

Minutes of the Learning and Achievement Committee held on Wednesday 14 November 2007 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—

- Improving Teaching and Learning at CRC by Laurence Wells, Associate Principal/ Head of Learning & Curriculum Development
- IAG Processes for Full Time Applicants (Applications, Welcome Events, Taster Days, joining the College) by Jackie Cannell, Head of Learner Engagement & Support

Chris Sherwin tabled an update that offered congratulations to the teacher training team on the first part of a three part inspection of teacher training (delivered through Anglia Ruskin University) and summarised feedback from parents on the admissions processes for 16–18 learners.

MINUTES OF THE MEETING

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

In attendance Chris Sherwin, Andrea Chilton

Clerk Julia Kennedy

*The Chair welcomed Andrea Chilton, Vice Principal Quality to her first meeting of the Committee.
The order of agenda items was varied to take items 5 and 6 after item 2 and before item 3.*

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1	Apologies for Absence and Declarations of Interest	Apologies were received from Mary Abbott and Zoe Hellewell. There were no declarations of interest.	Clerk	14.11.07.
2	Minutes of the meeting held on 26 June 2007	a. The Minutes were agreed to be a true record and signed by the Chair. b. The Committee asked that the Minutes are circulated once they are agreed by the Chair.	Chair Clerk	14.11.07. Immediate effect

		<i>Chris Sherwin left the room and David Adamson joined the meeting. The time was 5.25 pm. Chris Sherwin was absent for agenda item 5 only, which was taken immediately after agenda item 2.</i>		
3	L&A/01/07-08 Learning and Achievement Committee Annual Report	<p>This report—</p> <ul style="list-style-type: none"> • summarises progress made in meeting the 05/06 targets in the Strategic and Development Plan relating to teaching and learning • demonstrates that good progress has been in meeting most targets • confirms the Committee adequately met its responsibilities in the 06/07 academic year. <p>The annual report was introduced last year in line with the practice of other committees. The report demonstrates the Committee adhered to its terms of reference, completed its work plan (with two exceptions), made appropriate recommendations to Corporation in relation to progress in 06/07 and targets for 07/08, impacted positively in raising achievement and supporting learners, and continued to improve its operational effectiveness and its reporting formats. The two items not completed were the review of the Ofsted College Performance Report 05/06 (not received in the 06/07 academic year) and of the Annual Destinations Report 05/06, which will be brought to the next meeting of the Committee.</p> <p>The Committee APPROVED the report and RECOMMENDED it to Corporation.</p>	Chair/CS	4.12.07.
4	L&A/02/07-08 Review of Terms of Reference, membership and operation of the Learning & Achievement Committee	<p>The Terms of Reference were reviewed and approved by the Corporation on 11 July 2007. Amendment to objective (x) is proposed to incorporate policies and procedures relating to Child Protection, Race Relations, and Disability Discrimination to reflect the Corporation's Work Plan.</p> <p>Governors also discussed objective (vi), the importance of reviewing human and physical resources, and the frequency of reporting. In addition, Governors wish to be alerted to the priorities for staff development.</p> <p>The Committee AGREED that it requires two reports each year to include a full report in the Summer Term when Corporation considers the financial strategy for the coming year. This report is to cover the impact of physical resources on teaching quality and any associated risks.</p>	CS	

		The Committee RECOMMENDED the Terms of Reference as amended to the Corporation.	Clerk	4.12.07.
5	L&A/03/07-08 Child Protection Policy: a review of implementation	<p>This annual review updates the Committee on referrals under the CRC Child and Vulnerable Adult Protection Policy and Procedure and assures the Committee that the Policy and Procedure enables staff to effectively deal with referrals.</p> <p>Governors asked about the impact assessment, which is currently an internal process. There are two designated Child Protection Officers, with protocols in place to cover their absence from the College, and a nominated Governor. Child protection is incorporated into staff induction training, and awareness training is provided to Governors.</p> <p>Governors asked about procedures, whether the information coming through has improved, the requirement for institutions to keep a log, equality and diversity, and the need for extremism to be considered.</p> <p>The Committee RECOMMENDED to the Corporation that—</p> <ul style="list-style-type: none"> • the policy and procedure to deal with Child and Vulnerable Adult protection situations are appropriate • the policy and procedure are being adequately implemented. 	CS/Chair	
6	L&A/04/06-07 Draft Learner Involvement Strategy	<p>This paper from Andrea Chilton introduces the Draft Learner Involvement Strategy. The LSC requires colleges to have a strategy in place from September 2007 to involve learners in the design and delivery of programmes and the draft strategy and to enhance communication with the student body. The draft strategy is based on the LSC guidance. A base line review provided the foundation of the action plan that includes—</p> <ul style="list-style-type: none"> • focused attention on improving communication and learner representation: the College very well placed to do this with course student representatives who are provided with formal training and the opportunity to strive for a V Award • Student Focus Groups: to tackle particular issues across academies • a new initiative to have informal meetings with students 		

		<ul style="list-style-type: none"> • review of the impact of the strategy after one year. <p>Governors were pleased to note that over 100 student representatives have attended initial training. Governors asked about the strategies in place for gaining student feedback. They also asked about the process for obtaining feedback on the strategy. Governors discussed the wider issue of how Governors might interact with student representatives. There is a Student Governor and a Student Observer at Corporation and two Governors were invited to the first meeting of the Student Liaison Committee, which will meet termly. It was agreed that two Governors will attend each meeting if possible.</p> <p>The Committee RECOMMENDED the draft Learner Involvement Strategy to the Corporation and AGREED that at least one Governor would attend future meetings of the Student Liaison Committee. Governors will be invited once the meeting dates are settled.</p>	Chair/CS	
7	L&A/05/07-8 Final College Performance Report for 06/07	<p>This report provides the Committee with information on performance in Learning and Achievement in 06/07, a summary of the academic year, and covers the key issues arising in the Ofsted College Performance Report for 05/06. Appendix 1 is the final College Performance Report for 06/07, Appendix 2 is the relevant appendices, and Appendix 3 is the Summary Ofsted College Performance Report for 05/06. The Ofsted report was made available in September 2007. It provides useful year on year references.</p> <p>The Committee RECEIVED and NOTED the Final College Performance Report for 06/07.</p>		
8	L&A/06/07-8 College Performance Report, Autumn Update for 07/08	<p>This paper provides the Committee with the Autumn Term update to the College Performance Report 07/08 to enable consideration of whether the College has achieved the 07/08 milestones against strategic objectives.</p> <p>Governors were pleased that this is the first time there is no red flag. Appendix 14, the Annual Report on the Adequacy and Suitability of Staffing to Support Teaching and Learning, has slipped backwards in rating: in certain areas of the College there are difficulties filling posts and some long term staff absences.</p>		

		<p>Governors asked about—</p> <ul style="list-style-type: none"> • the trend in vacancies: currently vacancies result from growth through contracts and some reshaping • turnover which is 16% against a sector average of 18%: currently there are 40 posts vacant • areas that are difficult to fill: these include construction, key skills, managers, and hair & beauty • recruitment advertising and the use of agencies and the cost • whether proper financial provision is made for staff turnover • whether recruitment should be extended outside the UK and what other modifications might be made to the present recruitment policy • whether the Committee should review exit interviews. <p>The Principal explained the steps being taken, the range of benefits available to staff, and that other benefits were being considered. Health care, for example, helps with staff retention and with early return to work after sickness. The support provided to those new to teaching has reduced the turnover in areas such as construction.</p> <p>Chris Sherwin alerted the Committee to an issue relating to minimum levels of performance on WBL. Although there are improvements in performance, the LSC yardstick has changed and competitive tendering means those courses could be lost. She will provide an interim update before the next meeting if need be.</p> <p>Governors were pleased about the survey of parents which proved useful. The positive feedback has been passed on to staff.</p> <p>The Committee RECEIVED and NOTED the College Performance Report Autumn Update for 07/08.</p> <p><i>Mina Jesa left the meeting during this agenda item at 6.35 pm.</i></p>		
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9	L&A/07/07-8 Good News Items regarding Learner Achievement	<p>The purpose of this item is to assist Governors keep up-to-date with the College by identifying staff and students who have exceptional or unusual achievements. Construction student achievements and the sustainability pilot in the Academy of Construction were included in the report, and Governors noted that the SmartLife project continues to gain good publicity.</p> <p>The Committee AGREED that these achievements are to be brought to the attention of Corporation.</p>	Chair/CS	
10	Evaluation of the Meeting Against Key Question 5 of the Revised Common Inspection Framework	<p>10.1 Assessment of performance against targets explored at the meeting: performance is considered good against the targets.</p> <p>10.2 Recommendations to Corporation: Corporation will be asked to note the views of the Committee on the—</p> <ul style="list-style-type: none"> ○ importance of physical resources and staffing ○ performance in relation to WBL ○ the College Performance Update, including <ul style="list-style-type: none"> ○ the success of the teacher training team (in the inspection of teacher training delivered through Anglia Ruskin University) ○ feedback from parents on the admissions processes for 16–18 learners ○ the exceptional results achieved in Key Skills for 2006/07. <p>10.3 Evaluation of the meeting and identification of any changes necessary to maintain the effectiveness of the Committee: the Committee agreed that the performance reports are providing an excellent picture of progress over time.</p>		
11	Date and time of next meeting	The next meeting was scheduled for Wednesday 27 February 2008. The Chair requested that the meeting is rescheduled to Wednesday 20 February 2008. There will be Governor training prior to this meeting at 4.30 p.m.	Clerk	
12	Any other business	12.1 The Chair conveyed the thanks of the former Chair to the Committee and to Chris Sherwin.		

