



KINGSTON COLLEGE CORPORATION

Minutes of the Quality, Learning & Standards Committee
meeting held on Wednesday 18th May 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. S. Dudley	Dir. Professional & Leisure Studies
Mr. B. Rowe	Dir. Student Services
Mr. C. Vickery	Clerk to the Corporation

20. Apologies

Apologies for absence were received and accepted from Mr. Hopkins

21. **Declaration of Interest**

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

22. **Minutes of meetings and matters arising**

22.1 Minutes of meeting held on 2nd March 2011.

The draft Minutes were reviewed.

It was **resolved**:

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

22.2 Matters Arising

No matters arose.

23. **Personal Learning Plan**

Presentation

The Director of Student Services gave a presentation of the new computer system being developed to provide a centralised Personal Learning Plan for students.

The detail to be contained in each student's personal record was outlined and the intended use of the data was described.

Governors questioned management over the security of the data to be held within the system, the proposed process for uploading the required data, the anticipated training program for staff, and the levels of access and updating authority that had been incorporated.

Governors were impressed by the functionality of the system and satisfied with the assurances provided. They suggested that consideration be also given to making some of the information accessible to parents of those students under 18. They considered that such a facility would be market-leading and extremely attractive to parents of prospective students.

24. Vice-Principal's Update

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

24.1 Safeguarding

Members were advised of the action being taken:

- new staffing arrangements were working well,
- all positions had been filled,
- Podcast training had now been completed for all current 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,
- increases in logged cases attributed to improved reporting.

It was **resolved** that:

written reports, outline progress being made and detailing logged cases, should be provided for future meetings.

24.2 Learner Voice

Members were advised of the continuing success of the initiative amongst students. The enthusiasm of students had enabled all required representative positions to be filled. Those representatives were reported to have received training in their roles. Management advised members that efforts were now being focussed on achieving more student representation on the various committees across the college.

Governors discussed the continuing difficulty in persuading Student Governors to regularly attend committee meetings. It was noted that agenda sequencing had already been altered to allow Student Governors to leave meetings before the end of proceedings. Members were reminded that the selection of Student Governors was a matter for students to determine and that management could not just select those whose study programmes might benefit from experiencing committees in action. It was also recognised that Student Governors were full governors in their own right and not in post to act as student representatives.

It was **resolved** that:

- (i) management should continue to investigate ways in which potential future Student Governors might be identified and persuaded to stand for election.
- (ii) future Student Governors should receive extensive support and training to help them make the best of the role.
- (iii) the report be noted.

24.3 Equality and Diversity

Members were advised of the work being undertaken in this area.

Initiatives included: collaboration with Kingston University; establishing training programs; establishing strands to focus on different aspects; visiting other colleges to establish best practice; regular reporting to cross-college committees.

It was **resolved**:
that the report be noted.

25. Quality

25.1 Ofsted Re-inspection Monitoring Report.

App. A

Members were provided with copies of the draft Ofsted report. They were advised that assessments designated as “reasonable progress” were a welcome indication that appropriate action was being taken. Assessments designated as “significant progress” were an even higher rating.

Members reviewed the detailed comments from Ofsted and congratulated management on the progress being made.

It was **resolved**:
that management should ensure that all the issues raised at inspection continued to be dealt with.

25.2 Performance against Targets

App. B

Members were briefed on the outcomes that could be determined from assessing the analyses of “Retention, Achievement and Success Rates”. Governors were impressed at the scope and depth of the information now regularly available to management to enable them to focus on appropriate actions to bring performance up to being of the highest levels achievable. The Principal advised Members of the need to remain cautious over any conclusions drawn from the reports. There were good trends being shown but continuing efforts were critical to achieving the desirable final results.

It was **resolved** that:

- (i) the committee should continue to receive such updates,
- (ii) the data for one or two specific areas should be examined in detail at a future meeting

25.3 QIAP

App. C

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

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

It was **resolved** that:

- (i) detailed monitoring of progress should be continued,
- (ii) the report be noted

25.4 Funding Allocations and Planning 2011/12

App. D

Members were advised that the funding allocations for 2011/12 represented a slightly more positive picture than originally anticipated. The YPLA drop in funding of £1.4 million, which resulted from our under-recruitment in the 16-18 age group, was specifically highlighted. Falls in HE funding of £0.7m and lower grants of £0.7m were also reported. However, other funding areas such as full-cost and international and ALS were up £1.2m.

The principles being adopted in the planning process for 2011/12 were outlined to Members. The meeting discussed the funding problems being experienced by the College and the remedial actions being planned.

It was **resolved**:
that the report be noted.

25.5 System Improvements

Members were reminded that the quality of information systems across the College remained poor. Work was reported as being undertaken in collaboration with Carshalton College to review the current systems of the two Colleges and recommend an appropriate portfolio of systems for use under the federation arrangements.

It was **resolved**:
that efforts to achieve improved support systems should remain as one of the highest priorities.

26. Faculty Reports

26.1 Professional and Leisure Studies	<i>App E</i>
26.2 Humanities, Business & Science	<i>App F</i>
26.3 Arts, Care & Engineering	<i>App G</i>
26.4 Kingston Employer Services	<i>App. H</i>

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

27. Date of next meeting: **Wednesday 16th November 2011.**