

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON TUESDAY 3 MAY 2011

1. PRESENT

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

Also in attendance: Mr P Collins (up to the end of item 2), Mrs J Hemmant (Clerk to the Corporation) and Mr D McMillan (Head of Quality Improvement).

Apologies for absence were received from Mrs P Smith and Mr R Stanley.

2. LEARNER INVOLVEMENT

Members received a report from the Director of Business Development on learner involvement activities and feedback. It was noted that as the year progressed learner attendance at representative meetings was declining but that the students were in the process of electing their officers at the current time. The Learner Involvement Co-ordinator was noted to be having considerable impact. One area for development was noted to be about communication with learners and how this might best be done. As a result of the learner involvement activities there had been some positive improvements in meeting learner needs and one development which had received generally positive feedback was learner involvement in lesson observations.

Paul Collins left the meeting at this point

3. MINUTES

The Minutes of the meeting of the Standards Committee held on 26 January 2011 were received and approved.

4. OFSTED INSPECTION OUTCOME – RESIDENTIAL ACCOMMODATION

Members received a report from the Head of Quality Improvement on the inspection which had been carried out on the College's residential accommodation and which had achieved an outstanding grade. Members thanked David McMillan for his contribution to the inspection process. It was noted that the one area identified for improvement was in hand.

5. IN-YEAR RETENTION

Members received a report from the Head of Quality Improvement on In-Year Retention which identified significant aspects of the statistics and areas for improvement. Retention was noted to be roughly in line with 2009-10 with the biggest issue being retention in ESOL, Skills for Life and Learning Centres. There had also been some identified loss of learners in provision where there was a gap between completing training and taking examinations. Areas which had been

showing cause for concern in 2009-10 were generally improved. A particular issue was identified with apprenticeships where the new functional skills delivery was proving challenging.

6. LEARNER ON PROGRAMME SURVEY OUTCOMES 2011

Members received a report from the Head of Quality Improvement on the outcomes of the on-programme surveys. It was noted that there were 1700 valid responses and whilst there remained some issues about the level of resource needed the new software was proving beneficial. The committee looked in detail at particular elements of the feedback and one issue identified was the need to co-ordinate modular delivery to ensure that students were not over burdened with assignments. One advantage of the new system was noted to be the ability to drill down into the information to identify specific issues if necessary.

7. 14-19 QUALITY ASSURANCE COLLABORATIVE FRAMEWORK

Members received a report from the Head of Quality Improvement on the College's participation in the development and piloting of a framework for self assessment of quality with CfBT Education Trust. Members were advised how the College had become involved in developing this framework which was intended to be rolled out and used in the now defunct commissioning process. The framework was mapped to the College's self assessment processes and having completed the self assessment and validation process Boston College had been approved as the first FE College in the region to have achieved validation. The College had also been invited to provide a representative to participate in the committee responsible for validating and approving self assessment towards the framework across the county. The committee agreed to congratulate those involved for the success of this work.

8. COMMITTEE USE OF NETBOOKS

Members of the committee had trialled the use of netbooks during the meeting and found this to be a positive experience. It was agreed that the presentation of papers would be improved if they were combined into a single word document and it would be helpful if the meeting agenda was shown on the projection screen. It was agreed that to develop this trial papers would be circulated electronically for the next meeting.

9. CORPORATION MEETING

The committee asked the Corporation to note the achievements of the Head of Quality Improvement in relation to the CfBT work and the Ofsted Outcome.

10. DATE OF NEXT MEETING

It was agreed that the meeting scheduled for June 2011 need not take place because there would be insufficient business to address.