East Surrey College

THE CORPORATION OF EAST SURREY COLLEGE

LEARNING AND QUALITY COMMITTEE

MEETING HELD ON THURSDAY 21 OCTOBER 2010

Meeting commenced: 16.00
Meeting ended: 17.45

PRESENT

Mrs Margaret Davey	Independent Member	Chair
Ms Rosemary French	Independent Member	
Ms Kay Hammond	Independent Member	
Ms Frances Wadsworth	Principal	

IN ATTENDANCE

Dr Barbara Spittle	Independent Member
Mrs Jayne Dickinson	Deputy Principal

APOLOGIES FOR ABSENCE

Mr Ron Searle	Independent Member
Mrs Ann-Christine Harland	Vice Principal

CLERK

Mr Melvyn Cass	Clerk to the Corporation

LQC.39.10 DECLARATION OF INTERESTS

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

LQC.40.10 APOLOGIES FOR ABSENCE

Apologies for absence were received from

Mr Ron Searle	-	business commitments
Mrs Ann-Christine Harland	-	family commitments

AGREED

The Committee accepts the apologies for absence.

LQC.41.10 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no additional business for consideration.

LQC.42.10 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 10 JUNE 2010

The minutes of the meeting were agreed and signed as a correct record.

LQC.43.10 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING

Members agreed that there were no matters arising from the minutes of the meeting.

Members reviewed the Action Points arising from the meeting and noted satisfactory progress.

LQC.44.10 ANNUAL REVIEW OF THE MINUTES OF THE RESTRICTED MEETINGS OF THE LEARNING AND QUALITY COMMITTEE: 2009/2010

The Clerk reported that the Committee reviewed annually the minutes of any restricted meetings of the Committee in order to consider whether it would be appropriate for the minutes to be made available to the public through de-restriction.

Members were advised that all meetings of the Learning and Quality Committee held during 2009/2010 had been open to members of the public.

AGREED

The Learning and Quality Committee notes the report.

LQC.45.10 ANNUAL REVIEW OF THE BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2009/2010

The Clerk presented a report which provided details of all actions arising from items of business considered by the Committee during 2009/2010 and the basis on which the appropriate action had been taken.

Members noted that all action points had been responded to and completed or were subject to continuing action.

The Committee expressed its satisfaction that all required action had been addressed.

AGREED

The Learning and Quality Committee receives and notes the report.

LQC.46.10 EMPLOYER ENGAGEMENT

BUSINESS ENGAGEMENT STRATEGY

The Deputy Principal presented the Business Engagement Strategy: 2010/2011 for consideration and approval.

The Committee noted that

- the College's strategy for working with employers is revised annually, informed by regular analysis of the market, sectors and key customer groups in the area, assisted by information from employers and employer organisations with which the College actively engages
- employers are asked to comment on the strategy and the way in which the College works with business and presents its courses and training offer.

The Committee considered

- the Business Engagement Strategy: 2010/2011, noting its context, aims, themes and actions
- the Business Engagement Strategy Summary leaflet which lists key aims, objectives and targets.

ENGAGEMENT WITH EMPLOYERS

The Committee was advised of the basis on which the College has developed its engagement with employers over recent years and has in place a clear set of processes and procedures for working with employers.

Members considered

- the Employer Services Communications Flowchart
- the Employer Initial Enquiry Communications Flowchart.

Members noted that, in order to map its activity, measure performance against targets and assess impact on employer needs, the College has extended its KPI dashboard reporting system to a specific employer focused KPI dashboard.

Members further noted that the College is keen to access the Employer Voice and use feedback to inform improvement.

Members considered

- Employer Service KPI Dashboard: 2009/2010
- Employer Services 'Focus, Develop, Build' Feedback.

TRAINING QUALITY STANDARD (TQS)

The Committee was advised that the College submitted its application for TQS in June 2010, to validate its work with employers and to assess the quality of its provision and impact.

Members noted that the application involved

- the submission of a comprehensive 20,000 word document which mapped the employer journey from initial enquiry to delivery and feedback
- an assessment visit from the awarding body Investors in Excellence in September 2010.

The Committee was advised that, earlier in the day, the College had been advised that it had secured TQS status and that this would now allow itself the College to market itself with a new kitemark and might help in future bidding or recruitment campaigns.

RESOLVED

The Learning and Quality Committee

- approves the Business Engagement Strategy: 2010/2011 and commends it to the Corporation for approval
- notes the processes and procedures for engagement with employers
- congratulates the College on the award of the Training Quality Standard.

LQC.47.10 ANNUAL REPORT OF THE LEARNING AND QUALITY COMMITTEE: 2009/2010

The Clerk submitted for consideration and approval the Annual Report of the Learning and Quality Committee.

Members considered the Annual Report, noting that the annual review of the work of the Committee is essential in ensuring that the areas of strategic responsibility which have been delegated to the Committee are being properly addressed.

Members noted the detail of the Report. Consideration was given to the inclusion of details of members' attendance at meetings of the Committee but noted that this information is considered by the Search and Governance Committee.

Members agreed that the Committee continues to fulfil and to enhance its function as a key committee of the Corporation by demonstrating its oversight and monitoring of a wide range of curriculum and quality issues.

Members considered that the Committee has made good progress in addressing its key responsibilities and anticipated that this would continue in the coming year.

RESOLVED

The Learning and Quality Committee approves the Annual Report of the Learning and Quality Committee: 2009/2010 and commends it to the Corporation.

16.30 Ms Rosemary French joined the meeting.

LQC.48.10 STRATEGIC PLANNING FOR 2010-2012 AND TARGET SETTING

The Deputy Principal presented, for consideration and approval, the College's Strategic Plan aims, objectives, targets and indicators for 2010/2011.

The Committee reviewed the detail of the Strategic Plan, with particular reference to the targets identified for 2010/2011 in respect of the strategic aims:

Outstanding learner success

High quality learning and training

Increased participation of young people in vocational learning

Innovative and flexible solutions to adult and employer learning and training needs

First class training resources

Support for economic enterprise

Value for money in the use of public funds

Members considered and reviewed the detailed targets identified within each of the strategic aims.

RESOLVED

The Learning and Quality Committee approves the East Surrey College Strategic Plan: 2010-2012 and commends it to the Corporation for approval.

LQC.49.10 ENROLMENT: 2010/2011

The Deputy Principal presented a report which provided information on the College's current position against enrolment targets.

Members considered the detail of the report which provided detailed information in respect of

- 16-18 full time and part time recruitment
- 16-18 Kick Start programmes
- 19+ full and part time recruitment
- 14-16 school link learners/diploma learners
- Informal Adult Learning (IAL)
- Apprenticeships and Train to Gain
- Higher Education
- Employability contracts
- Full cost provision.

Members discussed a range of issues in connection with the report, including

- the changes to the funding of vocational qualifications following reviews by the Skills Funding Agency and the Young People's Learning Agency
- the continued buoyancy in 16-18 full time and part time recruitment
- the basis on which, in respect of Informal Adult Learning, course information is available 'on line'
- the challenge to the College – and to the sector – in respect of higher education provision with regard to seeking to ensure that the College, through careful strategic planning and review, meets local aspirations

- the challenge to the College to ensure that the profile of apprenticeship at Level 4 is on a par with degree level provision.

AGREED
The Learning and Quality Committee receives and notes the report.

LQC.50.10 ANNUAL COMPLAINTS ANALYSIS: 2009/2010

The Deputy Principal presented a report which provided an analysis of the complaints received by the College during 2009/2010.

The Committee was reminded that the College has a formal complaints procedure and analyses the complaints received as part of the Quality Improvement process.

Members reviewed the detail of the complaints analysis and noted

- a total of 63 formal complaints were received – less than half the number in 2008/2009
- more complaints are received from females than males
- analysis takes place by gender, age, ethnicity, type, method of complaint, % of student population
- complaints are logged by division and department with comparison to previous years
- most complaints are resolved within 10 days
- the largest number of complaints received relates to Facilities but half of these refer to student behaviour on and off site and for eg parking inconvenience to local residents
- action is always taken with a view to improving service.

Members noted the basis on which informal complaints are received and handled and considered the value of encouraging the analysis of complaints received in this way.

AGREED
The Learning and Quality Committee receives and notes the report.

LQC.51.10 QUALITY IMPROVEMENT PLAN: 2009/2010

The Deputy Principal presented the All College Quality Improvement Plan (QIP): 2009/2010.

The attention of members was drawn to each of the areas in which updates had been identified.

Members were reminded of the process by which the document would be reviewed and revised, taking into account the impact of the measures which would be implemented at national level.

AGREED
The Learning and Quality Committee receives and notes the report.

LQC.52.10 GOVERNORS' QUALITY IMPROVEMENT PLAN: 2010/2011

The Clerk presented the Governors' Quality Improvement Plan and advised of the basis on which the Plan is integral to that for the College and demonstrates the commitment of the Corporation to continuous improvement.

Members were advised that the Plan, which had been updated consequent upon the outcomes from the Governors' Self Assessment Meeting in June, would be further updated in conjunction with the All College QIP.

AGREED
The Learning and Quality Committee receives and notes the report.

LQC.53.10 RISK MANAGEMENT: AUTUMN TERM 2010
The Deputy Principal presented a report relative to the risks in the College Risk Register which are allocated to the Learning and Quality Committee.

Members reviewed the detail of each risk area agreed for the Committee:

- Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs
- Risk Reference S2: Failure to achieve 19+ learner targets
- Risk Reference S3: Failure to move towards outstanding
- Risk Reference S4: Failure to achieve 16-18 learner targets
- Risk Reference S13: Failure to retain the ACL contract beyond 2009/2010.

Members noted the basis on which the risks have been reviewed, particularly in the light of

- QCF changes to the curriculum introduced in summer 2010
- 16-18 and 19+ enrolment statistics and curriculum demand for September 2010 and projections for 2011/2012
- Achievement, success data and draft SAR process for 2009/2010
- Current indications from the SFA and coalition government on future curriculum and funding changes
- Evidence of the partnership collaborations required for DWP bidding process for future employability grants.

Members agreed that future consideration of this item should be included earlier in the agenda under 'Items for Consideration and Approval'.

RESOLVED
The Learning and Quality Committee approves the report on the updated assessment of risks for the Autumn Term 2010

LQC.54.10 KPI DASHBOARD
The Committee received the KPI Dashboard: July 2010.

LQC.55.10 REVIEW OF COLLEGE POLICIES

ESC02 Admissions Policy

ESC05 Learning Policy

Members were advised of the amendments which had been made to the documents.

RESOLVED
The Learning and Quality Committee approves the amended policies.

LQC.56.10 ANY OTHER BUSINESS
There was no other business.

LQC.57.10 SCHEDULE OF MEETINGS: 2010/2011

Thursday 10 March 2011

Thursday 9 June 2011

Meetings commence at 16.00

In accordance with the requirements of the Instrument and Articles of Government and of Section 40 of the Freedom of Information Act 2000, consideration of one further item was restricted to Independent members of the Corporation, the Principal and the Deputy Principal.

SIGNED AS A CORRECT RECORD:

DATE: 28 March 2011