

Minutes of the Learning and Achievement Committee held on Wednesday 1 July 2009 at 17.15 hrs in the Principal's Room, Science Park Campus, Cambridge

The meeting was preceded at 16.30 hrs by a Governor Training Event, an update on the Specialised Diplomas and their implications for CRC, presented by Laurence Wells, Associate Principal Curriculum & Learning Development. Susie Graves, Head of Academy of the Arts gave feedback from the Creative Media Diploma delivery team.

MINUTES OF THE MEETING

Present Tony Cooper (Chair), David Adamson, Reza Assadi, Rick Dearing, Anne Kent, Jill Preston, Vicky Parrett.

In attendance Chris Sherwin, Andrea Chilton
Clerk Julia Kennedy

			Action	By
1	Apologies for Absence and Declarations of Interest	Benito Walsh, Student Governor was unable to attend. There were no declarations of interest.		
2	Minutes of the meeting held on 18 March 2009	The Minutes were agreed to be a true record and signed by the Chair. One action item was outstanding [agenda item 6 on page 4] and Chris Sherwin identified that she would facilitate links between Governors and the curriculum areas.	CS	
3	L&A/19/08-9 & L&A/20/08-9 L&A Performance Report: Summer Term 2009 Update	Progress against the strategic milestones was consistently green. For Student Satisfaction Rates, the target had been exceeded and was about 4% above the national figures. ALS was outstanding and good progress had been made on tutorial support. In relation to Key Question 1, it had been a year of consolidation, completed without any red flags. Governors noted that a plan based on the last inspection was in place for 2009/10, and that staff turnover was down [at 9%] and is now flagged amber.		

		<p>The Committee discussed target setting and achievement against targets. In relation to Appendix 1: the results of the on-programme questionnaire, Governors asked about the limitations of the questionnaire results.</p> <p>Governors also queried which curriculum areas were most vulnerable if there was a 5% cut in LSC core funding. Chris Sherwin explained that work was well advanced on reducing the cost of delivery so that cost saving would not mean taking out support structures. One example was encouraging learners to be more independent by embedding the use of the VLE. Some strategic decisions would be necessary in the face of any future reduction in funding to avoid ad hoc cuts. The suggestion was made that one strategy could be to reduce the extent of the programmes offered rather than compromise on quality.</p> <p>The Committee received and noted the Summer Term Performance Report and resolved that—</p> <ul style="list-style-type: none"> • the agenda for the January Away Day would include consideration of contingencies, or mitigating strategies, to deal with the risk of a reduction in core LSC funding • learner satisfaction rates would be a separate agenda item at the autumn term meeting and to include feedback from the Student Governors. <p>The Committee also noted that Andrea Chilton would ensure that Jill Preston is invited to all future meetings of the Student Liaison Committee.</p>	<p>RD/Clerk</p> <p>Clerk/CS</p> <p>AC</p>	<p>Jan 2010</p> <p>Nov 2009</p> <p>Ongoing</p>
4	<p>L&A/21/08-9 Teaching & Learning Strategy</p>	<p>The Committee's approval was sought to the College's draft Teaching and Learning Strategy. The main focus of Governors' discussion was around the aims and outcomes of the Strategy and the relationship between the Strategy and the termly Performance Report.</p> <p>Governors recommended that the first time any acronym was used in the Strategy it was spelt out in full.</p> <p>The Committee approved the draft Teaching and Learning Strategy [subject to amendment] and noted that the progress report against the Implementation Plan, which falls is based on the Strategic Plan, would enable the Committee to monitor progress in implementing the Strategy.</p>	<p>CS</p>	<p>Immediate effect</p>

		<p>Governors noted that the decline in staff turnover had reduced the need to train contract staff, but there was an ongoing requirement to develop and extend staff to enable progress on the quality agenda. The Committee discussed whether it would be appropriate to curtail the extent of CPD if expenditure cuts were necessary.</p> <p>The Committee received the report and noted the progress in implementing the Quality Strategy.</p>		
7	L&A/25/08-9 Review of Risk	<p>The paper provided an update on Key Corporate Risks 1 and 2, on an exception basis, for the half term ending on 29 May 2009.</p> <p>The Committee noted that the unprecedented number of applications meant there was little risk associated with 1.7 [Ineffective promotion of 14–19 offer reduces participation] and the availability of sufficient literacy and numeracy support had reduced the likelihood of 2.12 [Volume of on-programme learning support in the full-time provision is not adequate for 09/10].</p> <p>The Committee received and noted the Risk Register Review: Key Corporate Risks 1 and 2.</p>		
8	L&A/26/08-9 Parental Involvement Report	<p>The report provided the findings from an audit of CRC practices for involving parents and carers in their children’s learning.</p> <p>The audit demonstrated that there were different degrees of parental involvement across the College and the progress reports provided to parents were not consistent. Governors noted that the new Curriculum Management Tool would assist in providing consistent reporting.</p> <p>Governors asked about—</p> <ul style="list-style-type: none"> • child protection issues • procedures when a learner is on a child protection register • impact of raising the age of participation. <p>The Committee received the Parental Involvement Report and noted that Anne Kent would be provided with additional information on child protection issues and report back to the Committee.</p>	AK/CS	11 Nov 2009

