

Minutes of the Learning and Achievement Committee held on Wednesday 7 July 2010 at 17.45 hrs in Room B109, Science Park Campus, Cambridge

MINUTES OF THE MEETING

- Present** Tony Cooper [Chair], Anne Kent, David Adamson, Reza Assadi, Rick Dearing [from 6.15 pm], Jill Preston, Vicky Parrett, Anne Ridgeon, and Jamie Easton.
- In attendance** Chris Sherwin, Andrea Chilton
- Clerk** Julia Kennedy [Chris Sherwin acted as Clerk until 6.15 pm].

			Action	By
1	Apologies for Absence and Declarations of Interest	There were no apologies for absence or declarations of interest.		
2	Minutes of the meeting held on 11 March 2010	The Minutes were agreed to be a true record and signed by the Chair. All items from the Minutes had been actioned.	Clerk	

3	<p>L&A/18/09-10 Report from the Director of Learning and Achievement (for information)</p>	<p>This report provided an overview of the key issues relating to learning and achievement within the College. Governors noted that the 2008/09 success rates data had been amended correctly, the new structure in the Directorate had been well received and was effective, and that key issues were—</p> <ul style="list-style-type: none"> ○ 2009/10 competition successes: it was a very successful year in terms of learners winning regional and national competitions, with two places gained in the Worldskills squad ○ curriculum planning, which was hampered by current curriculum reforms ○ government policy changes, which were expected to have a major impact on the College curriculum. <p>Governors asked about the impact of changes, where the biggest risks were in curriculum planning, and the impact on staff and applications.</p> <p>The Committee received and noted that the QCF framework would be included on the training agenda for the first meeting of the 2010/11.</p>	CS	November 2010
4	<p>L&A/19/09-10 College Performance Report, Summer Term Update 2009/10 (for approval)</p>	<p><i>Electronic copies of the Appendices to the performance Report had been emailed to Governors, and the Committee noted that printed copies of the Appendices to the Performance Report could be provided on request.</i></p> <p>This paper provided the Summer Term update and asked the Committee to consider whether the College had achieved the relevant 08/09 and 09/10 milestones against the strategic objectives in the 2007/10 strategic plan. Governors were pleased to note the improving trend across every category in achieving minimum levels of performance.</p> <p>Governors asked about the results of the on-programme questionnaires, which were below national averages, but within 5%, for the key quality assurance questions, and discussion focussed on student satisfaction. Jamie Easton provided a report from the Students that identified issues and made recommendations on—</p> <ul style="list-style-type: none"> • petty cash • availability and condition of the minibus • safety of traffic lights, particularly for disabled people • the Student Charter, equality and diversity, and the prevalence of some discrimination • safeguarding and the need for students to be clearly identified by their id badges • the need for increased social space for students. 		

		<p>Governors noted that the shortage of teaching space restricted the availability of social space but that the need for an increase would be incorporated in the Estates Plan if possible.</p> <p>The Committee received, noted, and approved the Summer Term update to the College Performance Report for 2009/10. The Committee recommended that the Corporation note that the College has performed well against the relevant 08/09 and 09/10 milestones of the 2007/10 Strategic Plan, with the exception of those for student satisfaction, and noted that the next meeting would include an opportunity for committee members to more fully understand the data on success rates.</p>	CS CS	21 July 2010 November 2010
5	L&A/20/09-10 Terms of Reference for the Learning and Achievement Committee (for approval)	<p>The changes to the Terms of Reference included a re-definition of some terms and updating the paragraph relating to membership of the Committee.</p> <p>The Committee approved the changes to the Terms of Reference and recommended them to Corporation. [<i>The Committee identified that one printed version, with the proposed changes tracked, would be sufficient in future.</i>]</p>		
6	L&A/21/09-10 Draft Workplan for 2010/11 for the Committee (for approval)	<p>The Draft Work Plan was substantial but had been used successfully for the last few years. There were a few minor changes to targets to make them more challenging in terms of self assessment grades and International had been included in the reporting line.</p> <p>Anne Kent asked about the Safeguarding Report. The report for 2009/10 would be included in the Principal's Report to the Corporation but, in future, the annual report on safeguarding would come to the Committee to recommend to Corporation. Governors checked that the College was moving in the right direction to become outstanding, discussed benchmarks and the appropriateness of some targets, and noted the information in the Ofsted inspection handbook. Governors also noted the progress made in Construction.</p> <p>The Committee approved the Workplan for 2010/11, including the proposals for more challenging self assessment targets in some areas.</p>		
7	L&A/22/09-10 Managing Risks – Risk Register Review: Key Corporate Risk 1 (for discussion)	<p>This paper provided a progress report on the management and mitigation of risks that were within the Committee's remit and not covered elsewhere on the agenda.</p>		

		<p>The changes were highlighted: the main movements had been positive – the target for 19+ ALR learner numbers would be met and there was a reduced likelihood of poor learning retention or that any inspection results would not be good. Governors discussed the methodology applied in risk management and, in this context, endorsed the greater value to them [in providing an overview of progress] of the Director’s summary report to the Committee and the Principal’s report to the Corporation.</p> <p>The Committee received and noted the Risk Register Review: Key Corporate Risks 1 and 2.</p>		
8	<p>L&A/23/09-10 Evaluation of ARU Funded HE Provision (for information)</p>	<p>Two formal evaluations of Anglia Ruskin University accredited HE provision had been undertaken: the Institutional Review was carried by ARU and the Summative Review was undertaken by the Quality Assurance Agency for Higher education [the QAA]. Both reports were provided for the Committee.</p> <p>Governors noted that there were very good outcomes from these external valuations. The actions arising from the Institutional Review had been addressed and the Quality Assurance Agency reported that it had “full confidence” in the provision.</p> <p>Governors discussed whether there was an opportunity to increase HE provision, and the impact of funding cuts to the universities and AoC pressure to increase numbers. The Committee discussed opportunities for expansion in the context of the HE Strategy and CRC’s role as a vocational specialist, and noted that the College Performance Report identified areas with the potential to grow HE provision.</p> <p>The Committee received and noted the reports on the Evaluation of ARU Funded HE Provision.</p>		
9	<p>L&A/24/09-10 Good News Items Regarding Learner Achievement (for information)</p>	<p>This paper provided information on staff and students who have made exceptional or unusual achievements. The report covered Apprenticeships, Sustainable Development and achievements in the following academies—</p> <ul style="list-style-type: none"> • Arts • Business, ICT & Professional • Catering, Hair & Beauty • Construction • Foundation Learning • Sports, Leisure & Science. 		

