

LEEDS COLLEGE OF BUILDING

QUALITY COMMITTEE

Minutes of the meeting held on Thursday 1 July 2010 at 12 noon in Meeting Room 1.

PRESENT:

M Himsworth (Chairman)
I Billyard
S Brayshaw
H Ramsden

IN ATTENDANCE:

M Martin (for Agenda Item 6)
C Wales (for Agenda Items 6 and 9)
R Scanlan (Clerk to the Corporation)
D Whitehead (Deputy Principal & Executive Director of Curriculum and Quality)
N Fearnside (Secretary - minutes)

ACTION
BY AND
TARGET DATE

1. CHAIRMAN'S COMMUNICATIONS

There were no communications.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor G Driver and T Hall.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 22 April 2010 were accepted as a true record.

5. MATTERS ARISING

5.1 Ref Min 6

S Brayshaw confirmed that discussions have taken place with regard to induction programmes, parents' involvement etc. and the impact would be monitored from September onwards.

5.2 Ref Min 7

R Scanlan confirmed that retention had been discussed at the Student Liaison Committee. Other than improving the induction process students did not have any further suggestions with regard to improving retention.

5. MATTERS ARISING (continued)

5.3 Ref Min 7

S Brayshaw confirmed that more involvement from parents was being investigated for the beginning of the next academic year. R Scanlan reported that a guide was also now available for parents to assist them in supporting their son / daughter whilst at College.

5.4 Ref Min 10

D Whitehead stated that the IQER Summative Review Team did not need to speak to Governors during the recent review. However, A Iveson had been invited to meet the Review Team as an employer representative.

5.5 Ref Min 13

S Brayshaw stated that he had contacted QDP and they have agreed to identify colleges who score well on inductions with a view to sharing best practice. He also confirmed that Faculty Directors were looking at improving the induction programmes for next year.

5.6 Ref Min 13

D Whitehead stated that unfortunately the results of the Framework for Excellence National Online Learner View Survey were not yet available.

5.7 Ref Min 14

R Scanlan stated that the suggestion of a student representative on the Quality Committee would be discussed at the next Corporation meeting.

5.8 Ref Min 14

R Scanlan stated that the Governance Review would be discussed further at the next Corporation meeting in July 2010.

6. SUMMARY RESULTS FROM EXTERNAL VERIFIERS

6.1

C Wales presented a summary of Edexcel / Leeds Metropolitan University (LMU) External Verifier Reports, covering the period from September 2009 to June 2010. The Areas of Good Practice highlighted by the External Verifiers were noted by the Committee. There were some minor issues raised by the External Verifiers; actions plans have been put in place to address these.

One major issue was raised which related to the Level 3 Construction & Built Environment Diploma. Grades for assignment work sent to the External Verifiers for moderation had been re-assessed and down-graded. No further feedback had been given and the Faculty Director was progressing this further. A standardisation meeting was planned to discuss this issue. D Whitehead reported that this was the first cohort of the pilot Diploma programme; although the Awarding Body has the ultimate decision he felt that, with all the assessment criteria changes etc., the students should not be disadvantaged.

6. SUMMARY RESULTS FROM EXTERNAL VERIFIERS (continued)

C Wales stated that reports from LMU for the HE courses had not yet been received; although verbal feedback indicated that only minor issues had been identified. A report on these would be presented at the next meeting.

DW/CW
25 Nov. 2010

6.2

M Martin presented a summary of Construction Awards Alliance (CAA) External Verifier Reports, covering the period from October 2009 to March 2010. It was noted that there is a completely new system in place which is now centred on verification rather than quality assessment. Centres are risk assessed and LCB now only has two visits per year (with three for OSAT). Advisors come into College with very little notice and the College has received very positive feedback.

The Areas of Good Practice highlighted by the External Verifiers were noted by the Committee. Some minor issues were raised by External Verifiers and action plans have been put in place to address these.

The removal of Direct Claim Status (DCS) for Signmaking (OSAT) was due to the External Verifier being unable to track the evidence in the portfolio. Once he had spoken to the Assessor, and some minor adjustments made to paperwork, DCS was reinstated.

6.3

D Whitehead presented the summary of City & Guilds External Verifier reports (prepared by T Hall), covering the period from September 2009 to June 2010.

Concerns were noted regarding the Level 2 sanction (withdrawal of DCS) on NVQ Level 4 Occupational Health & Safety and A1 / V1 Awards. Discussions have taken place with City & Guilds regarding on-going problems with this particular EV and subsequently a new EV has been assigned to the College. More guidance and support has been received to move the College forward.

DCS has not yet been approved for Electrotechnical due to the low number of students; it is anticipated that DCS will be given at the end of this year.

The Areas of Good Practice highlighted were noted by the Committee. Action Plans are in place to address any Areas for Improvement.

The reports were noted by the Committee who felt that overall these were very positive and the Chairman thanked C Wales and M Martin for attending.

At this point M Martin left the meeting.

7. IN-YEAR RETENTION 2009/10

D Whitehead presented three reports detailing the College Retention levels for 2009/10, as at 7 June 2010.

7. IN-YEAR RETENTION 2009/10 (continued)

Appendix 7.1 indicated the College level Retention. Section 1 showed Retention for the period 1 August 2009 to 7 June 2010. Compared to the same period last year FE retention is up 4.1%, LCB WBL is up 5%, Other is up 2.8% and Combined Retention is up 1.8%.

Section 2 showed Retention based on the 6 week rule (Inspection criteria), ie from beginning of November 2009 to 7 June 2010. Compared to the same period last year FE retention is up 1%, LCB WBL is down 2.6%, Other is down 0.5% and Combined Retention is down 0.7%.

Section 3 detailed the Retention by Notional Levels for students with an expected end date of 2009/10. The main concern is Level 3 16-18 which currently stands at 76% (compared to 87% at the end of last year), due to poor retention on the Construction & Built Environment Diploma. This should be offset to some degree by the good retention rates on the National Diplomas.

Retention for Employer Responsive (Apprenticeships and Advanced Apprenticeships) is currently 80%. This is the maximum Framework outcome if all Apprentices are retained and achieve.

Appendix 7.2 illustrated courses in 2009/10 that have fallen below a 90% threshold. Assistant Faculty Managers / Course Team Managers and Course Teams have access to these reports (via the Intranet) and issues are addressed where possible.

Appendix 7.3 showed a comparison of retention levels, against the same period last year, of any courses where, on a percentage basis, retention had fallen.

D Whitehead stated that retention is optimised wherever possible and the Retention Improvement Plan continues to be monitored.

A discussion took place regarding strategies to help retain students. It was agreed that Induction and team building are essential at the start of the year to help students settle in. Communication with students, through group team meetings, is vital to address any issues raised.

8. NEW SELF ASSESSMENT REPORT FORMAT

D Whitehead presented the new Self Assessment Report Format and gave a brief overview. This follows the new Common Inspection Framework (CIF) and FE Inspection handbook.

The first section includes an overview of the area, with standard tables for learner enrolments, overall outcomes (Notional Levels 1-H) and overall apprenticeship outcomes.

8. NEW SELF ASSESSMENT REPORT FORMAT (continued)

The second section details Key Strengths and Areas for Improvement, together with supporting judgements and evidence. Links to the Risk Register, Operational Plans and Sector Subject Areas would also be added.

Overall Effectiveness and Capacity to Improve would be graded by individual areas; this will then be aggregated into an overall grade for the College.

Section A – Outcome for Learners includes the ECM Themes which are now classed as aspects. There are five parts to this section (A1 to A5).

Section B – Quality of Provision; this is broken down into four parts (B1 to B4). This section is mainly for curriculum areas but support areas would also be able to contribute, eg Student Services, Examinations, Data Information Services etc.

Section C – Leadership & Management; this is broken down into seven parts (C1 to C7).

A Quality Improvement Plan was also included.

A common format with regard to data tables is essential and these would be included as Appendices in the overall Self Assessment Report.

The Committee noted the new Self Assessment Report format and felt this was a positive move to bring it in line with the new CIF.

9. IQER HE SUMMATIVE REVIEW UPDATE

D Whitehead presented a paper which was based on the verbal feedback following the IQER Summative Review.

The Summative Review took place on 16/17 June 2010 and verbal feedback indicates that the Review went very well.

Areas of good practice identified include the collaborative partnership with LMU, effective employer engagement and development of VLE materials.

Four Desirable recommendations were made (there were no Essential or Advisable recommendations). These identify minor issues and an Action Plan to address this is being progressed for QAA approval.

The draft report will be sent to the College for a factual check by the end of August 2010; following which the final report will be published on the QAA website two to three weeks later.

Verbal feedback from the Review Team indicates that a 'Confidence' judgement will be awarded, although this is not yet confirmed.

9. IQER HE SUMMATIVE REVIEW UPDATE (continued)

D Whitehead praised the work of the team in preparing for the Review and stated that the assessor was very complimentary with regard to the amount of work put in. The Committee agreed with this statement and thanked the team for their hard work and the positive outcome.

At this point C Wales left the meeting.

10. QUALITY UNIT SCHEDULE 2010/11

S Brayshaw presented the Quality Unit Schedule for 2010/11; which follows a similar format to last year.

The Committee noted the Quality Unit Schedule for 2010/11 and acknowledged that this was subject to approval of meeting dates at the Corporation meeting on 20 July 2010.

11. OTL SUMMARY REPORT 2009/10

S Brayshaw presented the Summary Report on OTL for 2009/10.

Overall 151 observations have been completed so far; 86% of these were graded Good or Better (7% down on last year). Approximately 30 observations are still to be carried out. 585 learners (37%) commented on the Teaching & Learning and very positive feedback was received.

The overall outcomes noted were as follows:

Area	Overall Grade	Grade 1	Grade 2	Grade 3	Grade 4
M & E Services	2	25%	65%	7.5%	2.5%
Fabric Studies	2	23.3%	66.6%	9.9%	0%
Timber Studies	2	48%	43%	10%	0%
Skills for Life	2	27.8%	55.6%	16.7%	0%
Team Education	2	12.5%	62.5%	25%	0%
HE & Construction Management	2	26.5%	58.8%	11.8%	2.9%

It was suggested that the actual number of observations should be included in the Grade Profile. This was agreed and S Brayshaw would action appropriately on the next report.

A discussion took place regarding the grade bands and it was felt that Timber Studies was bordering on Outstanding (Grade 1). This would be discussed further outside the meeting.

The consistent strengths and areas for improvement were noted.

S Brayshaw would amend the report once the final observations were completed and re-circulate for information.

12. STUDENT COMPETITION ENTRIES AND OUTCOMES 2009/10

D Whitehead presented a report on student competition entries and outcomes for 2009/10.

Since the report was produced students have also taken part in the Institute of Carpenters Craft Competition (Northern Region), SkillBuild 2010 (Regional Heat) and SkillM&E competition.

The following results were noted:

Institute of Carpenters Craft Competition: first and second place in both the Under 20 and Over 20 categories.

SkillBuild 2010: third place in Bricklaying (over 20); first, second and third in Cabinet Making; first and third in Carpentry; second in Joinery; first, second and third in Wall & Floor Tiling; first and second in Painting & Decorating (under 20); first, second and third in Plastering and first, second and third in Roof Slating & Tiling.

SkillM&E: first place in SkillElectric and second place in SkillPipe.

I Billyard confirmed that congratulatory letters have been sent out to the students.

The Committee noted the information on student competition entries and outcomes for 2009/10.

13. TERMS OF REFERENCE OF THE COMMITTEE

R Scanlan presented the Committee's Terms of Reference for consideration as part of the annual review process.

The amendment to item g) relating to the analysis of information specific to gender and BME was agreed. It was suggested that a student member should be asked to join the Quality Committee, this would be discussed at the next Corporation meeting.

The Committee recommended the amended Terms of Reference for approval by the Corporation.

14. KEY ISSUES FROM THE MEETING

See attached sheet.

15. ANY OTHER BUSINESS

There were no other items of business.

16. DATE OF NEXT MEETING

The next meeting was scheduled for Thursday 25 November 2010 but these dates are to be confirmed at the Corporation meeting on 20 July 2010.

Signed for Distribution: Date:
(Chair)

Approved: Date:
(Chair)

KEY ISSUES FROM THE MEETING

- 1. In-Year Retention**
The Committee noted the Student Retention Levels for 2009/10 (as at 7 June 2010). The main area of concern is Level 3 16-18 which currently stands at 76% (compared to 87% at the end of last year).
- 2. New Self Assessment Report Format**
The new Self Assessment Report Format for 2009/10, in line with the new Common Inspection Framework, was noted.
- 3. IQER Summative Review**
Verbal feedback following the IQER Summative Review indicated that a 'Confidence' judgement would be awarded; confirmation of this had not yet been received.
- 4. OTL Summary Report for 2009/10**
The OTL Summary Report confirmed that overall Grade 2 (Good) had been received across the areas of the College which had been observed. It was noted that some observations were still to be undertaken.
- 5. Student Competition Entries and Outcomes 2009/10**
The College continues to support students entering competitions and details of the results for College students were noted.