



KINGSTON COLLEGE CORPORATION

Minutes of the Quality, Learning & Standards Committee
meeting held on Wednesday 2nd March 2011

*(All resolutions passed were the unanimous decision of
the Committee unless otherwise stated.)*

Membership:

Mrs. A. Bell	
Mr. D. Cheema	Vice Chair
Dr. J. Farmer	
Mr. M. Hopkins*	
Mr. P. Mayhew-Smith	Principal
Mr. J. Perry	Chair
Mrs. J. Wackett	
Mr. G. Willett	

**Denotes Absence*

In Attendance:

Mr. M. Tweedale	Acting Vice-Principal (Curriculum & Quality)
Mr. S. Bennett	Dir. Humanities, Business & Science
Mr. D. Browne	Dir. Arts, Care & Engineering
Mrs. P. Dudley	Dir. Professional & Leisure Studies
Mr. C. Vickery	Clerk to the Corporation

11. Apologies

Apologies for absence were received and accepted from Mr. Hopkins

12. Declaration of Interest

Members confirmed that they did not have any pecuniary or other interest in any item on the agenda.

13. Minutes of meetings and matters arising

13.1 Minutes of meeting held on 19th November 2010.

The draft Minutes were reviewed.

It was **resolved**:

that the minutes were a correct record and be signed by the Chairman.

13.2 Matters Arising

The following issues arose:

- (i) Student Safety Concerns (Ref 4.2/2010-11): still being investigated,
- (ii) College Entrance (Ref 7(ii): still being considered,
- (iii) Support systems (Ref 9.2(i): still being reviewed.

14. Vice-Principal's Update

Members were given a summary of current issues and activity within the Vice-Principal's areas of responsibility.

14.1 Learner Voice

Members were advised of the success of the initiative amongst students. The infrastructure behind the project was now in place and providing students with a welcome channel of communication amongst themselves and to both management and to the Governing Body.

It was **resolved**:

to note the report.

14.2 Student Survey

App. A

Members were informed that the number of students completing the survey had fallen. They discussed possible changes to the style, timing and content of the survey with a view to increasing the level of response from future surveys.

Members were pleased to note that the percentage of responding students feeling safe at the College had increased to 94%.

The Principal confirmed that the survey provided management with an extremely useful insight into student satisfaction and enabled management to focus efforts to improve the learning experience.

It was **resolved**:

that the Vice Principal (Curriculum & Quality) should ensure that the quality of the survey was improved before being issued next year.

14.3 Safeguarding

The Vice Principal (Curriculum & Quality) advised Members of the action being taken:

- Safeguarding training had now been completed for staff,
- Enhanced safeguarding training was being given to members of the Senior Management team and to those staff involved in managing student trips,
- Safeguarding logs were being maintained.

It was **resolved** that:

- (i) Efforts to improve safeguarding should be supported,
- (ii) to note the report.

14.4 Equality and Diversity

The Vice Principal (Curriculum & Quality) advised Members of the infrastructure that had been created in this area. The dedicated committee structure for considering these issues was explained as was the work being undertaken to create a better interactive tool to aid understanding.

Work was reported to be being undertaken to ensure compliance with the Equalities Act.

15. Quality

15.1 QIAP

App. B

Members were presented with the current state of the Quality Improvement Action Plan 2010-2011. They were advised that this was a continuous rolling plan that was reviewed monthly by the Teaching & Learning Innovation Committee.

The identified areas for improvement and the associated action plans were discussed.

It was **resolved** that:

- (i) a “completed” box should be added to the report,
- (ii) the procedures should be regularly evaluated to ensure that they were contributing to making the College a better place for students and staff.

15.2 Performance against Targets

App. C

Members were presented with a paper outlining the progress made in measuring performance against targets set at the learning, Quality & Standards Committee meeting in November 2010. They were also provided with examples of the detailed review sheets of courses across all schools.

Members questioned what action was being taken when performance problems were identified. They were assured that rigorous procedures were in place to help staff improve their performance. The targets were acknowledged to have been set high but were considered to be essential to provide the experience deserved by students.

The Scorecard was considered to be an excellent tool to enable management to focus on underperforming areas.

It was recognised that some targets, such as retention, could be adversely affected by the withdrawal of EMA funding. Also, that financial pressure on our university partners could, because of fee pricing, cause problems on our foundation degree courses.

It was **resolved** that:

- (i) efforts to improve performance should continue to be given the highest priority,
- (ii) good outcomes should be publicised to encourage good practice,
- (iii) only the highest levels of performance should be accepted,

15.3 System Improvements

Members were advised that the quality of information systems across the College was poor. There was also a lack of integration between systems that was creating control problems for management. The progress on replacing the KCOD software was reported to be slow but improving.

It was recognised that ownership of the financial problems and of performance issues could only be properly enforced if reliable and accurate systems data was available to management in a timely manner.

It was **resolved**:

that efforts to achieve improved support systems should remain as one of the highest priorities.

16. Faculty Reports

16.1 Arts, Care & Engineering	App. D
16.2 Humanities, Business & Science	App. E
16.3 Professional Studies	App. F

The directors of the College's faculties presented an over-view of activities within their areas. They highlighted performance, success rates, retention levels and current priorities.

Members questioned directors on actions being taken to further improve performance.

It was **resolved**:

that the reports be noted

17. **Standards**

17.1 **Science & Mathematics – progress**

The Director of Humanities, Business & Science gave a verbal summary of progress in respect of the subjects of Science and Mathematics.

Members were advised that obtaining the required improvement in the subjects would present a substantial challenge. While the academic qualification of the teaching staff was good, it was recognised that the quality of delivery was not meeting the requirements of students.

Current remedial actions were reported to comprise group coaching sessions and regular lesson observations. However, staff shortages precluded being able to take staff off-site to see best-practice in action.

It was accepted by management that extra funding to improve technology was not, in itself, the answer to resolving the problems.

Members believed that success in Science and Mathematics would have a direct relationship to perceived success of the whole college.

It was **resolved** that:

management be directed to make every effort to raise the success of science and mathematics to an acceptable level.

18. **Learning**

18.1 **Teaching & Learning Strategy**

App. G

The Director of Humanities, Business & Science presented a paper explaining the adoption by the College of an evidence based approach to teaching and learning. Peer Support Groups were reported to have already been established and Learning Coaches identified.

The strategy had been adopted to meet two of the College's Strategic Objectives:

- to raise College standards
- to expand the curriculum offer

It was **resolved**:

to support the initiative.

18.2 Learning Exchange

App. H

The Vice-Principal (Curriculum & Quality) presented a proposal for establishing a Learning Exchange within the College. The concept was explained to be that of centralising the activities and facilities required to support, encourage and improve the quality of teaching and learning across the College and externally with related parties.

It was **resolved**:

to note the report.

19. Date of next meeting (*change requested*)

The Principal requested a change of date to the next scheduled meeting of this committee (previously 25th May 2011) because of an unavoidable clash of events.

It was **resolved**: next meeting be held on **Wednesday 18th May 2011**.