

Meeting commenced: 16.00

Meeting ended: 18.10

**PRESENT**

Mrs Margaret Davey  
Mrs Jayne Dickinson  
Mrs Catherine Prest  
Mr Ron Searle  
Mr Neil Ward  
Ms Hannah Frewer

Independent Member  
Principal and Chief Executive  
Independent Member  
Independent Member  
Academic Staff Member  
Student Member

Chair

**APOLOGIES FOR ABSENCE**

Mr Robert Campbell

Student Member

**IN ATTENDANCE**

Mrs Ann-Christine Harland  
Mr Kevin Standish  
Mr Richard Pearce

Vice Principal: Finance and Resources  
Deputy Principal: Curriculum and Standards  
Head of Higher Education

**CLERK**

Mrs Sue Glover

Clerk to the Corporation

**LQC.35.15 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.36.15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Mr Robert Campbell - personal commitments

**AGREED**

The Learning and Quality Committee accepts the apologies for absence.

**Neil Ward arrived**

**LQC.37.15 APPOINTMENT OF COMMITTEE CHAIR**

The Clerk advised the Committee that at the meeting of the Corporation Board held on 9 July 2015 a new committee membership structure was approved effective 1 September 2015 and it was agreed that each Committee would elect a Chair for appointment by the Corporation Board.

Members were informed that, in accordance with the Terms of Reference and Standing Orders of the Committee, the Chair shall be appointed from among the independent members of the Committee. The current Chair, Margaret Davey, offered herself for re-appointment and there being no other nominations the Committee members elected Margaret Davey as Chair of the Committee.

**RESOLVED**

The Learning and Quality Committee recommends to the Corporation Board that Margaret Davey is appointed the Chair of the Committee.

**LQC.38.15 NOTIFICATION OF ANY OTHER BUSINESS**

Members agreed that there was no additional business for consideration.

**LQC.39.15 UNCONFIRMED MINUTES OF THE MEETING OF THE LEARNING AND QUALITY COMMITTEE HELD ON 4 JUNE 2015**

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

**LQC.40.15 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING HELD ON 4 JUNE 2015**

The Committee agreed that the following action arising from the minutes of the meeting remains outstanding:

- a special report is produced as a strategic consideration for the weaker performing area of construction. This report to include the issue of retention in construction, particularly at entry level 1 which continues to be poor.

Members reviewed the remaining Action Points arising from the meeting and agreed that all had been completed to the satisfaction of the Committee.

**LQC.41.15 RISK MANAGEMENT: AUTUMN TERM 2015**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, a report relative to the risks in the College Risk Register which are the responsibility of the Learning and Quality Committee.

Members reviewed the detail of each of the risk areas assigned to the Committee, noting:

- **Risk Reference S1: Failure to meet learner, employer, community and other stakeholder needs** – ‘Minor’ risk – no change. Members agreed to the change in factor 3, failure to attract students to full cost courses due to uncompetitive prices, to amber from green, noting this does not change the overall net scoring which remains a ‘minor’ risk.
- **Risk Reference S3: Failure to move towards ‘Outstanding’** – ‘Significant’ risk – no change. Members agreed to the introduction of a single new risk relative to the potential negative impact on college success rates of the new subcontractor, the Academy of Contemporary Music, noting this does not change the overall net scoring of 10 which is within the ‘significant’ section.

Members were advised that the following risks previously assigned to the Committee are now the responsibility of the Finance and Resources Committee as they are specifically focussed on the achievement of financial targets:

- **Risk Reference S2: Failure to achieve 19+ learner targets**
- **Risk Reference S4: Failure to achieve 16-18 learner targets**

In discussion, members asked if consideration could be given to the weaker performing area of Construction being consolidated and added to the risk register.

Members noted the key impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves the report on the updated assessment of risks for the Autumn Term 2015 and commends the report for approval by the Corporation Board.

**LQC.42.15 STUDENT PERFORMANCE TARGETS: 2015/2016**

The Deputy Principal: Curriculum and Standards presented, for consideration and approval, a report which provided details of the key academic targets which have been set for 2015/2016.

The Committee considered the key issues raised in the report in conjunction with the spreadsheet giving details of comparative retention, achievement and success rates related to Academic Targets (Long Qualifications) for 2014/2015.

Members reviewed the targets proposed for retention, achievement and success in respect of long qualifications noting

- The 2014/2015 success rate targets were set at the latest available national rates, which were 2012/2013, for each SSA and age group plus 3% and a significant number achieved or exceeded this target
- In 2014/2015 the SFA QSR (Qualification Success Rate) tables no longer differentiated by the duration of the study period so no longer report on long, short or very short durations, but do report on the type of qualification, eg. Diploma, certificate, GCSE etc., and provide national rates for all ages
- The 2015/2016 targets reflect this change, which are still segmented into subject areas but no longer by course duration

Members were further advised that the proposed targets in respect of Apprenticeship frameworks would reflect the need to achieve the national rate plus 4%.

It is proposed that the targets for attendance – 90% - and for punctuality – 95% - should remain unchanged.

Members discussed the detail of the report with particular regard to the need to ensure that targets are challenging and asked if further consideration could be given to these in the context of being more aspirational, noting that many qualifications already exceed national rates.

The Committee considered that it would be appropriate for the 2015/2016 targets to be reviewed for further consideration at the meeting of the Corporation Board in December.

Members noted the impact measures arising from the report.

**AGREED**

The Learning and Quality Committee requests that the 2015/2016 student targets are further reviewed and brought to the Corporation Board at the December meeting for approval.

**LQC.43.15 REVIEW OF COLLEGE STRATEGIES**

The Head of Higher Education presented, for consideration and approval the

**ESC Higher Education (HE) Strategy 2015-18**

The Committee was advised that

- The HE Strategy has been reviewed to reflect the changes in the HE landscape and the desire of the College to offer a wider but synergistic HE provision

**Ron Searle left the meeting**

Members reviewed the proposed changes to the strategy and agreed there were no further changes to be made.

The Committee noted the key impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves and commends to the Board for approval:

- **ESC Higher Education Strategy 2015-2018**

**Richard Pearce left the meeting**

**LQC.44.15 COLLEGE POLICIES**

The Deputy Principal, Curriculum and Standards, presented for consideration and approval three College policies.

- **ESC 21 Student Malpractice Policy**
- **ESC 06 Student Disciplinary Policy**
- **ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy**

The Committee was reminded of the basis on which it is important that College policies are reviewed and updated on a regular basis.

Members were advised that the policies had been reviewed and approved by the Directorate.

Members reviewed the policies noting proposed minor revisions to the text.

Members noted the key impact measures arising from the report, in particular the risk implications.

**RESOLVED**

The Learning and Quality Committee approves and commends to the Board for approval

- **ESC 21 Student Malpractice Policy**
- **ESC 06 Student Disciplinary Policy**
- **ESC 62 Safeguarding Children and Vulnerable Adults Protection Policy**

**LQC.45.15 GOVERNORS' QUALITY IMPROVEMENT PLAN 2014/2015**

The Clerk to the Corporation presented, for consideration and approval, the final Governors' Quality Improvement Plan: 2014/2015.

Members were advised that the Plan had been approved at the meeting of the Corporation Board held on 9 July 2015 and was now submitted for the final 'sign-off' by the Committee, following an update of progress during the remainder of the Summer term 2015.

Members noted the key impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves the final Governors' Quality Improvement Plan: 2014/2015 and commends the document for the approval of the Board.

**LQC.46.15 GOVERNORS' QUALITY IMPROVEMENT PLAN 2015/2016: AUTUMN TERM 2015**

The Clerk to the Corporation presented, for consideration and approval, the Governors' Quality Improvement Plan 2015/2016: Autumn Term 2015.

The Committee was reminded that

- the Governors' Quality Improvement Plan (QIP) is established at the beginning of each academic year and is informed by issues arising from the Governors' Self-Assessment which is undertaken in June
- the Governors' QIP Working Group meets on a termly basis to monitor and review the Plan prior to submission for consideration by the Learning and Quality Committee
- the Plan is monitored on a termly basis by the Learning and Quality Committee

Members were advised that the Governors' QIP Working Group identified changes to the Plan as a consequence of the issues arising from the Governors' Self-Assessment in June 2015.

The Committee reviewed the document noting proposed revisions. In discussion, the Committee agreed that

- the completed Governors' self-assessment questionnaire should be attached to evidence the issues raised in the QIP
- some of the areas for development appear to be historic and further work is necessary to establish whether these are required

Members noted the key impact measures arising from the report.

**AGREED**

The Learning and Quality Committee requests that the Governors' QIP is further reviewed and brought for consideration to the next meeting on 3 December 2015.

**LQC.47.15 ANNUAL REPORT OF THE LEARNING AND QUALITY COMMITTEE: 2014/2015**

The Clerk to the Corporation presented, for consideration and approval, the Annual Report of the Learning and Quality Committee.

The Committee was advised 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 by the Board, are being properly addressed.

Members noted that the Annual Report gives all members of the Board the opportunity to review the work undertaken by the Committee on behalf of the Board throughout the year.

Members reviewed the detail of the report, noting

- Membership had remained at 7 in 2014/2015
- The Committee has continued to ensure, through its agenda setting process, that it is addressing its key responsibilities and that it is able to monitor and review all issues within its remit, particularly those which give cause for concern

The Committee noted the key impact measures arising from the report.

**RESOLVED**

The Learning and Quality Committee approves the Annual Report of the Learning and Quality Committee: 2014/2015 and commends the report to the Corporation.

**LQC.48.15 ANNUAL REVIEW OF THE RESTRICTED MINUTES OF THE LEARNING AND QUALITY COMMITTEE**

The Clerk to the Corporation presented a report, which outlined the basis on which, in accordance with Instrument 17(4), it is appropriate for the Committee to review the restricted minutes of the meetings of the Committee.

Members were reminded that

- At the meeting of the Learning and Quality Committee held on 3 December 2013 the committee approved the release for public record of the restricted minutes of the meeting of the Learning and Quality Committee held on 21 October 2010

Members noted that there were no meetings of the Learning and Quality Committee held on a restricted basis in 2014/2015.

**AGREED**

The Learning and Quality Committee agreed to note the report.

**LQC.49.15 DEPUTY PRINCIPAL TERMLY REPORT: AUTUMN TERM 2015**

The Deputy Principal, Curriculum and Standards, presented, for information, a report providing an update on the current activities and priorities of the College in respect of the Autumn Term 2015.

Members reviewed the following key areas:

- Retention Achievement and Success Rates for 2014/15
- Equality and Diversity
- Student Destinations 2014/15: Interim findings
- 2015/16 Quality of Teaching, Learning and Assessment
- Safeguarding
- Employer Engagement
- Sub-Contractor monitoring (ACM/WEA)
- Parent/Carer Voice
- Higher Education
- Community Learning
- Annual Complaints Analysis: 2014/2015

Members discussed issues arising from the report and suggested that future reports are presented at the beginning of the agenda.

Members noted the key impact measures arising from the report.

**AGREED**

The Learning and Quality Committee receives and notes the report.

**LQC.50.15 ANNUAL REVIEW OF THE BUSINESS OF THE LEARNING AND QUALITY COMMITTEE: 2014/2015**

The Clerk to the Corporation presented, for information, a report which provided a review of the Action Points arising from the meetings of the Committee during 2014/2015.

Members were reminded that, following each meeting of the Committee, a list of Action Points arising from the meeting is drawn-up and, at the next meeting, the list is reviewed in order to ensure that the appropriate action has been or is being taken.

The Committee was advised that the purpose of the report was to ensure that appropriate progress has been made against each of the identified actions required by the Committee.

Members noted that all Action Points had been fully addressed to the satisfaction of the Committee.

Members noted the key impact measures arising from the report.

**AGREED**

The Learning and Quality Committee receives and notes the report.

**LQC.51.15 KPI DASHBOARD**

The Committee received the KPI Dashboard: July 2015

Members noted that this was the final end of year summary.

**AGREED**

The Learning and Quality Committee receives and notes the KPI Dashboard: July 2015.

**LQC.52.15 ANY OTHER BUSINESS**

There was no other business.

**LQC.53.15 SCHEDULE OF MEETINGS: 2015/2016**

Thursday 3 December 2015

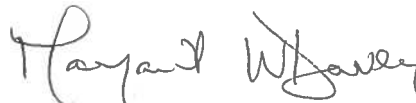
Thursday 25 February 2016

Thursday 9 June 2016

All meetings commence at 16.00

**As there was no further business, the Chair declared the meeting closed.**

**SIGNED AS A CORRECT RECORD:**



**DATE:** Thursday 25 February 2016

