

# BOSTON COLLEGE

## MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON TUESDAY 16 JUNE 2009

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### 1. **PRESENT**

Mrs H Wright (Chair), Ms S Daley, Mrs L Ladds and Mrs B Ward.

Also in attendance Mrs J Hemmant (Clerk to the Corporation), Mr Paul Collins (Director of Business Development), Mr D McMillan (Head of Quality Improvement) and Mr J Rees (Director of Curriculum and Standards).

Apologies for absence were received from Mrs P Smith.

### 2. **MEMBERSHIP**

It was reported that two student governors had been appointed to the committee but that Victor Dao had now resigned from the Corporation.

### 3. **MINUTES OF MEETING 22 APRIL 2009**

The minutes of the meeting of the committee held on 22 April 2009 were reviewed and approved.

It was reported that Mr T Flanagan was unfortunately unable to attend this meeting of the committee as planned. The committee noted that retention in this curriculum area going into the examinations is looking good and that new preparation arrangements for examinations were in place. The BTEC Science alternative to A Levels was also doing well.

It was also noted that there was no news yet on the Queen's Anniversary Award.

### 4. **LEARNER INVOLVEMENT**

Members received a report from the Director of Business Development on the Learner Involvement Strategy.

The committee was advised on the activities which had taken place to date and noted that next year the format of meetings with learners will be changing and that learner representatives would be receiving training in observations. In addition, the Peer Review Group would be looking at Learner Involvement Strategies to share best practice.

It was agreed that the Director of Business Development should attend the committee on a couple of occasions each academic year to report on outcomes from Learner Involvement arrangements.

## **5. TRAIN TO GAIN SUCCESS RATES**

Members received a report from the Head of Quality Improvement on Train to Gain outcomes.

The committee noted that it was unclear what the minimum level of performance would be for 2009-2010. The review of 2008-2009 success data was considered by the committee. Reasons for the low timely success rates were due to unrealistic timescales for achievement in some areas and the fact that there was no incentive for timely achievement. The rates were also affected by one partner having gone into administration with learners who had already exceeded end dates.

The committee noted that the college would have no carry-forward of learners into 2009-2010 if they should have achieved in 2008-2009. Planning for 2009-2010 would include longer target dates which would assist with achievement of the timely success targets. The intention is to monitor performance at partner level.

## **6. INDIVIDUAL LEARNING PLAN DEVELOPMENT UPDATE**

Members received a report from the Head of Quality Improvement on the development of individual learning plans. A sample of the plan being used was provided to members. Considerable work had been done in the development of ILPs and the next stage was the development of e-ILPs which would be based on the Virtual Learning Environment. The college was wanting to move to a position where ILPs were also used with Train to Gain partners.

## **7. STAKEHOLDER SURVEY SYSTEM UPDATE**

Members received a report from the Head of Quality Improvement on plans to implement a new system for the collection of feedback from stakeholders. It was reported that the acquisition of a new web based system would reduce costs by approximately 50% and would also be more flexible than the old SPOC system. The proposals would tie in with Equality & Diversity data requirements and the committee asked to be given a demonstration of the new system when it was possible.

## **8. IN YEAR RETENTION ANALYSIS**

Members received a report from the Head of Quality Improvement on the in-year retention.

The committee considered the data in some detail and noted that there was good retention in key areas. Some improvement had taken place in two-year course retention data due to the ability of learners to 'cash-in' results at the end of Year One.

## **9. DATE OF NEXT MEETING**

It was noted that the next meeting of the committee would take place on Wednesday 16 September 2009 at 4.00 p.m.