

KINGSTON COLLEGE CORPORATION

Minutes of the meeting of the Quality, Learning & Standards Committee
of the Governing Body, held on Tuesday 22nd November 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. P. Mayhew-Smith	Principal
Mr. J. Perry	Chair
Mrs. J. Wackett*	
Mr. G. Willett	

**Denotes Absence*

In Attendance:

Ms. K. Spencer	Vice-Principal (QLS)
Mr. M. Tweedale	Vice-Principal (Head of College)
Mr. S. Bennett	Director HBAS
Mr. D. Browne	Director ACE
Mrs. P. Dudley	Director PALS
Mr. C. Vickery	Clerk to the Corporation

The Clerk took the Chair for the first three items on the Agenda.

1. Apologies

Apologies for absence were received and accepted from Mrs. Wackett.

2. **Declaration of Interest**

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

3. **Election of Chair and Vice-Chair**

Regarding the vacant Chair: Mr. Perry was nominated by Mr. Willett and seconded by Mr. Cheema. There being no other nomination it was agreed that Mr. Perry should act as Chair for the forthcoming year.

Regarding the vacant Vice-Chair: Mr. Cheema was nominated by Mrs. Bell and seconded by Mr. Mayhew-Smith. There being no other nomination it was agreed that Mr. Cheema should act as Vice-Chair for the forthcoming year.

Mr. Perry took the Chair for the remainder of the meeting.

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

4.1 **Minutes of meeting on 18th May 2011.**

It was **resolved**:

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

4.2 **Matters Arising**

There were no matters arising.

5. **Terms of Reference, Membership & Planned Business**

App. A

5.1 **Terms of Reference and Membership**

The Clerk presented a paper detailing the proposals.

It was **resolved**:

that the Terms of Reference and Membership as detailed in 'Appendix A' be proposed to the Governing Body for approval

5.2 Planned Business for the Year

The Clerk presented a schedule of Planned Business for the year.

It was **resolved**:

that the Planned Business, as detailed in 'Appendix A', be agreed subject to the following changes:

- Quality Improvement Plan monitoring to be termly
- Performance Reports from Faculties to be termly
- Employer Engagement Strategy to be Spring & Summer
- Learning Systems Strategy to be Spring & Summer

6. **Vice-Principal's Update**

6.1 Presentation on 'Moodle'

Governors were given a detailed demonstration of the functionality within the current version of the 'Moodle' software. The Vice-Principal explained the importance of the software to students, staff and inspectors. The progress being made to integrate the use of the software across faculties was described. Governors were assured that the system was proving to be extremely useful and widely accepted as a significant advantage for the education and progress monitoring of students.

Governors were impressed by the functionality and potential of the system. They debated a range of issues:

- extending access to parents of students
- the need for student entries to be regularly monitored
- ensuring the widest take-up
- measuring the success of the system
- getting feed-back from students

It was **resolved** that:

- (i) the initiative should be strongly supported
- (ii) direct student feed-back should be obtained

6.2 Self-Assessment

App. B

Members were presented with a draft of the College's Self-Assessment Report for 2010/11. The report included the Quality Improvement Annual Operating Plan for 2011/12.

They were advised that there was a scheduled Validation Event involving Governors that would ratify the assessment. The quality and improvement trends indicated by the draft conclusions were discussed. Governors were advised of the actions being proposed to address those areas that were failing to demonstrate improvement.

Governors expressed concern with the national problem that students were attempting to enter the work-place without having obtained an acceptable mastery of English and Mathematics. They debated the relevance of the Functional Skills programmes being offered to compensate for the lack of GCSE qualifications.

It was **resolved**:

that the report be noted.

6.3 Single Equality Scheme

App. C

Governors were presented with two papers: 'Single Equality Scheme 2011-2013'; and 'Equality matters @ Kingston College'. A draft 'Equality and Diversity Impact Measures 2011-2013' that outlined the proposed targets being set by the College was included.

Governors discussed the current situation highlighted by the reports and debated how the apparent inequalities might be addressed. The difficulties that existed in attempting to achieve a perfectly balanced outcome were recognised. Governors recognised the considerable efforts being made to monitor and improve the College's performance.

There was agreement that the College's goal should be to be both inspirational for the students and outstanding in its achievements.

It was **resolved**:

that the report be noted.

6.4 Compliments, Comments & Complaints

App. D

A feedback summary of the Compliments, Complaints and Compliments received during 2010/11 was presented. The report included comparative data with that for 2009/10.

Governors discussed the implications that could be drawn from the statistics and the limitations of the data that had been used. They were interested to establish the links between specific problems or failures and the related but potentially diverse complaints that could be received. There was concern as to whether all complaints had been included in these statistics but recognition that attempts were being made to improve the quality and accuracy of the statistics. The possible integration of outcomes into the 'Moodle' system was also considered.

It was **resolved**:

that the report be noted.

6.5 Safeguarding Report

App. E

Governors were provided with a detailed report to demonstrate that effective child protection policies and procedures were in place in accordance with current legislation and guidance. They were advised that online bespoke training was provided and that it had been designated as mandatory for all staff to pass the included tests.

Governors were concerned over the increase in the number of incidents being handled by the College. The financial difficulties of some students, particularly that caused by the withdrawal of EMA payments, were recognised. The operation of the new Government Bursary Fund for 16-19 year olds was explained. Governors discussed the various methods of providing financial help to the neediest students. They also requested that findings regarding the consequences of financial hardship be compared with national data.

It was **resolved** that:

- (i) the monitoring of incidents be given the highest priority
- (ii) the level of available financial support be kept under review.
- (iii) the report be noted.

7. Standards & Curriculum

7.1 Re-inspection Report

App. F

The latest draft re-inspection report was tabled to supplement the original appendix.

Governors were encouraged by the positive improvements determined by the inspectors and appreciative of the cross-college efforts that had been made by management and staff, particularly those that had resulted in the grading of Science & Maths being moved from 4 to 3.

It was **resolved**:

to note the report.

7.2 Performance Review – Success Rates

App. G

Governors were presented with a detailed paper indicating the retention, achievement and success rates for the periods 2007/08 to 2010/11. This data allowed Governors to reflect on those areas that appeared to fall below the desired outcomes and to question management as to the action being planned to improve the reported performance.

The meeting was aware that any additional remedial action take by management would require a trade-off. Increasing the focus on one area demanded lowering the focus on another. There was agreement that every effort should be made to ensure that there was no slippage in the high performing categories.

Governors congratulated management on the fact that significant improvements had been achieved despite the reduced staffing levels that had followed the recent restructuring. The improvement in success rates was particularly impressive and was 2% above the national average. To maintain the demanding challenge to continue improving success rates, the new target was being set at 85%.

It was **resolved**:

to note the report.

7.3 Science & Mathematics Recovery

App. H

The meeting was presented with a Quality Improvement Plan for Science and Mathematics. The aspects receiving attention were reported as attendance, lessons, tracking and homework with a focus on the individual.

Although there was recognition that the faculty had to make the most of the existing circumstances, the physical resources for the subjects were reported to be inadequate.

Governors questioned whether all teachers of the subjects were inspirational. Management reported that there was a national shortage of excellent teachers in these subjects and that attracting such candidates was extremely difficult especially in the current financial circumstances.

It was **resolved** that:

- (i) success should be celebrated through promoting individual achievements of past students
- (ii) the report be noted

7.4 Teaching & Learning Strategy

App. J

The meeting was presented with details of the strategy being adopted across the College to improve the quality of teaching and learning. The strategy was reported to have been launched in the summer and to be showing good results.

Cross College teams were working to eradicate dull and boring teaching methods and ensure that the learning experience was inspirational.

Governors reviewed the progress being made and the actions being taken.

It was **resolved**:

to note the report.

7.5 Governors' Accountability – Curriculum Provision

App. K

Governors were presented with details of the proposed mission and responsibilities of Curriculum Advisory Boards. The proposals include an initial assignment of specific governors to particular faculties.

The meeting discussed the concept and proposed operation of the Boards.

It was **resolved**:

to recommend to the Governing Body that the proposal be agreed and implemented.

8. Faculty Updates

Each Faculty Director presented a written and verbal report on the progress being made in their faculty against the targets that had been set by management and approved by Governors. Members questioned directors to clarify their understanding of the problems being reported. There was discussion over the effect that the federation might have on the various faculties and on the new opportunities that could be created.

8.1 ACE

App. L

Highlighted aspects included:

- improved success rates across the faculty
- excellent results despite inadequate accommodation
- retention problems in some areas
- excellent HE results
- urgent need for new engineering accommodation

8.2 HBAS

App. M

Highlighted aspects included:

- the drive to improve success rate across the faculty
- poor facilities
- financial effects from dropping some AS subjects
- the need to improve adult ESOL outcomes

8.3 PALS

App. N

Highlighted aspects included:

- excellent outcomes across all the faculty
- 94% success rates from international students
- planned initiative in Dubai and Kuwait
- expanded curriculum

9. Matters of Interest and Note

Members discussed what action should be taken by the College over the proposed public sector national strike on Wednesday 30th November to ensure the safety of students and staff.

It was **resolved**:

that unless the strike was called off, the College should be closed for the day.

10. Date of next meeting Wednesday 7th March 2012.