

MOULTON COLLEGE

QUALITY AND STANDARDS COMMITTEE

Minutes of the Quality and Standards Committee Meeting held on Wednesday 26th October 2011

Present: Mr J Gaggini (in the Chair), Mr C Barney,
Mrs J Charlton-Jones, Mr A Ellis, Mr P Heygate,
Mr R Thompson

In Attendance: Mr R Chapman, Mrs S Field, Ms L Johnson, Mr M Wilkinson,
Mr N Dellar, Mr R Dewing, Mr A Leahy, Miss C Whitworth

11/1 Apologies for absence (agenda item 1)

Apologies were received from Mr R Clements, Mrs K Mackaness, Mr G Patrick and Mr M Thomson.

11/2 Minutes of the meeting held on 17th November 2010 (agenda item 2, paper A)

The minutes were accepted as a true and correct record.

11/3 Matters Arising (agenda item 3)

There were no matters arising.

11/4 Committee Terms of Reference (agenda item 4, paper B)

The terms of reference had been widened to include the monitoring of quality across the College, including commercial and business support areas. The Committee would now receive the full Self-assessment Report which had previously gone directly to the Board. Following discussion, *the report was noted.*

11/5 Faculty Self-Assessment Reports (agenda item 5, paper C)

SARs (Self-assessment reports) for this Committee were now being completed at faculty level rather than by each subject area as previously. These reports would feed into the College SAR to be brought to the next meeting.

a) Landbased Faculty (paper D)

The key strengths and areas for improvement were outlined and discussed. The faculty had graded itself as 2 for overall effectiveness. The areas for improvement should be sufficient to raise the grades to 1 if they were fully completed. Recruitment to Floristry courses was discussed. An application to run a full-cost, level 4 Masters in Floristry had been submitted. Marketing of Floristry provision was being aimed at attracting more young students. It was also hoped to increase the amount of Floristry work with schools. Improved management of employer data was discussed. This was a College-wide issue and it was planned to install a new CRM (customer relationship management) database to centralise contact information. Following discussion, *the grades for the faculty were confirmed.*

b) Building and Construction Faculty (paper E)

The key strengths and areas for improvement were outlined and discussed. The faculty had graded itself as 3 for overall effectiveness. There was a large amount of apprenticeship work within the faculty. Students often transferred between full-time provision and apprenticeships and this had to be recorded as a withdrawal under OfSTED guidelines, therefore affecting FE success rates. Success rates caused by low retention on long level 2 programmes were the reason for the overall effectiveness grade being 3. Reasons for the low retention rates were discussed. Measures being taken to improve teaching and learning grades were discussed. For mixed race students, where success rates were low, at risk students were being identified early. Low attendance was followed up promptly and rigorous tutorials were carried out. If students were retained they normally achieved. Marketing of apprenticeships during the current economic downturn was discussed. There was a co-ordinated approach to ensuring all employers with which the college had contact were regularly contacted. Full-time provision was delivered the same way as apprenticeships so students started apprenticeships with significant experience and were able to top up to an NVQ/Work Based Diploma quite quickly. Employers liked this provision. Following discussion, *the grades for the faculty were confirmed.*

c) Equine, Sport and General Education Faculty (paper F)

The key strengths and areas for improvement were outlined and discussed. The faculty had graded itself as 2 for overall effectiveness. The faculty had grown at around 8 to 10% per year and this made maintaining quality a challenge. Success rates had declined over the 3 year period but were still generally high. The challenge of improving success in Functional Skills in English was discussed. The problem had been associated with one element at entry level and this had now been addressed. Following discussion, *the grades for the faculty were confirmed.*

d) Management Centre (paper G)

The key strengths and areas for improvement were outlined and discussed. The centre had graded itself as 2 for overall effectiveness. It delivered training across a number of sectors, both in the college and the workplace and endeavoured to be responsive to employer needs. Employers needed proactive engagement to raise their awareness of college provision and ways of improving this were being explored. The importance of having an integrated CRM system was emphasised. Following discussion, *the grades for the area were confirmed.*

The Chairman thanked staff for their contribution. Claire Whitworth, Neil Dellar, Richard Dewing and Adrian Leahy left the meeting.

11/6 Commercial enterprises (agenda item 6, paper H)

This was the first time the enterprises had carried out a self-assessment. Managers had examined their enterprises against 4 key areas. This paper contained the key strengths and areas for improvement which had been drawn from the individual reports. The QIP (Quality Improvement Plan) was being monitored by the Deputy Principal (Resources and Development). The balance

between commercial activity and providing a good student experience was important and some items in the QIP reflected this. Following discussion, *the report was noted*.

11/7 Withdrawals 2010-11 (agenda item 7, paper I)

The analysis of the reasons for withdrawals was discussed. The slight increase in withdrawals was not considered to be significant. Withdrawals for personal reasons had increased, possibly associated with the economic downturn. Course related withdrawals had fallen. Much work had been done to achieve this, including running pre-enrolment courses in some curriculum areas. Withdrawals were monitored closely as they occurred during the year and action would be taken if unusual trends developed. Following discussion, *the report was noted*

11/8 Committee Self-Assessment Report (agenda item 8, paper J)

Proposed changes to the report for 2010-11 were discussed. The level of attendance was still lower than was considered desirable. Following discussion, no further changes were made and *the Committee graded its work as 2*.

11/9 Date of next meeting (agenda item 9)

The next meeting would be held on Wednesday 16th November 2011 at 4.00pm. Mr Heygate and Mr Thompson presented their apologies for absence.

11/10 Any other business

There was no other business.