

Quality, Standards and Planning Committee

**Minutes of the meeting of the
Quality, Standards and Planning Committee
held on Thursday, 5th February 2009 at 18.00hrs**

Members present: Mr M Fairhurst (Chairman)
Mr O Davies
Ms E Emms
Mr J McDougall (Principal)

In attendance: Mrs B Billings (Clerk to the Corporation)
Mr G Blagdon (Director of Finance and Corporate
Services)
Mr A Bullock (Head of Student Information Services)
(For minute 8 only)
Ms L Nicholls (Vice Principal)
Mrs L Siddall (Deputy Principal)

1-08/09 Election of Chair

Mr M Fairhurst was elected Chairman of the Committee for the session 2008/09.

2-08/09 Apologies for Absence

Apologies for absence were received from Mr John Harris-Burland.

3-08/09 Minutes

The minutes of the meeting held on 19 June 2008 were approved and signed as a correct record (QS(08)M2).

4-08/09 Actions Taken or Outstanding

The Committee noted a report on actions taken or outstanding since the last meeting (QS(09)1). With reference to minute 32-07/08 (b) (iv) of QS(08)M2, the Vice Principal table a document which included the missing data for Portsmouth High School and Portsmouth Grammar School.

5-08/09 College Development Plan 2008-2011

The Committee noted a progress report on the College Development Plan 2008-2011 (C(08)90).

6-08/09 Recruitment to the College

- (a) The Vice Principal introduced and the Committee noted the recruitment figures for 2008/09, including applicants interviewed and conversion rates (C(08)57). During the ensuing discussion the following points were made:
- (i) With regard to recruitment for 2008/09 there had been an increase of some 20% in first year enrolments. The percentage of interviewed applications to enrolments conversion rate had also increased by 1.8%;
 - (ii) With regard to the 14-16 Accelerated Learning Programme, 50% of those who completed their studies converted to full-time students this year and enrolments were up by 110% with 84 pupils enrolled compared to 40 in 2007/08. The College was being more proactive and flexible in this area and the programme had again been extended for 2009; and
 - (iii) With regard to adult recruitment, numbers were down on previous years. This could be partly explained by the decrease in LSC funding for such courses and the consequent need for the College to charge them at full cost. The current economic downturn could have exacerbated this decrease in adult recruitment.
- (b) The Vice Principal introduced and the Committee noted a report on full-time student intake trends by feeder school (QS(09)2). During the ensuing discussion the following points were made:
- (i) With regard to 2008 recruitment, the largest intake had been from feeder schools in Portsmouth/Gosport/Fareham and the Isle of Wight, these feeder schools also accounted for the largest part of the increase in recruitment for 2008/09; and
 - (ii) In response to a question the Vice Principal outlined the actions being taken to try to increase intake from the local schools in Havant. She reported that there was increasing dialogue with these schools which included activities such as her and the Principal meeting with the relevant Heads or Deputy Heads. Mr Davies outlined the myriad of reasons why more students from Warblington School did not go on to study at Havant College and commended initiatives such as the use of profiles of Warblington students who subsequently studied at the College.
- (c) The Vice Principal introduced and the Committee noted a report on student withdrawals between 1 October 2007 and 22 January 2009 (QS(09)3). It was commented that the figures showed an overall decline in the number of withdrawals (from 4.08% to 3.7%).

7-08/09 Maintaining Quality in Teaching and Learning

- (a) The Committee noted the College SAR for 2007/08, as considered by the Corporation on 4 December 2008 (C(08)81).

- (b) The Deputy Principal introduced and the Committee noted a report on Retention and Achievement Results 2007/08 and Targets 2008/09 (QS(09)4). She took the Committee through the data highlighting where targets had or had not been met and the actions being taken to address any issues. During the ensuing discussion the following points were made:
- (i) With regard to 16-19 students the picture remained very positive; and
 - (ii) With regard to 19+ students, especially with regard to short courses, the situation was less positive and various actions were being taken to improve success rates. The Principal reported that more focus was being placed on this to generate improvements.
- (c) Committee agreed to recommend the targets for 2008/09 to the Corporation for approval.

Action: The Deputy Principal

- (d) The Deputy Principal introduced and the Committee noted a paper on value added trends (QS(09)5). She took Committee members through the Alps AS level statistical overview and subject value-added analysis and the Alps A level statistical overview and subject value-added analysis. The Deputy Principal outlined the special measures being taken with regard to any subject areas showing relatively weak performance against the Alps benchmark. Special measures included things such as the production of robust action plans, the tracking of individual students, Divisional review meetings, discussion at the Quality Performance Review Group, the sharing of good practice and so forth.
- (e) The Deputy Principal introduced and the Committee noted a report on student attendance monitoring and attendance figures (QS(09)6). During the ensuing discussion the following points were made:
- (i) There had been a slight decline in attendance and so various actions were being taken to address this, for example: a Senior Pastoral Team had been established; a central data base of students on report had been set up and parents had been warned that financial penalties linked to exam entry would be imposed where attendance fell below 85%;
 - (ii) It might be useful if the College were able to obtain the attendance records of potential students from feeder schools. It was agreed that this suggestion should be investigated further.

Action: The Vice Principal

- (f) The Deputy Principal gave an oral update on the College's self-assessment and lesson observation processes.

8-08/09 Destinations of Full-time Students

- (a) The Head of Student Information Services introduced and the Committee noted a report on the destinations of the College's full time students (QS(09)7). During the ensuing discussion the following points were made:
- (i) Collation of data on the destinations of the College's students was an extensive and continuous process and its use was central to the College guidance programme;
 - (ii) The 2008 information did not really contain any great surprises; it showed that approximately 80% of Havant College students went onto Higher Education (either directly or after a gap year). The percentage of students proceeding directly into Higher Education after completing a Level 3 programme in 2008 showed a 5.5% increase over 2007;
 - (iii) In 2008 it had proved more difficult for students to find jobs with progressive training on completion of their A levels;
 - (iv) Ten students had entered the universities of Oxford and Cambridge, equalling the previous Havant College records highest score; and
 - (v) The data on the destinations of the College's students and, in particular, their subsequent careers paths, provided excellent material for guidance and marketing purposes;
- (b) The Committee thanked Mr Bullock for his excellent report and his attendance at the meeting.

9-08/09 Report on the Work of the Quality Performance Review Group (QPRG)

The Committee noted the minutes of the meetings of the QPRG held on 5 November 2008 and 10 December 2008 (QS(09)8).

10-08/09 Curriculum and Schools Liaison

- (a) The Vice Principal introduced and the Committee noted an update on the full time enrichment activities both outside and within the curriculum areas. She commented that it was a rich and varied programme which helped with student retention (QS(09)9). It was agreed that members of the Corporation should receive a copy of the most recent College Newsletter which highlighted some of these enrichment activities.

Action: The Principal

(Note by the Clerk: copies of the Newsletter were distributed at the Corporation's annual conference on 6/7 February 2009).

- (b) The Vice Principal introduced and the Committee noted a report on schools liaison activities (QS(09)10). The Vice Principal commended the excellent work of Ms Jenni Andrews (Schools Liaison Officer) in this area.

11-08/09 Learner Involvement Strategy Document

The Deputy Principal introduced and the Committee noted a Learner Involvement Strategy Document (QS(09)11). She explained that the strategy represented a formalisation of something the College had already been doing for years. It was reported that work on establishing a student learner voice committee was progressing and it was hoped it would be operational in April/May 2009.

12-08/09 Review of Management Information Services

With reference to minute 43-07/08 (b) (iii) of QS(08)M2, the Director of Finance introduced and the Committee noted a report reviewing the College's Management Information Services (MIS) (QS(09)12). During the ensuing discussion the following comments were made:

- (a) MIS was a key function within the College and had recently been commended by the College's internal auditors; and
- (b) The Department had several aims for the next twelve months, including the piloting of a touch registration system using fingerprint recognition.

13-08/09 E-Learning

With reference to minute 43-07/08 (b) (iv) of QS(08)M2, the Principal gave an oral report on e-learning at the College now and in the future. He reported that whilst it would not be possible to fully exploit all e-learning opportunities until the College buildings had been redeveloped, a significant amount of progress had been made with regard to the College's use of the Moodle virtual learning environment. It was agreed that at its next meeting the Committee should receive a paper and demonstration on Moodle.

Action: The Principal

14-08/09 Capital Projects

The Principal gave an oral update on matters concerning the College's capital projects. He reported on the recent Government decision to "freeze" decisions on capital projects pending a review by Sir Andrew Foster into the LSC's handling of the capital programme. The Principal stated that this had introduced an enormous amount of uncertainty with regard to the College's capital projects which could continue beyond the March 2009 deadline for the publication of Sir Andrew's findings. It was possible that the College might have to phase its projects and fund them over a longer period of time. The Principal was hopeful that the College would be allowed to proceed with the purchase of the land at Fulflood Road.

15-08/09 Investors in People Action Plan

The Deputy Principal introduced and the Committee noted the Investors in People Re-accreditation Report (QS(09)13). It was commented that this was a very positive report with the Assessor particularly liking the use of externally facilitated

360-degree appraisal of managers and the other actions taken to develop management competencies.

16-08/09 360 Degree Assessments

With reference to minute 35-07/08 of QS(08)M2, the Deputy Principal an oral update on the 360 degree assessment process undertaken in relation to the College Management Team.

17-08/09 Committee Priorities for the Forthcoming Year

The Committees agreed its priorities for the forthcoming year should be:

- To receive a paper and demonstration on Moodle (virtual learning environment).
- Visioning for the new campus
- Personalised learning and how it was being addressed at the College
- How to ensure the planned building works did not result in a negative perception and impact on potential students and students at the College during the building phase.

18-08/09 Co-opted Committee Member

The Clerk reported that Dr Debbie Reed (Lecturer in Quality, Portsmouth University) had agreed to join the Committee as a co-opted member as from 1 September 2009. It was agreed that the Clerk should forward recent minutes from the Committee's meetings and the agenda and papers for its next meeting to Dr Reed so that she was familiar with the Committee's latest activities.

Action: The Clerk

19-08/09 Date of Next Meeting

Wednesday, 3 June 2009 at 18.00 hrs.

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