

**Minutes of the Learning and Achievement Committee held on Tuesday 14 June 2011 at 17.15 hrs
in Room B109, Science Park Campus, Cambridge**

MINUTES OF THE MEETING

Present Tony Cooper, Anne Constantine, David Adamson, Reza Assadi, Jamie Easton, Anne Kent, Vicky Parrett, Jill Preston and Anne Ridgeon

In attendance Chris Sherwin

Clerk Julia Kennedy

The meeting was preceded by a Governor Training Session on Apprenticeship Delivery at CRC presented by Laraine Moody, Assistant Principal Employment & Skills.

			Action	By
1	Apologies for absence and declarations of interest	There were no apologies for absence. Tony Cooper declared an interest in consideration of item 5, Managing Risks.		
2	Minutes of the meeting held on 2 March 2011	The Minutes of the meeting held on 2 March 2011 were approved and signed by the Chair as a true record. <u>Matters arising</u> <ul style="list-style-type: none"> • Agenda item 3 Report from the Director of Learning & Achievement: Governors noted that the cuts were not as bad as feared and further information was provided in the current report from Chris Sherwin. • Agenda item 4 College Performance Report, Spring term update: a report on bullying was in hand but not completed. • Agenda item 5 Annual Report in Destinations and Reasons for Withdrawal: due in Spring 2012 	Clerk	

		<ul style="list-style-type: none"> Agenda item 8 Managing Risk: the Principal tabled a revised Risk Appetite Statement [<u>see</u> item 5]. 		
3	L&A/19/10-11 Report from the Director of Learning and Achievement	<p>The report updated the Committee on key current issues not covered in other agenda items and, where necessary, sought approvals.</p> <p><u>AS Maths as an additional qualification</u>: The College wished to re-introduce AS and A2 Maths provision as an additional qualification alongside specific BTEC programmes, where learners' progression was being hampered by the non-availability of the qualification.</p> <p>Governors asked for confirmation that this was related to a specific requirement for A level Maths and in response to student needs – and not an additional requirement that could deter some students. It was intended to avoid disadvantaging a specific cohort in their application for higher education.</p> <p>The Committee strongly recommended to Corporation that A2 and AS Maths provision be re-introduced into the College's curriculum as an additional qualification for specific courses. The Committee also recommended approval in principle that A levels may be offered to enhance certain courses and to support applications for university entrance.</p> <p><u>Update on the Deakin Centre</u> The Centre was on target for completion in January. It had been funded as a flagship centre of excellence for the delivery of new diplomas but the change in government policy options were being considered for the use of the building. One option was as a base site for a new UTC and, in the shorter term to locate part of Health & Social Care provision there.</p> <p>Governors commented on the significant commercial value of the site, but noted that funds were provided for educational use and any application for change of use would be complex. Governors also asked about the UTC proposal.</p> <p>The Committee noted the changing plans for the use of the Deakin Centre and that further information on the UTC proposal would be brought to the next meeting of the Corporation.</p>	CS	13 July 2011

		<p><u>Curriculum VGSM</u> A vision for the College's curriculum for the period to 2015 has been developed in VGSM format [Vision Goals Strategy Measures].</p> <p>The Committee approved the Curriculum VGSM and recommended it to the Corporation.</p> <p><u>Proposed Target Success Rates and Self Assessment Grades</u> Governors discussed the extent to which the success rates needed to be challenging and achievable. Governors asked whether there was any link with remuneration, and Anne confirmed there was no performance pay scheme in place.</p> <p>The Committee approved the proposed three-year success rate and self assessment grade targets and recommended them to the Corporation.</p>	CS	13 July 2011
4	<p>L&A/20/10-11 College Performance Report, Summer Term Update 2010/11</p>	<p>Chris reported that the apprenticeship success rate trend was declining, which reflected the economic situation. Governors asked about the impact of incorrect submission of data on the success rates, which would have been more positive with correct data and noted that the team had been restructured and plans to move to one data system brought forward.</p> <p>Improve Learner Engagement and Stakeholder Satisfaction was the one area that remained rated as amber. The main focus of discussion was around the impact of the mock inspection. Care Guidance and Support had received good feedback but more work was needed to embed E&D. Reza identified that the mock inspection feedback was taken quite positively in Engineering. Governors asked about feeling safe and noted the importance of CRB checking. Students had provided some negative feedback to inspectors about the buses.</p> <p>Governors also asked about International, the quality of overseas provision, and noted that a programme of observations was undertaken.</p> <p>The Committee received the Summer Term Update of the College performance Report for 2010/11 and noted progress against the milestones in the strategic plan as set out in the report.</p> <p>The Committee approved the draft VGSM for Marketing and recommended it to the Corporation.</p>	CS	13 July 2011

5	<p>L&A/21/10-11 Managing Risks – Risk Register Review: Key Corporate Risk 1</p>	<p>This paper provided Governors with a progress report on the management and mitigation of risks relating to the Committee’s terms of reference. Governors noted that the format of the Risk Register was under review.</p> <p>Governors considered the relative significance of risks and whether a reasonable view of reality was provided, and asked whether there could be further risks arising from government policy changes – in the context of the wider issues across the sector of increasing competition from schools moving to academy status. There were particular issues affecting the stated aims of Cambridge Area Partnership [CAP] with individual institutions needing to attract learners from decreasing pool.</p> <p>Governors asked about the probability where risks were rated red, and asked whether any had moved in the wrong direction. One change was that the risk associated with inspection results had been moved to an amber flag but Governors noted this could be reversed after the SAR.</p> <p>The Committee approved the Risk Register Review of Key Corporate Risk 1, recommended to the Corporation the flags represent the relative significance of risks relating to learner recruitment, outcomes, and progression at the College. The Committee noted that the register would be provided in a different format at the next meeting.</p> <p>The Principal tabled the revised Risk Appetite Statement and, after some discussion, the Committee approved the statement.</p>	<p>CS</p> <p>AC</p>	<p>13 July 2011</p>
6	<p>L&A/22/10-11 Mock Inspection Outcomes, including update on progress against the Post Inspection Action Plan (<i>for information</i>)</p>	<p>This paper provided information on the outcomes of the recent mock inspection and on progress against areas for improvement identified at the last Ofsted Inspection.</p> <p>The Inspection took place on 16 May 2011 and generally endorsed the judgements in the SAR although there were one or two areas where that was not the case. Equality & Diversity was one, where Inspectors found that behaviour did not support the grade. The declining trend in apprenticeships’ success rates meant that Learner Responsive provision was rated satisfactory by Inspectors – the average rate of improvement in the sector has been even higher than the significant improvements in CRC success rates.</p> <p>The mock inspection had provided a useful list of recommendations. In particular</p>		

		<p>a sharper focus on assessment was recommended. Governors asked about the impact on the learners of the higher expectations of staff.</p> <p>The Committee received the Mock inspection Outcomes and noted that CRC was making good judgements about its own performance. The Committee also noted the progress against the Post Inspection Action Plan.</p>		
7	L&A/23/10-11 Quality Strategy	<p>The paper updated the Committee on the review of the Quality Strategy and presented the Quality VGSM.</p> <p>Anne reported that she had not been happy with the arrangements and, as a result of the review, a single quality team would cover both quality improvement and quality assurance. The mock inspection had confirmed that it was the right move. Some of the beneficial links with the quality leaders in the Directorate of Learning & Achievement would be retained. Full implementation had been delayed as one manager was seriously ill and, in response to Governors' concerns about cover, Anne explained that interim arrangements were being put in place.</p> <p>The Committee endorsed the new arrangements, and approved the VGSM on Quality.</p>	Principal	
8	L&A/24/10-11 Terms of Reference of the Learning & Achievement Committee	<p>The Terms of Reference are reviewed annually.</p> <p>The Committee approved the Terms of Reference and recommended them to Corporation without amendment.</p>	Clerk	13 July 2011
9	L&A/25/10-11 Draft Workplan 2011/12 for Committee and Training Plan for 2011/12	<p>The Workplan was based on the plan for 2010/11. Reports had sometimes been found complex by Governors and steps had been taken to address that. The Training Sessions covered areas where the Committee had not had an update for a while. Performance reporting would be against the targets in the VGSMs instead of the Strategic Plan – Governors asked whether staff and students understand the role of the VGSM.</p> <p>The Committee approved the Draft Workplan 2011/12 for Committee and Training Plan for 2011/12.</p>	Clerk/CS	
10	L&A/26/10-11 Good News Items regarding Learner	<p>This paper provided information on staff and students who have exceptional or unusual achievements. The Chair noted that more good news than usual and recommended spending some time on it. Achievements included—</p>		

	Achievement	<ul style="list-style-type: none"> • Students took both 1st and 3rd prize at the regional heats of the Media Make-up UK Skills competition • A former CRC student took the Young Pub Chef of the Year and been appointed to a job at Dorchester. • Good placings were achieved in regional beauty competitions. • Travel and Tourism held an employer day and job offers were made to students on the day • A new Football Academy has been set up with Southend United Football Club. <p>Governors noted their appreciation of the students' achievements and the staff that made it possible and asked the use of the stories in PR.</p> <p>The Committee received the report on Good News Items and requested that letters of congratulations are sent.</p>	CS/Clerk	As soon as practicable
11	Evaluation of the meeting against Aspect C of the Revised Common Inspection Framework:	<p>In order to identify any changes necessary to maintain the effectiveness of the Committee, the Chair asked the following questions—</p> <ul style="list-style-type: none"> • Were the agenda and papers clearly presented? • Was there time for sufficient debate and critical review of each item? • Do members consider that they were able to participate fully? <p>The Committee confirmed the agenda and papers were clearly presented and that they were able to fully participate. They considered that the complexity of the matters considered meant that it was more difficult to assess whether there had been sufficient time for debate and critical review.</p> <p>Governors also discussed the impact of the Committee: there were occasions when the Committee requested analysis that had proved useful and that would otherwise not have been done. Governors had a close and positive relationship with the SMT who were good at providing the information needed to enable Governors to be effective in their role of “critical friend” and, in the context of the Good News Stories, the Governors positive feedback to staff was valuable.</p> <p>In considering whether any changes were needed to maintain effectiveness of the Committee, Governors confirmed the value of the Director’s report in providing an overview and a briefing on last minute items and agreed that the Committee makes at least one agenda suggestion for the Away Day each year:</p>	Clerk	Autumn Term

11	Date and time of next meeting	The next meeting was scheduled for Wednesday 23 November 2011 at 5.15 pm with a Governor briefing at 4.30 p.m.		
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The Meeting ended at 6.52.pm.

Signed

Chair of the Learning and Achievement Committee