

Quality and Curriculum Committee Meeting, Conference Room, Harley Centre

Date/Time: Monday, 7th February 2011 at 16:00

Minutes

Present: Mr I Barge; Mr J Caird; Dr E Carson; Mr J Davis, Principal; Mr A Gilhooley; Miss J Gough, Chair; Mr D Small.

In attendance: W Dowell, Clerk; S Dunn, Minutes; T Houghton, Operations Manager; N Church, Programme Area Manager.

Apologies for absence: Ms P Graham; K Bottomley, Workforce Development Manager

Introduction: The Clerk introduced Alan Gilhooley, Head of Lacon Childe School, Cleobury Mortimer who has joined the Governing Body.

Declaration of interests: None declared.

Confirmation of the Minutes of the meeting held on 22nd November 2010: The minutes were approved for signature by the Committee Chairman.

Matters Arising: It was noted that the matters arising are contained within the agenda and that other items will be included at the next substantive meeting.
C/FWD to next meeting: Report on Costing staff time / resources re trip risk assessments

Declaration of any other business: None declared

Reports

Update on the Quality Notice to Improve:

Governors received and noted the verbal update from the Principal. The Quality Notice to Improve has been lifted following a satisfactory Ofsted Inspection and the publication of an improved Minimum Level Performance Report.

Mid Year Summary Report:

Governors received and noted the report presented by the Operations Manager. Governor's attention was drawn to In Year Retention and Target Setting by Subject figures. Strategies to improve these include the more efficient use of the electronic register, the new Learning Support mechanisms, support for staff with peer mentoring, introduction of specialist subject teachers in GCSE English and from September 2011 GCSE Mathematics.

Special Measures Reports for Maths, Geology, Psychology and Philosophy:

Governors received and noted the report presented by the Operations Manager. Strategies put in place to improve these subject areas are being critically monitored and evaluated. It is anticipated that the March exam results will provide evidence of improvement in these subject areas.

Lesson Observation Report:

Governors received and noted the report presented by the Programme Area Manager for Humanities. Since the Ofsted Inspection in October new strategies have been introduced including: increased observation throughout the year for all teaching staff; differentiation and AFL to be addressed in staff PD day in February 2011; focus onto learners learning as well as teachers teaching; training for observers to ensure correct grading of lessons. It was noted that sharing good practice through lesson observation is difficult due to part time nature of staffing but good practice will be highlighted at Staff PD Days. Spot observations were not viewed as positive for morale by management.

Adult Learner and Employer Responsive Provision Report:

Governors received and noted the report presented by the Operations Manager. Noted the amendment under Employer Responsive Total Funding Allocation which is 55% to target not 65%. Payments are being brought forward where possible to minimise financial risk. Areas of concern are the market for 19-25 apprenticeships with slow acceptance by employers; changes to social care legislation reducing the drive to promote learning; partnership with Worcester University needs enhancing through HNC/HND provision through Sport and Health & Social Care.

Annual Equality and Diversity Report 2009-10:

Governors received and noted the report presented by the Principal. The following points were highlighted: The College must now take into account changes brought about by the Equality Act (October 2010) with regard to Equality and Diversity; a college Diversity calendar is being produced and key diversity events will be promoted college wide during the year; an internal Equality and Diversity promoter is currently being sought.

Progress Review on Cross College Quality Improvement Plan (QIP):

Governors received and noted the report presented by the Operations Manager. Items for improvement are clearly colour coded using traffic light style with red being closely monitored areas where targets have not been met. These are seen as priority areas and addressed by senior management on a weekly basis. Governors noted that each subject area has its own QIP which is monitored and feeds into the College QIP. Governors noted that the College QIP will be reviewed and updated.

Governors business items

- Any other business: Governors received and noted the updated College Management and Staff Organisation chart. As there was no other business the meeting closed at 5.45pm
- Date of next meeting: Monday 23rd May 2011 at 4pm, Conference Room, Harley Centre, Ludlow College.