



**MINUTES OF THE MEETING OF THE EDUCATION AND STANDARDS  
COMMITTEE held at Bicton College on Monday 23 February 2009**

<b>PRESENT:</b>	Dr F Harper	- Chairman
	Cllr J Berry	
	Mrs C Bourne	
	Mrs J Yung	
	Mrs L Twigg	- Interim Principal
	Mr J F C Lowe	- Staff Governor
	Mr D Watson	- Student Governor
<b>IN ATTENDANCE:</b>	Mrs A M Pearson	- Vice Principal Quality and Learner Services
	Miss J Townsend	- Assistant Principal Learner Responsiveness
	Mr K Bond	- Head of Skills & Employer Responsiveness
	Mrs D West	- Registry and Quality Manager
	Mrs G Beasley	- Marketing Manager
	Mr G R Copper	- Clerk to the Board of Governors
<b>APOLOGIES:</b>	Mr M Ellingham	
	Miss C Hogan	

**SUMMARY OF RECOMMENDATIONS**

- Agreed that the marketing expenditure be reviewed and increased if necessary to achieve targets.
- Recommended approval of the updated retention and achievement targets for 2008-9 to the Board of Governors.
- The proposed full time, work based learning and Train to Gain course offer for 2009-10 was recommended for approval by the Board.
- Approved the Initial Assessment, Skills for Life and staff development policies.

**1. MINUTES**

**1.1** The Minutes of the Meeting held on 17 December 2008 were confirmed and signed by the Chairman.

**1.2 Matters Arising**

There were no matters arising from the Minutes which were not covered by agenda items.

**1.3** The Chairman referred to the Minutes of the last scheduled meeting of the

Committee held on 25 November 2008, there were no matters arising or action items which were not covered on the agenda.

## **2. NATIONAL AND LOCAL PRIORITIES**

- 2.1** Received a paper detailing the Train to Gain package for smaller businesses. The Interim Principal tabled a paper showing the position with learner numbers and funding to January 2009 for all funding streams. The Kick Start course, a five week programme aimed at NEETs had been quite successful. There had been some confusion with the LSC over the new flexibilities for Train to Gain. Progress was now being made and the contract with Exeter College was expected to outturn on target, and the Bicton contract was expected to achieve 54 learners. A Governor asked about action being taken to make up the projected income shortfall and was advised that additional full cost course income was the most realistic way to recover income but that the economic climate would impact on opportunities to develop business, but the College needed to hit targets to reduce the financial deficit.

## **3. FULL COST COURSE OFFER**

- 3.1** The Head of Skills & Employer Responsiveness presented a summary report on full cost enrolments to 31 January 2009. 40% of the overall budget had been achieved which was slightly behind schedule. The schools programmes were not included in the report but these had over recruited. Some new courses had been added and were focused on organisations which were known to have training budgets. The College was being more selective and targeting more profitable business while also making delivery more efficient. The outturn was expected to be £324K income against a budget of £390k.
- 3.2** Governors questioned the shortfall and were advised that this would be offset by the 14-16 schools work contribution to the full cost budget. Governors also questioned whether there had been any planned growth in numbers. No comparison was available at the meeting but Governors were assured that targets were based on more reliable information than previously available. The Interim Principal was planning to increase marketing expenditure and there were opportunities for collaborative marketing with Exeter College. Governors emphasised the need to hit targets for learner numbers and income and agreed that the marketing expenditure be reviewed and increased if necessary to achieve targets.

## **4. ACADEMIC BOARD**

- 4.1** Received a summary report of the Academic Board meeting held on 23 February 2009. Items not reported elsewhere on the meeting agenda were highlighted. The Chairman had observed the meeting and noted that a new ILT strategy was being developed. The Interim Principal added that a recent survey had shown that the College was making good progress with the integration of IT into the curriculum and was ahead of many other colleges in providing access IT services across the College.

## **5. QUALITY ASSURANCE REPORT**

- 5.1** Received the quality assurance report. Satisfaction surveys of FE and HE learners conducted in October 2008 were presented. Noted good response rates and areas of strength and weakness as perceived by the learners. The Student Governor gave an update on lines of communication between students, the Student Council and management. The Student Governor suggested that survey respondents be asked to give reasons where they had indicated that they might not recommend Bicton to a friend. The Assistant Principal Learner Services described how the reports were used by management to follow up issues raised by students and anticipated that the mid year surveys would show the results of management actions.
- 5.2** Received the lesson observations report and noted the continuing improvement in grades.

## **6. MARKETING REPORT**

- 6.1** Received the proposed full time, work based learning and Train to Gain course offer for 2009-10. Noted the new 14-16 NVQ provision and that the College would be collaborating with Exeter College for delivery of 14-16 provision on site in motor vehicle and construction courses.
- 6.2** Work based learning provision was being expanded into floristry, outdoor leisure management and game keeping. The ANCH course had been discontinued and a more appropriate Edexcel qualification introduced. Governors noted that a good range of provision was offered which provided good opportunities for progression. It was agreed to recommend approval by the Board.
- 6.3** The Assistant Principal Learner Responsiveness reported that the numbers of FE and HE applicants shown in the report had since been updated and these were reported to the Committee. The updated figures showed that applications were running in line with the position in 2008 but needed to improve much further. It was requested that monthly reports be provided to the Committee members to enable the recruitment position to be closely monitored.
- 6.4** Received a report on the internal progression of learners to higher level courses in 2007-8.

## **7. RETENTION AND ACHIEVEMENT TARGETS**

- 7.1** The Assistant Principal Learner Services reported that the retention and achievement targets previously approved by the Board for 2008-9 had been reviewed and in some cases it was considered targets needed to be increased to improve success rates. A paper showing the revised targets had been circulated and the changes and key points were highlighted. HE targets remained unchanged from those approved by the Board. It was agreed to recommend the revised targets to the Board for approval. Governors requested that the Clerk and Assistant Principal Learner Responsiveness look at ways of improving the clarity and consistency of presentation of the reports.

## **8. ATTENDANCE, RETENTION AND ACHEIVEMENT**

- 8.1** Received a report on full time learner attendance. Noted that FE attendance in the autumn term had been 94% and HE 88% which was considered to be good.
- 8.2** Received a report on withdrawals up to January 2009. Noted the significant improvement in retention from November onwards due to the management action to deal with student disciplinary issues quickly in the early months of the term. Initial assessment and guidance had been improved.
- 8.3** Received a report on value added. The Assistant Principal Learner Services explained the grade profiles and the tracking of distance travelled from qualifications on entry. The College was aware that there needed to be more distinction level grades achieved by learners.

## **9. EXTERNAL INSPECTION REPORTS**

- 9.1** Received an update report on the recent Care Standards inspection. Governors were pleased to note that the staying safe grade had now been raised to good and the overall assessment had also been raised to good. The College had improved the residential accommodation which had been commented on in the previous report.
- 9.2** It was reported that the Ofsted inspection had now commenced and staff had been briefed on the process and items for attention, particularly regarding teaching and learning.

## **10. QUALITY IMPROVEMENT**

- 10.1** The Quality Improvement Strategy had been approved in May 2008 and a report was presented showing the targets for 2008-9 and results achieved in 2007-8.
- 10.2** Received a report on the implementation of the Quality Improvement Plan for 2008-9 and the monitoring document. This had been revised to provide different colours to show improvement towards target and no improvement / deterioration. Governors noted that the majority of items were improving or strength maintained / weakness overcome and considered that satisfactory progress was being demonstrated.

## **11. ACADEMIC POLICIES**

- 11.1** Received an updated list of academic policies. Governors suggested that the Staff Development policy should be added to the list as this mainly concerned teaching staff.
- 11.2** Received updated Initial Assessment and Skills for Life policies which were approved. The staff development policy was also approved.

## **12. EVERY CHILD MATTERS**

12.1 Received a student services update report.

12.2 Received a report on Every Child Matters. The Care Standards inspection report had highlighted that Bicton was good in this respect. The scheme of work illustrated how SHEEP (**S**afe, **H**ealthy, **E**njoyment and achievement, **E**conomic, **P**ositive contribution) was integrated into learner tutorials.

### 13. EQUALITY AND DIVERSITY

13.1 Received the report (combined with the Every Child Matters report) and governors noted the retention and achievement rates for males and females and specific ethnic groups. Noted the introduction of awareness days and week of celebrating diversity.

### 14. LEARNER DISCIPLINE

14.1 Received a report on student discipline. This was the first year that disciplinary incidents had been monitored in a holistic way. Future years reports would identify trends and demonstrate the success of initiatives taken. The position was considered to be in line with other colleges

### 15. DATE OF NEXT MEETING

15.1 Next meeting scheduled meeting Tuesday 16 June 2009 at 2.00 pm.

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_

### EDUCATION AND STANDARDS COMMITTEE ACTION ITEMS ARISING

MINUTE	ACTION	BY	WHEN
6.3	Requested that monthly reports be provided to the Committee members to enable the recruitment position to be closely monitored.	Assistant Principal Learner Responsiveness	31.3.09
6.4	Requested that the Clerk and Assistant Principal Learner Responsiveness look at ways of improving the clarity and consistency of presentation of the reports.	Assistant Principal Learner Responsiveness and Clerk	31.3.09