



Halesowen College

Minutes of the Performance Review Committee

held 12 March 2009

Present: Liane Purnell (*Chair*), Corinne Crannage, Rebecca Miller, Gloria Smith, Alan Taylor, Brian Mitchell

In attendance: Keith Bate
Paul Bridgewater (*Director of Teaching and Learning*)
Di McCathie (*Director of Student Services*)
Mary Samuels (*Development Manager*)
Jennifer Sunter (*Clerk*)

Presentation: Training Quality Standard by Mary Samuels

The presentation outlined the new standard to replace CoVE status and how this related to the future provision of employer responsive training. Mary Samuels explained the process required for application, assessment and how the two parts of the award were achieved. Mary Samuels further explained demanding timescales, cost and funding implications.

1 Apologies

Apologies were received on behalf of Neil Hobson, Priya Sheridhar, Leslie Williams, Philip Osborne and Pam Thomas.

2 Declarations of Interest

Liane Purnell and Gloria Smith declared standing interests in relation to partnership working arrangements between the College and their respective employers Newman University College and Prospects Services Limited.

3 Minutes of Meeting held 18 November 2008 and Matters Arising

The minutes of the meeting held 18 November 2008 were approved as a true record. There were no matters arising.

4 Quality Assurance Policy

Paul Bridgewater explained that the revised policy brought together a number of policies and gave an overarching statement on the College quality arrangements.

The Performance Review Committee resolved to approve the policy. It was further recommended that it be put to the Corporation for information.
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5 Internal Inspection Reports

Paul Bridgewater outlined the basis of and revisions to the internal inspection process including the use of external consultants where possible, meetings with staff and students and use of a co-observation process. Paul Bridgewater explained that the College had introduced a method of testing a hypothesis based on an areas performance. Paul Bridgewater reaffirmed the role of inspection as part of the quality assurance procedures.

Brian Mitchell commended the process and questioned Paul Bridgewater on the consistency of evidence and language provided to support a given hypothesis. Paul Bridgewater explained that all evidence was not included in the executive summary of the inspection reports and that as the process developed consistency in language use was being addressed.

Liane Purnell noted a profile of an increasing number of outstanding lessons.

The Internal Inspection reports on Foundation and LDD, ICT and Computing, Media Art and Design, Hair and Beauty were received.

6 Modern Foreign Languages and the International Baccalaureate

Paul Bridgewater updated members on the progress of Modern Foreign Languages and the International Baccalaureate.

Modern Foreign Language provision on the International Baccalaureate had been reviewed by an external consultant including lesson observation, review of resources and interviews with staff and students. Recommendations included further learning resources for staff and students and for students studying a language to the Higher Level to have achieved a high grade at GCSE.

The report was received.

7 Student Destinations September 2008

Di McCathie reported on the progression of students from Halesowen College into higher education by course and institution including equal opportunities monitoring data on gender, ethnicity and disability.

Di McCathie reported a large increase in students progressing to higher education which reflected the hard work undertaken to raise aspirations, including the development of personal coaches and the use of Aim Higher. The hard work of the Careers Department was also commended.

With reference to institution and course type Di McCathie explained that a large portion of students continued to apply to local institutions and that the most popular degree courses remained similar to previous years.

Members further considered the detailed breakdown of equal opportunities data indicating that the College performance had moved nearer to the national profile.

The report was received.

8 Retention and Achievement Targets

Paul Bridgewater explained that the proposed targets were still under consultation with Curriculum Team Managers and Course Subject Leaders with focus on further personalisation of targets to each area.

Members discussed the process for target setting and the usefulness of seeing later data on course retention.

The Performance Review Committee resolved to recommend to Corporation that the report be updated with current performance on retention and achievement targets.

9 Student Applications 2009/2010

Keith Bate outlined initial trends in applications in comparison with previous years including the reduction in the number of school leavers and local developments, predicting overall applications remaining flat or within a reduction of 2%.

Members considered equality and diversity monitoring data and course applications noting increased applications from males.

The report was received.

10 Child Protection Annual Report

Di McCathie reported on the work of the College in meeting responsibilities for safeguarding children and vulnerable adults. In particular members were informed of work undertaken to raise awareness amongst staff and students, training and clear procedures to be followed.

Di McCathie further reported on meeting with Gloria Smith as the governor designated to liaise on Child Protection and on attendance at the Dudley Safeguarding Children's Board.

The Performance Review Committee resolved to recommend to Corporation the approval of the Annual Report – Child Protection (including Vulnerable Adults).

11 Academic Support September 2008 – January 2009

Paul Bridgewater presented an enhanced report on personal skills development which included a range of academic support provided for students under Key Skills, Personal Skills Development, GCSE retakes and FSMQ.

Paul Bridgewater reported that the take up of PSD had been very encouraging and that generally academic support was improving retention and matching or improving achievement.

Students who had been identified as potentially requiring support but who had yet to take this up were being contacted by Senior Tutors and Personal Coaches and work continued so that all students needing support would receive it.

The report was received.

12 Functional Plans

Keith Bate reported on the updated functional plans as addressed through the College management structures.

The report was received.

13 Student Focus Groups

Di McCathie reported on the responses of first year students through focus groups on questions relating to induction, enrolment and homework as part of the College learner involvement strategy

Responses were given by curriculum area including positive responses and improvement actions against issues raised. Members were informed that the report was placed on the intranet and fed back to students through the Personal Coaches.

The report was received.

14 Value Added

Paul Bridgewater presented detailed information on the range of value added data used by the College.

Under the Hampshire and Isle of Wight Value Added project for level 2 qualification performance the College ranked 15 out of 91 college cohorts with 'Outstanding' performance in First Diplomas in Travel and Tourism and Business.

Value Added scores under ALPS BTEC Level 3 was reported as 'Good' with 'Outstanding' performance in National Diploma courses in Travel and Tourism, Sport, Animal Care and Hospitality. ALPS A Level Qualifications were also reported as 'Very Good' with 'Outstanding' performance in History, ICT and Environmental Science.

The overall Learner Achievement Tracker (LAT) qualification performance for A level, AS Level and BTEC National Diplomas was well within tolerance levels.

Paul Bridgewater further explained the Contextual Value Added (CVA) Institution Performance of 1000.7.

Liane Purnell commended the report and requested that the executive summary be put to the next meeting of the Corporation.

Action: Clerk

The report was received.

15 Complaints

Keith Bate presented the report analysing complaints for Autumn 2008.

The report was received.

16 Any other business

There was none.

17 Date of next meeting

The next meeting is scheduled for Thursday 11 June 2009.

Closed: 7.40pm