

**Minutes of the Learning and Achievement Committee held on Wednesday 2 March 2011 at 16.30 hrs
 in Room B110, Science Park Campus, Cambridge**

MINUTES OF THE MEETING

Present Tony Cooper, Reza Assadi, Jamie Easton, Anne Kent, Vicky Parrett, Anne Ridgeon and Anne Constantine [from 5.20 pm]

In attendance Chris Sherwin

Clerk Julia Kennedy

			Action	By
1	Apologies for absence and declarations of interest	Apologies were received from David Adamson and Jill Preston. Governors noted that Dawn Fisher had resigned as Student Governor. There were no declarations of interest.		
2	Minutes of the meeting held on 29 November 2010	The Minutes of the meeting held on 29 November 2010 were approved and signed by the Chair as a true record.	Clerk	
3	L&A/12/10-11 Report from the Director of Learning and Achievement [for information]	The purpose of the report was to update the Committee on key current issues relating to learning and achievement that were not covered in other agenda items. This report covered the impact of government cuts on CRC and the double impact of the reduction in entitlement funding and the reduction in SLN [Standard Learning Number] funding. All full time learners will be disadvantaged by having smaller programmes, but Foundation Level learners will be particularly disadvantaged. Governors noted that Anne Constantine was actively campaigning against the		

		<p>cuts but that it was too late to avoid the impact on 2011/12.</p> <p>In the circumstances the College's curriculum managers are actively working out how best to use the reduced funds, and they are exploring options such as more cost effective ways of doing things and maintaining the delivery of ECM themes and the entitlement for progression..</p> <p>Governors noted that the cuts would be "a significant crunch down" on provision. Governors sought clarity on the size of the cuts, the impact on Ofsted inspection and the limiting grades, prioritising expenditure [whether to cut across the College or to protect areas], and opportunities for saving money. Governors requested further information in the context of the need to achieve the same outcomes with less funding and the Committee's role of holding the College to account on student performance.</p> <p>The Committee received the Report from the Director of Learning and Achievement and noted that more information on the impact of cuts would be brought to the next meeting.</p>	CS	June 2012
4	<p>L&A/13/10-11 College Performance Report, Spring Term Update 2010/11</p>	<p>The Chair introduced this item and explained that data management issues had understated learner achievement on some courses, and asked Chris Sherwin to explain the impact of the error. In doing so, Chris identified that data management at the college was very complex and Anne Constantine has charged Chris Lang and Ruth Clark with leading a review to resolve this.</p> <p>In terms of performance, Governors noted the good steady performance and the extent of the green rating against targets. Governors' comments and questions covered focussed on feeling safe – the self assessed grade and the extent of bullying within the College, whether it was getting better or worse [Jamie identified the problem in Supportive Education], and whether channels for reporting were in place and being used.</p> <p>Governors also asked about success rates on 19+ long courses, including areas where there was decline in success rates. Governors noted the improvement in attendance rates which were moving in the right direction. Governors asked about destinations and withdrawals, the percentage of leavers' destinations that were not known, and the difference between "unemployed" and "seeking employment".</p> <p>The Committee received the Spring Term Update to the College Performance Report for 2010/11 and noted progress against the targets in the strategic plan.</p>		

		<p>The Committee requested a report on bullying be provided to the next meeting, and endorsed the review of data management.</p> <p><i>Anne Constantine arrived during this agenda item at 5.20 pm</i></p>	CS	14 June 2011
5	<p>L&A/14/10-11 Annual Report on Destinations and Reasons for Withdrawal for Full-Time Learners – with three-year trends</p>	<p>The information in this report was included in the Committee’s consideration of the Performance Report [above].</p> <p>Feedback from Learners [page 19 of the Spring Term Update] had included a comment on the poor standard of tools and Anne Ridgeon offered to provide what was needed.</p> <p>The Committee received the report, noted that future reports would include information matching destinations against employment sector, and thanked Anne Ridgeon for her offer.</p>	CS	Spring 2012
6	<p>L&A/15/10-11 Higher Education Strategy</p>	<p>Aspects of the HE Strategy were explored in some detail at the Away Day and the revised Strategy was presented to the Committee for approval. Chris Sherwin explained the need to differentiate between delivery time and class contact time and that CRC was looking at a 50/50 model for HE work. Anne Constantine emphasised the long term viability of HNCs and HNDs to provide a pathway that is much more “stepped” than university.</p> <p>Governors’ questions and comments focussed on whether the strategy could be delivered, and included whether it was over-ambitious [for example HNC in one year on one day a week], the impact of the Government’s white paper, and whether there was sufficient flexibility of provision. The Committee considered it was a “good strategy for where we are at the moment”.</p> <p>The Committee approved the revised HE Strategy and recommended it to the Corporation.</p>	CS	30 March 2011
7	<p>L&A/16/10-11 Progress in Implementing the Teaching and Learning Strategy</p>	<p>Overall the College had made good progress against all seven strategic aims of the strategy, and this is reflected in the self assessment grades for the 2009/10 year. The seven areas demonstrating least progress were set out on page 3 of the report; progress on the first of those [development of literacy and numeracy skills with 19+ part time learners] had been limited by funding, but with the advent of the single 19+ budget, the college can grow its 19+ ALR funded delivery and address this strategic aim.</p> <p>Governors asked whether the aims were being modified in the light of the cuts,</p>		

		<p>whether students who did not have PCs at home were disadvantaged [<i>see</i> “Exploitation of new technologies to enhance learning”], noted that the availability of wireless networks had resulted in more students bringing in laptops, and asked about students’ access to printing.</p> <p>Governors noted that one measure of the use of the VLE was the speed with which learners logged in on Learner Review Days to see whether they were “green flagged”.</p> <p>The Committee received the progress report on implementing the teaching and learning strategy and noted that the strategy is being effectively implemented and that overall good progress is being made.</p>		
8	L&A/17/10-11 Managing Risks – Risk Appetite	<p>The purpose of this item was for the Committee to consider the nature of the College’s risk appetite in relation to learning and achievement. At the Away Day, where a proposed risk appetite statement provided by Chris Lang had been reviewed, Governors requested that further consideration be given to it by the Finance & Resources Committee and the Learning & Achievement Committee.</p> <p>Governors’ discussion included the strategic framework [of corporate risk strategy], values, and the impact of KPIs, reputational impact, and endorsed the use of graphics.</p> <p>The Committee received the paper on Risk Appetite and noted that a revised statement would be provided to the next meeting of the Committee.</p>	Principal	14 June 2011
9	L&A/18/10-11 Good News Stories regarding learner achievement [<i>for information</i>]	<p>This paper provided information on staff and students who have made exceptional or unusual achievements. On this occasion Governors asked about the Ski Trip.</p> <p>There was concern that there could be a privacy issue in some of the information provided to Governors about students and Governors stressed the value of recognition schemes and the use of “thank you” cards.</p> <p>The Committee received the report on Good News Items and requested that letters of congratulations are sent.</p>	Clerk/CS	As soon as practicable
10	Evaluation of the meeting	<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"> • Were the agenda and papers clearly presented? 		

		<ul style="list-style-type: none"> Was there time for sufficient debate and critical review of each item? Difficult considering content: Do members consider that they were able to participate fully? <p>Governors noted that the Governor Training session had been postponed on this occasion to accommodate a Special Meeting of the Corporation.</p> <p>Governors also noted that future meetings would incorporate greater consideration of employer-facing provision.</p>	CS	14 June 2011
11	Recommendations to the Corporation [<i>for discussion and decision</i>]	Recommendations were as noted above.	Clerk	
12	Date and time of next meeting	The next meeting was scheduled for Tuesday 14 June 2011 at 5.15 pm with a Governor briefing at 4.30 p.m. [<i>Clerk's note: later confirmed by email</i>]	Clerk	