

**Minutes of the Learning and Achievement Committee held on Wednesday 12 November 2008 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. A presentation on the Foundation Learning Tier was provided by David Golding, Academy Manager – Supportive Education & Initial Studies, and a presentation on Key Skills to Functional Skills: issues and challenges by Kathy Bowles, Curriculum Quality Manager Skills for Life. The handouts from the presentation are filed with these minutes.*

**MINUTES OF THE MEETING**

**Present** Tony Cooper (Chair), David Adamson, Reza Assadi, Rick Dearing, Anne Kent, Jill Preston, Vicky Parrett and Aaron Cook

**In attendance** Chris Sherwin, Andrea Chilton

**Clerk** Julia Kennedy

			<b>Action</b>	<b>By</b>
<b>1</b>	Apologies for Absence and Declarations of Interest	Apologies were received from Mary Abbot. Mina Jesa was unable to be there. There were no declarations of interest.	Clerk	
<b>2</b>	Minutes of the meeting held on 18 June 2008	The Minutes were agreed to be a true record and signed by the Chair. All items from the Minutes have been actioned.	Chair	12.11.08.
<b>3</b>	<b>L&amp;A/01/08-9 L&amp;A/02/08-9 Learning &amp; Achievement Performance Report: Autumn Term 2008 Update</b>	<i>David Adamson arrived during this item at 5.30 pm.</i>  A revised version of the Autumn Term Update, with the coloured flags corrected, was tabled. Governors noted that all the scores have been maintained or improved. The report is set out against each Key Question in the Common Inspection Framework. Chris Sherwin and Andrea Chilton summarised different aspects of the report.		

		<p>Governors noted the apprenticeships and advanced apprenticeships success rates demonstrate an overall improvement. Tenders for apprenticeships where the MLOP was not reached were not successful, but it is anticipated the tender for Motor Vehicle apprenticeship will be successful for 2009/10.</p> <p>Student feedback from Academy Boards is generally very positive but there remains some poor behaviour on the buses. Because the number of complaints has declined, personal liaison complaints, which mainly relate to one incident, represent a higher proportion of overall complaints. Ofsted confirmed that at attendance, which has improved, is close to the national average.</p> <p>Governors asked about the costs of enrolment in some curriculum areas being higher than students anticipated, about the availability of hardship funding, the future of the EMA, and the how the issue might be addressed.</p> <p>In relation to Key Question 2, a full report will be provided to the spring meeting on the quality of teaching and learning and the suitability and rigour of assessment.</p> <p>Following confirmation from Ofsted, Key Question 3 is rated as outstanding grade 1. There is a further improvement in the success rates for Work Based Learning [WBL] and both overall and timely success rates [achieving the framework in the time] have improved.</p> <p>Governors discussed—</p> <ul style="list-style-type: none"> <li>• recruitment and noted it is getting easier to fill vacancies, good induction is provided, and HR had a stand at the Open Day</li> <li>• staff development.</li> </ul> <p>The College will not be subject to an annual monitoring visit as it is considered low risk. Progress against the post-inspection plan is good although some challenges remain in the functional skills area.</p> <p>The Committee <b>received</b> and <b>noted</b> the Autumn Term Update and <b>recommended</b> that Corporation note the progress against Strategic Aim 1, Strategic Aim 2, and Strategic Aim 4 as set out in the paper.</p> <p><i>Reza Assadi left the meeting at 6.15 pm.</i></p>		
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4	<b>L&amp;A/03/08-9 Final Learning and Achievement Performance Report 2007/8</b>	<p>Reports on aspects of performance in Learning and Achievement are presented to the Committee at each meeting. This paper collates the termly performance reports in relation to Learning and Achievement for 2007/08. It is provided to Members to use as comparative reference information with the 2008/09 reports as they are distributed.</p> <p>The Committee <b>received</b> and <b>noted</b> the Final Learning and Achievement Performance Report for 2007/08.</p>		
5	<b>L&amp;A/04/08-9 OfSTED College Performance Report for 2006/7</b>	<p>Ofsted College Performance Reports are published well after the end of the academic year to which they relate. This report is for the 2006/07 year and actions arising from the report have already been incorporated in planning documents.</p> <p>The Committee <b>received</b> the OfSTED Summary College Performance Report for 2006/07. The Committee <b>noted</b> that the performance features identified in the report reflect performance reporting already provided to the Committee and the Corporation for the 2006/07 year.</p>		
6	<b>L&amp;A/05/08-9 Integrated Quality Enhancement &amp; Review by the Quality Assurance Agency</b>	<p>This paper provides information about a forthcoming visit from the Quality Assurance Agency [QAA], the inspecting body for Higher Education. The College provides a small range of HE, under “franchise” to Universities, which is subject to review by the QAA on behalf of the Department for Innovation, Universities and Skills. The review, Integrated Quality Enhancement and Review [IQER] is intended to be supportive and is a two-staged process. The developmental engagement [DE] will take place in February 2009 and summative review [SR] which will follow about a year or so later. An update will be provided to the next meeting.</p> <p>Governors asked about HE provision: a HE strategy is being developed, which will be informed by discussions with ARU and other potential partners.</p> <p>The Committee <b>received</b> the paper on the Integrated Quality Enhancement and Review. The Committee <b>noted</b> that further information on the HE strategy will be circulated to the Committee in December and a paper brought to the Away Day in January.</p>	CS	

7	<p><b>L&amp;A/06/08-9 Managing Risks – Key Corporate Risks 1 and 2</b></p>	<p>A revised approach to monitoring risk, focusing on 9 Key Corporate Risks, was approved at Corporation in December 2007. In line with this the College was given consideration to the role of Committees in fulfilling the Corporation’s role in relation to risk management— determining risk appetite, reviewing risks, and seeking assurance that risk management practices are appropriate.</p> <p>Proposals will be brought to the Corporation in December about the way that the Corporation might delegate its responsibilities in relation to Risk. The proposals will recommend a summary report is provided to the Learning and Achievement in relation to the Key Corporate Risks 1 and 2 [Attract, retain, progress and satisfy all types of student, and Improve the quality of teaching, the curriculum, and support for learners.]</p> <p>Governors considered whether they could make a decision about their role and the proposed reporting arrangements without Corporation approval of the framework.</p> <p>The Committee <b>determined</b>, subject to approval from the Corporation, that it would receive a summary report on a regular basis in relation to Key Corporate Risks 1 and 2.</p> <p><i>Vicky Parret left the meeting at 6.30 pm.</i></p>	AC	
8	<p><b>OfSTED Thematic Inspection: Social Responsibility and Community Cohesion</b></p>	<p>The thematic inspection had taken place the previous day: the purpose was to review present practice to provide a baseline for the future. Future Ofsted inspections are likely to give greater focus to social inclusion and community cohesion.</p> <p>Chris Sherwin tabled feedback that identified 5 strengths. The Inspector was particularly impressed with the multi faith chaplaincy and its achievement will recommend that the College’s multi faith chaplaincy is used as a case study in the Ofsted report, both for Cambridgeshire and in the national report.</p> <p>The Student Governor confirmed the Inspector’s findings in relation to the strong corporate focus on the promotion of equality and diversity issues.</p> <p>The Committee <b>received</b> the report, <b>recommended</b> it to the Corporation and <b>determined</b> that the Chair sends a letter of congratulation to the Multi Faith Chaplain.</p>	CS	

9	<b>L&amp;A/07/08-9 Annual Report to the Corporation from the Learning &amp; Achievement Committee</b>	<p>This report summarises the Committee's work for the academic year, confirms that the Committee fulfilled its terms of reference, and reassures the Corporation that good progress has been made in most of the 07/08 targets in the Strategic and Development Plan relating to teaching and learning.</p> <p>The Committee <b>approved</b> the Annual Report and <b>recommended</b> it to the Corporation.</p>	CS	
10	<b>L&amp;A/08/08-9 Review of Terms of Reference, Membership and Operation of the Learning &amp; Achievement Committee</b>	<p>To date the terms of reference have been reviewed annually at the first meeting of the Committee in the academic year. In order to align with Corporation consideration of committee membership, it is proposed that the terms of reference are reviewed in the summer term.</p> <p>Governors agreed that the terms of reference should be amended to include Committee monitoring of policies and procedures relating to ECM. The Committee discussed whether monitoring of social inclusion and community cohesion should also be incorporated and noted that, as it is beyond the [curriculum] remit of this Committee, how it is monitored must be the decision of the Corporation.</p> <p>The Committee <b>approved</b> the terms of reference, subject to the inclusion of ECM, and <b>recommended</b> them to the Corporation.</p>	CS	
11	<b>L&amp;A/09/08-9 Good News Items regarding Learner Achievement</b>	<p>This paper provides information on staff and students who have made exceptional or unusual achievements to assist Governors to know the College and its students.</p> <p>The Committee received the Good New Items, noted that two of the four Beacon Award bids were shortlisted, and that the College is being featured at the AoC conference and filming will take place this week.</p> <p>The Committee <b>received</b> and <b>noted</b> the Good News Items.</p>		
12	<b>Evaluation of the Meeting Against Key Question 5 of the Revised Common Inspection Framework</b>	<p>In order to evaluate the meeting and identify any changes necessary to maintain the effectiveness of the Committee, the Chair asked the following questions—</p> <ul style="list-style-type: none"> <li>• Were the agenda and papers clearly presented?</li> <li>• Was there time for sufficient debate and critical review of each item?</li> <li>• Do members consider that they were able to participate fully?</li> </ul>		

