

**Minutes of the Learning and Achievement Committee held on Thursday 11 March 2010 at 18.15 hrs in the Principal's Room, Science Park Campus, Cambridge**

**MINUTES OF THE MEETING**

- Present** Anne Kent [Chair], David Adamson [from 6.55 pm to 7.25 pm], Reza Assadi, Rick Dearing [from 6.35 pm], Jill Preston, Vicky Parrett, Daniel Rigby, Anne Ridgeon [until 7.20 pm], and Jamie Easton.
- In attendance** Chris Sherwin, Andrea Chilton
- Clerk** Julia Kennedy

*The agenda was varied to take item 5 after item 3.*

			Action	By
1	Apologies for Absence and Declarations of Interest	Apologies were received from Tony Cooper. There were no declarations of interest.		
2	Minutes of the meeting held on 11 November 2009	The Minutes were agreed to be a true record, with one correction, and signed by the Chair. All items from the Minutes had been actioned.	Clerk	

<p>3</p>	<p><b>L&amp;A/10/09-10 Report from the Director of Learning and Achievement (for information)</b></p>	<p>This new report provided an overview of the key issues relating to learning and achievement within the College, and covered—</p> <ul style="list-style-type: none"> <li>• Structure, roles, and responsibilities within the Directorate</li> <li>• Issues with the 08/09 success rates</li> <li>• Learner Progress Review process</li> <li>• Interim outcomes of the 09/10 Graded Lesson Observation Process.</li> </ul> <p>The restructure had been a priority, would result in significant change, and Governors noted that appropriate guidance and support would be available to staff.</p> <p>Success rates are a key way the College is judged and the good news was the improvement, with some now outstanding. However, a key piece of guidance provided by the LSC was missed. As a result, LSC success rate reports underestimate the true success rate picture for 08/09. As the LSC have refused to update the data, the incorrect data will be included in trend data and it will be four years before the inaccuracy will be overcome.</p> <p>In response to questions about the impact, Chris Sherwin explained that written assurance has been provided that Ofsted inspectors would rely on the accurate data. Flyers would be printed for Open Day to offset any negative impact with school-leavers and parents. An appeal against the LSC's decision not to accept the updates has been lodged with the Information Authority.</p> <p>The new Learner Progress Review process was expected to have a positive impact; interim Learner Observations grades demonstrated much improved practice. The students present at the meeting confirmed that teaching was good although feedback at the Student Liaison Committee was that some inconsistency remained. Chris Sherwin confirmed that the views of learners, learner observation grades and success rates need all to be considered to provide the overall picture.</p> <p>The Committee <b>received</b> and <b>noted</b> the report.</p>		
<p>4</p>	<p><b>L&amp;A/11/09-10 Annual Equality &amp; Diversity Report (for approval)</b></p>	<p>This report was the first in the format based on the guidance provided by the Equality and Human Rights Commission and had been reviewed by an external consultant. The development plan was a work in progress.</p>		

		<p>In answer to Governors' questions about the development plan and student involvement, there were plans to involve the E&amp;D Officer of the Student Union. Governors also asked about community cohesion, and the relative success rates of white learners and black minority groups.</p> <p>The Committee approved the report, <b>recommended</b> the report to the Corporation, and noted that a named Governor for E&amp;D would be sought.</p>	AC	31 March 2010
5	<p><b>L&amp;A/12/09-10 College Performance Report, Spring Term Update 2009/10 (for approval)</b></p>	<p><i>In relation to the Appendices to the Performance Report, the Committee noted they could be provided electronically on request.</i></p> <p>This paper provided the Spring Term update and asked the Committee to consider whether the College has achieved the relevant 08/09 and 09/10 milestones against the strategic objectives in the 2007/10 strategic plan.</p> <p>Chris Sherwin identified that the good news was that the success rates have improved. Problems with data management of Individual Learner Records meant that targets in the Strategic &amp; Development Plan appear not to have been met but the corrected data [page 9] provides results closer to the targets. Gold Stars included 93% success rate on Train to Gain and outstanding timely framework achievements for apprentices.</p> <p>Minimum Levels of Performance show an improving three-year trends across every category and the weighted success rates are higher: these include additionalities – small qualifications taken alongside a full-time learner's main programme, for example, English, Maths, ICT, First Aid, Coaching.</p> <p>Governors asked about—</p> <ul style="list-style-type: none"> <li>• additionalities and their value</li> <li>• whether CRC is seeking input from employers in curriculum development</li> <li>• attendance rates and whether lateness was included.</li> </ul> <p>The draft outcomes of the 08/09 Self Assessment were included [pages 30/32]. Movements within grades were not shown and improvements have been made in Construction and in Catering, Hair &amp; Beauty, which are close to moving up a grade.</p>		

		The Committee <b>received</b> , <b>noted</b> and <b>approved</b> the Spring Term update to the College Performance Report for 2009/10. The Committee <b>recommended</b> that the Corporation note the College has performed well against the relevant 08/09 and 09/10 milestones of the 2007/10 Strategic Plan and <b>noted</b> that, despite problems with the data, actual success rates are good and improving.		
6	<b>L&amp;A/13/09-10 Annual Destinations/Reasons for Withdrawal Report – with 3-year Trends (for information)</b>	<p><i>This information is included in the performance report but a separate report is provided annually in accordance with the Provider Financial Assurance team’s recommendation at the time of the last Ofsted inspection.</i></p> <p>The report provided the Committee with the—</p> <ul style="list-style-type: none"> <li>• level of withdrawals for full-time courses in 2008/09 and the three-year trend in withdrawals</li> <li>• destinations of full-time learners in 2008/09 and the three-year trend.</li> </ul> <p>There are very high levels of positive destinations of full-time learners completing courses at the College, and a significant increase in the numbers of learners progressing within the College. Overall levels of withdrawal from full-time courses are satisfactory and declining. In areas where withdrawal rates are relatively high, these reflect staffing issues that have now generally been addressed.</p> <p>The Committee <b>received</b> and <b>noted</b> the Annual Report on Destinations and Reasons for Withdrawal for Full-Time Learners.</p>		
7	<b>L&amp;A/14/09-10 Self Evaluation and Student Submission for QAA Summative Review (for information)</b>	<p>This paper provided the Committee with the evaluation of ARU-accredited HE provision. The evaluation team, who assessed how well CRC delivered the foundation degree programmes, were complementary and endorsed the continuation of the strategic relationship with ARU. Two recommendations were made – primarily around the infrastructure to quality assure HE provision.</p> <p>The Committee was asked, given the limited size and nature of the College’s provision, whether they considered it necessary to undertake more detailed scrutiny of HE provision.</p> <p>The Committee <b>received</b> and <b>noted</b> the results of the evaluation. The Committee <b>noted</b> that the HE was incorporated into the termly performance report. The Committee <b>resolved</b> that it would not routinely consider HE provision separately and requested that any further HE reporting is exception-based.</p>	AC	

8	<b>L&amp;A/15/09-10 Manor Community College: Trust Status Application (for decision)</b>	<p>The paper reviewed the request for CRC to be a Trust Partner and supporter of the Manor Community College Foundation and Trust. Policy has been to decline requests, mainly because of the work load and the need to maintain equitable relationships with all schools. On this occasion the Principal recommended accepting the invitation. The reasons included the fact that the school is in the locality of the College, and the focus of the Trust on raising attainment and student aspiration in the local area – which is central to CRC’s mission.</p> <p>Governors queried the financial implications and the possibility of more local employer partners, particularly from the neighbouring Science Park.</p> <p>The Committee <b>recommended</b> to the Corporation that CRC accepts the invitation to be a Trust Partner. The Committee <b>noted</b> that Rick Dearing would encourage the Manor Community College to seek further Trust Partners from amongst local and high-tech employers such as those on the Science Park.</p>	RD	24 March 2010
9	<b>L&amp;A/16/09-10 Managing Risks – Risk Register Review: Key Corporate Risk 1 (for discussion)</b>	<p>This paper provides a progress report on the management and mitigation of risks that are within the Committee’s remit. Key Corporate Risks 1 and 2 from the Key Corporate Risk Register had been updated to take account of—</p> <ul style="list-style-type: none"> <li>• Challenges in achieving the Adult Learner responsive recruitment target</li> <li>• Continued impact of the recession in achieving the Work Based Learning contract: although there was a history of achievement, recruitment was slowing down</li> <li>• Consequent change to red of the overall risk relating to attracting and retaining students.</li> </ul> <p>The Committee <b>received</b> and <b>noted</b> the Risk Register Review: Key Corporate Risks 1 and 2.</p>		
10	<b>L&amp;A/17/09-10 Good News Items Regarding Learner Achievement (for information)</b>	<p>This paper provides information on staff and students who have made exceptional or unusual achievements. The Committee received the Good News Items, and resolved that letters are prepared to congratulate—</p> <ul style="list-style-type: none"> <li>• Richard Douglas [City &amp; Guilds Medal for Excellence Highly Commended Award] for relevant staff</li> <li>• Jessica Yerrell won Star Radio competition to write a script for a road safety advert</li> <li>• Katy Wright, selected as a competitor in the UK Squad team to represent the</li> </ul>		

