courses.

Success rates for students under 19 on Long Qualifications were around the national average. At Level One 4% below national average, Level Two 5% above national average and at Level Three 6% below. City & Guilds Vehicle Fitting Operations Level 1 showed a success rate of 93% but the National Diploma in Engineering had a success rate 10% below the national average.

Teaching in the Programme Area was judged satisfactory but student feedback indicated that lessons were not varied and more needed to be done to make the learning experience enjoyable.

NVQ in Performing Engineering Operations had been withdrawn. Computer Aided Design at Levels 2 and 3 were no longer offered apart from a small number of self funded students.

Keith suggested there were 3 root causes for the disappointing performance:

- Lack of advice and guidance to students – there was a high theoretical content and engineering was not “just making things”.
- High requirement for Maths (twilight workshops were being offered)
- Large number of small assignments

There had been a change of PAM in July with the previous incumbent leaving the College. The new PAM had a major task to raise standards. Teresa Kelly added that more robust leadership was required and two potential tutors had been interviewed earlier in the day.

It was suggested the newly appointed PAM should be invited to the March 2011 meeting to report on progress.

Robin Smith thought the Committee should track any programme area receiving a Level 4 grade and asked Keith Higgins to report accordingly at future meetings.

David
Bramble

Keith
Higgins

6.4 Self Assessment Report 2009 - 10

Mike Gaston reported that there had been a peer assessment review two weeks previously and an organisational health check of the College the week before this meeting. Considerable discussion had taken place on the grading of the overall effectiveness of provision – between 2 'Good' and 3 'Satisfactory'. It had been decided to opt for a 3 with a 2 for "Capacity to Improve". Mainly because the outcomes for students was graded 3. Quality of provision had been graded 2.

SMT and Directors answered a number of questions on detail in the SAR. There was particular interest in Equality and Diversity as female success rates were 7% higher than males raising the question if males should be taught separately? It was explained that this statistic was not uniform across

all areas and needed further investigation. A member of staff would be attending a course on this subject. Bruce Hunt asked if the College needed to be more selective in its entry criteria. Owen Holbrook thought that January enrolments were far less well organised and it was agreed that organisation skills should be incorporated in the induction package. Additionality was considered as key skills rather than generators of additional income. Keith Higgins advised that 51% of full time students received Education Maintenance Allowances but the breakdown between genders was not known. Train to Gain and Apprenticeship success rates were low and SMT reported that tracking systems were inadequate – some software which should rectify this situation was in course of being purchased. It was noted that Apprenticeships had been identified as an important growth area at the strategy meeting.

Keith
Higgins

Mike
Gaston

The Self Assessment Report, Catalogue of Evidence to Support Judgements and Improvement Plans were noted and staff were thanked for the considerable efforts made in preparing these reports. An executive summary would be prepared for the Board meeting.

Mike
Gaston

7. MONITORING PROGRESS “DESTINATION 2012”

Teresa Kelly reported that the target overall College success rate was 88% for the current year with a further 4% improvement required next year to reach the 2012 target figure. She was confident that this would be achieved. A paper would be presented to the Board meeting in December 2010 following the Strategy Away Day held earlier in the month.

8. MONITORING PROGRESS TOWARDS REACHING NUMBERS AND FUNDING TARGETS

Mike Gaston reported that 16-18 responsive figures changed daily but he was confident that both funding and number targets would be achieved. An investigation had taken place on Standard Learner Numbers (SLN) which showed a decrease in funding generated compared to this time last year. 800 learner outcomes were awaiting learning aims from the national Qualification and Credit Framework. This was a national issue that had been reported to the Minister of State as it could prejudice the basis on which 2011/12 funding allocations were made.

There were challenges to be met in meeting Adult responsive targets but the College was hopeful that targets would be achieved.

There was a shortfall in 19-24 Apprenticeships. Committee members asked why and it was explained that the biggest provider in the county was Newcastle College who had taken over the Carter & Carter, a large national provider. Teresa Kelly advised that apprentices could be recruited but the problem was with finding employers as Apprenticeships were not regarded as a traditional route to employment in Oxfordshire. A significant number of technician posts were filled by graduates.

The College was investigating how it could work more effectively with schools and with other training providers. A recruitment campaign was planned for February 2011 primed to access Train to Gain training in what may be a final opportunity in this format.

The monitoring report on numbers and funding was noted.

9. REVIEW OF COLLEGE COMPLAINTS LOG

Di Batchelor presented the report. Although there was a small increase in the total number of complaints there was no discernable trend. Most complaints continued to be relatively easy to resolve.

The Committee noted the complaints log and actions taken.

10. FRAMEWORK FOR EXCELLENCE (FfE)

Keith Higgins presented a paper which summarised the results of the 6 Key Performance Indicators and 2 subsidiary indicators for 2009/10. Recommendations were also made as to which Performance Indicators were relevant to College performance in the previous year. Keith explained that only the Performance Indicator data was in the public domain and national figures with trend analysis would be available in March 2011.

It was agreed that Performance Indicators for Learner Views, Employer Views, Financial Health and Financial Management & Control with trend analysis were considered useful. The recommendations to update national figures for 2009/10 for FfE and to compare success rates with the College success rate performance in 2009/10 were agreed.

**Keith
Higgins**

11. EFFICIENCY OF COMMITTEE

Following areas were discussed as contenders for inclusion in Performance Committee remit:

- Staff Development - should be included in SAR headline improvement plan
- Integration of data on teaching observations with CPD into an HR improvement plan – to be considered by Staff Development Committee
- Value Added - Keith Higgins advised that some work on value added at A2/AS level had been done but asked if value added data would be useful for other areas. Keith was asked to submit proposals at the next meeting provided a clear benefit in producing the information could be identified.

**Jim
Evans
SD Cttee**

**Keith
Higgins**

12. ANY OTHER BUSINESS

There was none.

Next meeting: Monday 14th March 2011, 6.00pm, Abingdon campus

Meeting ended at 8.40pm