



## **ACADEMIC STANDARDS AND PERFORMANCE COMMITTEE**

### **DRAFT MINUTES OF THE MEETING HELD ON 14 JUNE 2017**

**MEMBER PRESENT:** Linda Jordan (Chair), Andrew Edwards, Di Gowland

**IN ATTENDANCE:** Anil Nagpal, Mary Herbert, Carlos Cubillo Barsi and Beryl Hughes (Interim Clerk)

#### **17/12 APOLOGIES**

Apologies were received from Pat Edwards and Quintin Peppiatt

#### **17/13 DECLARATIONS OF INTEREST**

Linda Jordan in relation to any matters concerning NewTEC  
Di Gowland in relation to any matters concerning NewTEC

#### **17/14 MINUTES OF THE MEETING HELD ON 8 MARCH 2017 AND MATTERS ARISING**

The minutes were received and accepted as a correct record

#### **17/15 QUALITY OF TEACHING AND LEARNING**

The Committee received and considered the report and noted:

- Grade 1 and 2 teaching is now 86% showing an increase of 4% since the paper was published.
- The grade profile shows an increase of 15% on the initial 16/17 grade profile
- Results will be consolidated and a 90% target set.
- Grade 4 teachers are given three weeks support by Advanced Practitioners
- Hourly paid staff who do not improve are not retained
- Permanent staff who do not improve are subject to capability misconduct process

#### **17/16 QUALITY IMPROVEMENT PLAN**

The Committee received and considered the report and noted:

- VLE is the virtual learning environment
- The QIP includes key strands from the post inspection action plan.
- The target to develop the role of the personal Individual Learning Plans (ILP) tutors has been met.
- The role is being further developed during 2017/18
- 'Markbook' software is being launched in September which will enable parents/guardians to view attendance academic data for the child.

- Studies have shown attendance improves with parent/guardian involvement.
- Self-assessment report will be submitted to this committee at the November meeting.

It was agreed:

- A date is to be agreed for Committee members to view the VLE
- Corporation Board members to be invited to view the VLE on the 11 July.
- Data protection will be checked to ensure there is no breach in giving parents/guardians access to 'Markbook'

#### **17/17 COLLABORATIVE PROVISION**

The Committee received and considered the report and noted:

- In 2017/18 there will be three subcontractors
- 15% of funding will be subcontracted compared to 18% in 2015/16
- Timely success is predicted to be below the national rate
- The ESFA has approved the management decision to withdraw disengaged students and they will not be issuing a notice to improve
- Digital Skills Solutions Limited (DSS) was placed in special measures by the college to address quality.
- DSS have appointed a quality manager and replaced 90% of the quality team.
- It is anticipated improvements will be evident within 3-6 months.

#### **17/18 YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

The Committee received and considered the report and noted:

- The Focus programme delivers employability skills
- Two job coaches are being put in place and they will have a dedicated room.
- Supported internships through Project SEARCH is a growth area in the college
- Functional skills has started early and produce better results
- Recognising and Recording Progress and Achievement (RARPA) is now Embedded
- Recruitment is strong
- Currently recruiting teachers and job coaches and the graduate teacher route is being considered

#### **17/19 PERFORMANCE AGAINST RETENTION AND ACHIEVEMENT**

The Committee received and considered the report and noted:

- Good indicators of improvement especially with English and maths
- In-year achievement for 16-18 year olds is currently 94.4% which is 5% above the same period last year.
- Results are above the national rate for maths.
- Retention is good.

#### **17/20 CURRICULUM PLANNING 2017/18**

The Committee received and considered the report and noted:

- HNC course delivery is 1 year as they are full time students.
- The college receives applications for HE courses from the Fashion and Textile Museum website
- Consultation on the proposal to cease delivery of the HE psychology

courses closes on 15 June.

- The enrichment programme has been designed to develop employability and Citizenship skills.
- The opening hours for the Flex have been extended at each campus as requested by students
- The delivery of Hair and Beauty courses is continuing. Tower Hamlets College has closed their provision and Redbridge College has reduced theirs.
- English and maths is at the core of study programmes

**17/21** It was agreed:

- To ask students via Survey Monkey of their ideas on a new name for Flex

**17/22 COURSES CAUSING CONCERN**

The Committee received and considered the report and noted:

- The predicted pass rate for GCSE English is 22%
- Teachers have been introducing creative teaching techniques
- Two courses are predicted to achieve below the national rate and they are
  - Level 2 electrical installation
  - Level 3 subsidiary engineering

**17/23 STUDENT RECRUITMENT**

The Committee received and considered the report and noted:

- Most students enrol in September
- Referrals are from friends and family and the college website
- The new website has received very positive reviews from students
- All students who attend interviews are given an offer
- The Levy has slowed apprenticeship applications down.

**17/24 STRETCH AND CHALLENGE POLICY**

The Committee received and considered the report and noted:

- There is evidence of a positive impact
- There are more passes with distinction and merit

**17/25 BREAKDOWN OF STAFF FIGURES**

The Committee received and considered the report and noted:

- 74.6% of staff are for student support and delivery.
- There has been a reduction of 32.8% of business support staff in the last three Years

**17/26 LATE MARKING OF REGISTERS**

The Committee received and considered the report and noted:

- The number of registers marked late has reduced.
- Ten minutes is being allowed at the end of lessons to mark registers
- There are persistent offenders and they are the subject of disciplinary procedures.
- Register marking will be a topic at Staff Development day on 7 July

It was agreed:

- The terminology would be changed from Late Register marking to marking Registers on Time to encourage compliance.

**Chair thanked Di Gowland, Principal and Chief Executive, who is retiring in August for everything she has done for the college during her tenure**

**Chair also thanked Mary Herbert, Vice Principal Curriculum for her work with ASPC. Mary Herbert is leaving the college in August.**

Signed as a correct record

Linda Jordan Chair of the Committee