

Minutes of the Learning and Achievement Committee held on Wednesday 18 June 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 by Laurence Wells, Associate Principal/ Head of Learning & Curriculum Development— Update on the Specialised Diplomas and their implications for CRC. The handout from the presentation is filed with these minutes.

MINUTES OF THE MEETING

- Present** Tony Cooper (Chair), Mary Abbot, David Adamson, Reza Assadi, Rick Dearing, Anne Kent, Jill Preston, Mina Jesa [from 6.25 pm]
- In attendance** Chris Sherwin, Andrea Chilton
- Clerk** Julia Kennedy

			Action	By
1	Apologies for Absence and Declarations of Interest	Apologies were received from Zoe Hellewell. There were no declarations of interest.	Clerk	
2	Minutes of the meeting held on 18 February 2008	The Minutes were agreed to be a true record and signed by the Chair. The Committee agreed that all action points had been dealt with.	Chair	18.06.08.
3	L&A/12/07-8 Inspection Report and Post Inspection Action Plan	Andrea Chilton explained that while no new issues were identified as a result of inspection, there are a number of actions arising from the findings, which are set out in the post inspection action plan. It is important that these actions are considered in context, for example Item 1 relating to success rates of		

		<p>short courses relates to less than 0.5% results. Some staff development issues have been identified and Governors considered that the extension of the tutorial time to 30 minutes is an excellent response. Governors also considered the Ofsted comments under “Equality of opportunity” (para 25 et seq) and whether there should be uniform practice across all curriculum areas. Chris Sherwin confirmed there were some “lost opportunities”. It was agreed that Key Skills is an area where the Committee will want to see some focus.</p> <p>The Chair commented that the standard of achievement, which is the focus of this Committee, is the key to the Ofsted overall grade. The Committee congratulated the Principal and his team for the Ofsted result and considered the College can be proud that “Good” was achieved in every inspection area. Governors noted that the post inspection action plan relates only to making improvements at a level of detail. The letter from Ofsted relating to the Inspection of Initial Teacher Training was tabled, which identified a significant number of strengths. The Committee asked that Philip Taylor, the Academy Manager be congratulated.</p> <p>The Committee received the Ofsted Inspection Report and the Post Inspection Action Plan and noted the intended actions.</p>	<p>Chair/CS</p> <p>CS</p>	
4	<p>L&A/13/07-08 Report on progress with Human Resources related activities for the 07/08 academic year</p>	<p>The report from the Head of Human Resources covered—</p> <ul style="list-style-type: none"> • Self Assessment Grade (Grade 2 – Good) • Positive People Management Practices • Developing Staff • Organisation Change • Recruitment & Retention • Sickness Absence. <p>The review report from the Investors in People Assessor was attached.</p> <p>The Principal considered that the report demonstrates that the College has invested money and time in putting the appropriate support structures in place, and provides a balance to the relatively high staff turnover.</p>		

		<p>Governors discussed the need to balance organisational needs with individual development, and for training to be pitched at the appropriate level. In relation to organisational change, an incremental approach has been adopted that takes advantage of opportunities as they arise.</p> <p>The Committee received and noted the report.</p>		
5	L&A/14/07-08 Quality Strategy	<p>The College is required to have a Quality Strategy and it has been developed on 4 principles—</p> <ul style="list-style-type: none"> • robust assurance • effective remedial action • organisational learning/ best practice • quality kite marking. <p>Andrea Chilton explained the intention to use best practice/ benchmarking in structured ways to achieve good practice across the College. The strategy provides a more determined focus to look outwards to bring good practice in, and the College will seek to gain quality kite marks where appropriate to drive up the standard. The strategy sets out the technicalities of implementing the principles and implementation will take account of the resource implications.</p> <p>The Chair emphasised the importance of the outcomes of the strategy. The Committee received and noted the Quality Strategy and recommended it to Corporation.</p>	CS	16.07.08.
6	L&A/15/07-08 Draft Workplan for 2008/09	<p>The draft work plan is based on the previous year and Governors considered it useful to keep the same framework.</p> <p>Governors discussed training—</p> <ul style="list-style-type: none"> • the issues and responsibilities (for the Committee) associated with initiatives such as Every Child Matters • whether more discussion time could be provided • the benefit of forging links with the agenda for meetings particularly around the core business of the College • sharing training with the full Corporation. 		

		The Committee approved the workplan subject to amendments that would provide links to the meetings' agenda.	CS	Autumn term
7	L&A/16/07-8 College Performance Report, Spring Term Update for 07/08	<p><i>Mina Jesa arrived at the beginning of this agenda item at 6.25 pm</i></p> <p>An amended paper was tabled and the Committee noted that all milestones are graded green.</p> <p>Governors asked about the implications in terms of staffing and whether there are any risks. Chris Sherwin confirmed there are recruitment challenges in some specialist areas. The Committee asked about attendance levels and whether there are variations across academies, and discussed student satisfaction and the disappointing outcomes of the on-programme questionnaire. Andrea Chilton explained that results from the student questionnaire and feedback from student liaison committee is not always consistent and there is a need to consider a range of feedback.</p> <p>The Committee received and noted the College Performance Report for the Summer Term.</p> <p><i>David Adamson left the meeting at 6.40 pm.</i></p>		
8	L&A/17/07-8 Good News Items regarding Learner Achievement	<p>The purpose of this item is to assist Governors to keep up-to-date with the College by identifying exceptional achievements of staff and students. Updates are also posted on the website.</p> <p>The Committee received and noted the good news, and that the College has been used as a case study by the Quality Improvement Agency to demonstrate good practice in using Subject Learning Coaches to improve the quality of teaching and learning. The Committee agreed that Steve Gayfer should receive a letter of congratulations from the Chair.</p> <p>The Chair offered thanks and congratulations to Chris Sherwin and the Committee recommended these achievements are brought to the attention of Corporation.</p>	Chair/CS CS	16.07.08.

9	Evaluation of the Meeting Against Key Question 5 of the Revised Common Inspection Framework	<p>8.1 Assessment of performance against targets explored at the meeting: performance is considered good against the targets.</p> <p>8.2 Recommendations to Corporation to include—</p> <ul style="list-style-type: none"> • the Quality Strategy • the College Performance Report demonstrates that the targets set have been achieved • “good news” items. <p>8.3 Evaluation of the meeting and identification of any changes necessary to maintain the effectiveness of the Committee: the Committee wishes to have a Student Governor attend [both Student Governors were invited on this occasion] and, if that is not possible, to have a student from the Student Liaison Committee in attendance. The Clerk will follow up on this. The Chair asked whether the Committee is being sufficiently challenging and discussion followed.</p>	Clerk	Autumn term
10	Additional Agenda Item: Framework for Excellence	Andrea Chilton explained that the Framework for Excellence has been piloted by the LSC with the intention of rolling it out over the 2008/09 academic year. The pilot has identified that the intended operation is flawed and the LSC has deferred publication of the results until the technicalities exposed by pilot have been worked through.		
11	Date and time of next meeting	The next meeting was scheduled for Wednesday 12 November at 5.15 pm with Governor training prior to this meeting at 4.30 p.m.	Clerk	
12	Any other business	There was no other business.		
<p>The meeting closed at 7.00 p.m. Julia Kennedy Clerk to the Corporation</p> <p>SignedChair</p>		<p>Date.....</p>		