

# LEEDS COLLEGE OF BUILDING

## QUALITY COMMITTEE

Minutes of the meeting held on Thursday 25 November 2010 at 12.00 noon in Meeting Room 1.

### PRESENT:

H Ramsden (Chairperson)  
I Billyard  
S Brayshaw  
Councillor G Driver  
M Himsworth  
J Speight  
R Vollans

### IN ATTENDANCE:

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. ELECTION OF CHAIRPERSON

The Clerk asked for nominations for Chairperson for 2010/11. M Himsworth nominated H Ramsden; this was seconded by I Billyard. H Ramsden accepted the nomination as Chairperson for 2010/11.

#### 2. DECLARATION OF INTEREST

There were no declarations of interest.

#### 3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1 July 2010 were accepted as a true record.

#### 5. MATTERS ARISING

##### 5.1 Ref Min 6.1

D Whitehead gave a brief overview of the Leeds Metropolitan University External Examiner report for the Foundation Degree in Quantity Surveying. The report was positive throughout and areas of good practice were noted.

##### 5.2 Ref Min 11

Actioned.

## 6. RECORD OF MAIN FINDINGS FROM OFSTED INSPECTION

### a) Record of main findings for Sector Subject Areas / Overall College

D Whitehead gave a brief overview of the Ofsted grades received compared to the College's validated self-assessment grades; it was noted that these were broadly in line with each other.

Only one grade 3 (Health and Well-being) had been reported during the Inspection feedback session. However, the draft Report has now been received and a further grade 3 was noted for Economic and Social Well-being. The factual accuracy check has been returned and subsequently this has been changed, following justification, to grade 2.

All five key areas received overall grade 2's, together with Safeguarding and Equality & Diversity (limiting grades), each of the Sector Subject Areas also received grade 2. Four grade 1's were awarded for governance, meeting the needs of users, partnerships and feeling safe; this will be reflected in the final report.

It was pleasing to note that the recommendations made mainly expanded and built on existing systems / procedures / strategies already in place.

The final report is due to be published by 17 December 2010; following which a Post Inspection Action Plan will be produced for implementation. This will be presented at the next Quality meeting.

DW  
14 April 2010

Members felt that the outcome was very positive in view of the retention issues across College and the on-going economic situation.

### b) Inspector Feedback

The summary feedback from the Lead Inspector at the end of the Inspection was noted.

## 7. 2009/10 FRAMEWORK FOR EXCELLENCE OUTCOMES

D Whitehead gave a brief overview of the 2009/10 Framework for Excellence outcomes. He stated that the reporting format had changed for 2009/10 and the following outcomes were noted:

- Learner Views – 8.1 (Good+).
- Learner Destinations – 84.6%.
- Employer Views – this now merely stated that the College was TQS certificated (full re-accreditation of the TQS would take place in March 2011).
- Success Rates – these were noted.
- Inspection Grade – Good.
- Financial health – Outstanding.
- Financial Management & Control – Outstanding.

The Committee noted the Report.

**8. STRATEGY TO IMPROVE COLLEGE RETENTION**

**a) 2010/11 Retention Improvement Plan**

D Whitehead presented the 2010/11 Retention Improvement Plan. The previous 2009/10 plan has been refreshed and any completed actions closed off; the 2010/11 plan has been approved by SMT / CMT. All staff are aware of the plan and are working towards actions / targets.

Following discussion at SMT it has been agreed that a Retention Strategy Co-ordinator will be appointed (on a one year temporary contract) to analyse all data on leavers and introduce / share good practice.

The Faculty of HE & Construction Management has introduced a traffic light retention reporting system and this is now being rolled out across College.

It was agreed that the Retention Improvement Plan was very comprehensive; measurable targets were included and regular monitoring / reporting takes place.

D Whitehead stated that the College does need to consider whether it is an inclusive or selective College and this discussion will take place with Governors. He reported that 62% of learners last year came from deprived post code areas.

Councillor Driver stated that the Council are keen to build in training opportunities for young people within procurement contracts and assistance could be offered where appropriate, so it was important to establish strong links.

D Whitehead stated that the College was already involved with YORbuild and a presentation had been carried out for a large number of contractors explaining how the College could help them. This initiative would be monitored by YORbuild's team.

M Himsworth felt that the Retention Improvement Plan should stipulate the date it related to and this was agreed. Regular updates would be given at the Quality Committee meetings and also through CMT meetings.

Councillor Driver requested an update on the Leeds Ahead initiative. R Scanlan reported that Student Services were currently identifying 10 students for this programme. The programme involved students being linked with companies and receiving mentorship.

Councillor Driver stated that Nigel Richardson, the new head of Children's Services, had some innovative ideas for young people. I Billyard confirmed that a meeting with him had already been arranged through the Leeds Principals' Group.

**8. STRATEGY TO IMPROVE COLLEGE RETENTION** (continued)

**a) 2010/11 Retention Improvement Plan** (continued)

H Ramsden asked for clarification on how the Retention Improvement Plan was filtered down to staff. D Whitehead stated that the Plan had been sent out on a College announcement and also discussed at CMT meetings. College managers had been asked to share this with their teams and retention is discussed at all Faculty team meetings. R Scanlan suggested that an update was circulated across College on a termly basis this was agreed.

Retention is also discussed at Staff Training Days and included in Quality Course Reviews.

D Whitehead reported that Ofsted were currently piloting a scheme where providers that delivered to a large number of deprived post coded areas would be measured against other similar providers. Although this kind of analysis was welcomed, it was felt that this would not have made any significant difference to the Inspection grades received by the College.

**b) In-year Retention Comparison – 2010/11 to 2009/10**

D Whitehead presented a retention comparison for 2010/11 against 2009/10. This showed that as at 29 October 2010 the College was 9.53% up on retention, compared to the same period last year.

However, it was noted that any withdrawal forms which had not been processed may have a negative impact on this figure.

A retention report based on expected end year dates is also produced which gives an estimate of anticipated success rates. This could also be drilled down to course level for more detailed information.

**c) 2008/09 and 2009/10 statistics from uplift deprived post code areas**

D Whitehead gave a brief overview of the 2009/10 statistics from uplift deprived post code areas.

In 2009/10 2435 learners came from deprived post code areas (an increase of 62.01%). The report also gave a breakdown within the different age groups.

Councillor Driver felt that if the College knew who these students were and their history then a more bespoke programme could be tailored to their needs. However, it was noted that very little information was shared by schools, although it was acknowledged that this was improving slightly.

D Whitehead stated that this was an area that could be investigated by the Retention Strategy Co-ordinator.

D Whitehead reported that the College provides Additional Learning Support for students who are not eligible under the ALS funding criteria and Learning Support Assistants are in place in workshops to assist where appropriate.

**8. STRATEGY TO IMPROVE COLLEGE RETENTION** (continued)

**c) 2008/09 and 2009/10 statistics from uplift deprived post code areas**  
(continued)

It was noted that the College does support the NEET agenda / Leeds City Council contract / OLASS etc; of which the majority of students are from deprived post coded areas.

The College acknowledged that retention improvements were crucial and it was noted that this had implications on the funding allocated for future years.

It was noted that the EMA grant would end at the end of this academic year, although the Adult Learner Grant would still continue. Councillor Driver emphasised the need for young people to gain employment where possible and the necessity of a skilled workforce was acknowledged.

**9. YEARLY COMPARISONS ON PUNCTUALITY, ATTENDANCE AND CLASS SIZE**

D Whitehead presented Punctuality, Attendance and Class Size reports for 2009/10.

Punctuality at College level for 2009/10 was 96%. The breakdown for Faculty areas was noted.

Attendance at College level for 2009/10 was 87%. The breakdown for Faculty areas was noted. Attendance reports are currently produced termly for most Faculties, although HECM were monitoring attendance on a weekly basis.

Average class sizes at College level for 2009/10 were 15 (based on enrolments). If this was calculated by registers then the figure would be lower. The report did not take into account mixed groups that may have been merged.

D Whitehead stated that a report on Destinations would be brought to the next meeting.

DW  
14 April 2010

**10. REVISED HIGHER EDUCATION STRATEGY 2010-2013**

D Whitehead presented the revised Higher Education Strategy for 2010-2013. Changes were shown in bold italic.

I Billyard reported that he was now involved with EU Skills (the Energy & Utilities Sector Skills Council) and suggested that this was also added into the report. This was agreed.

The revised Higher Education Strategy for 2010-2013 was agreed and recommended for approval by the Board, subject to the above amendment.

DW  
14 Dec. 2010

**11. EMPLOYER SURVEY 2009/10**

S Brayshaw presented the Employer Survey Report for 2009/10. 886 questionnaires were issued, with 124 responses received; giving a 14% return rate (an increase on last year). The questionnaires were only sent to employers who sponsored or supported students during the 2009/10 academic year.

The summary shows that 89% of employers “agree completely / agree mostly” with the statements in the questionnaire; an increase of 2% from 2008/09.

The employers gave positive responses to the following key performance indicator statements:

- 94% agreed that the College provided high quality training
- 91% agreed that they would recommend the College to others
- 88% agreed that the training provided is having a positive impact on their business.

As part of the Training Quality Standard process the Net Promoter scores are recorded and the College score this year is 52% which compares very well to the average Net Promoter score benchmark for 2009 which was 41% nationally.

From the 102 comments made by employers, 61% were positive, 39% were identified as being areas for improvement. The areas for improvement were noted.

It was agreed that overall the employer survey indicated a positive view of the College.

**12. LEARNER SURVEY 2009/10**

S Brayshaw presented the Learner Survey Report for 2009/10. Questionnaires were distributed to 61 courses and completed by 616 learners.

The following key statement ratings were noted:

|   |     |
|---|-----|
| I achieved what I came to do              | 92% |
| I enjoyed being at College                | 85% |
| I would recommend the College to a friend | 92% |

The All College Agreement Percentages were also noted:

|   |     |
|---|-----|
| I had a good relationship with my lecturers               | 95% |
| Teaching on my course was good                            | 91% |
| Learning Objectives were made clear to me                 | 93% |
| College staff helped me with problems                     | 91% |
| Aware of my own responsibility for safe working practices | 96% |
| I feel safe at College                                    | 93% |

**12. LEARNER SURVEY 2009/10** (continued)

It was noted that 7% of learners did not feel safe at College; however it was acknowledged that questions were open to interpretation by individuals. Analysis of the results showed that it was mainly part-time adults who did not respond positively. Both student representatives confirmed that they felt safe at College.

From the 219 comments made by learners, 43% were positive and 55% were negative. The positive comments had increased by 14% on last year.

Overall the survey confirmed that the learners' perception of the College has fallen slightly on average by -2% this year.

**13. SUMMARY OBSERVATION OF TEACHING AND LEARNING REPORT 2009/10**

S Brayshaw presented an updated Summary Report on the Observation of Teaching and Learning for 2009/10.

The total number of observations undertaken was 161; with 43 Grade 1's, 98 Grade 2's, 10 Grade 3's and 2 Grade 4's.

Work-based Learning Observations to date (5 No.) showed one Grade 1, three Grade 2's and one Grade 3. OSAT Observations to date (4 No.) showed four Grade 2's.

D Whitehead reported that feedback from Inspectors stated that the College was slightly over-grading compared to the Inspectors' assessment. An action point was to ensure that systems were in place to confirm actions taken, although they acknowledged that this seemed to be taking place. A revised Observation of Teaching and Learning Policy and Procedure will be brought to the next meeting for approval.

**DW  
14 April 2010**

M Himsworth and Councillor Driver agreed that the College needed to build on the quality of teaching and learning in order to improve these grades. It was acknowledged that this would be a long term strategy and staff development input would be required.

Councillor Driver suggested that further consideration was given to building on existing strategies to improve teaching and learning. D Whitehead would prepare a paper for the next meeting.

**DW  
14 April 2010**

It was agreed that targets would be set to improve these year on year. D Whitehead emphasised that the College needed to provide the best possible teaching and learning available for students.

**14. SUMMARY OF FORMAL COMPLAINTS FOR 2009/10**

S Brayshaw presented the Complaints Register for 2009/10. There have been 17 formal / verbal complaints; all of which have been closed off satisfactorily.

**15. COMMITTEE'S ANNUAL SELF ASSESSMENT**

The Clerk presented the Annual Self Assessment for 2009/10 against the terms of reference.

Two areas for improvement were noted. A report on Destinations would be presented at the next meeting. Tracking of actions arising from the employer and student voice would be monitored centrally, ensuring timely feedback.

**DW/SB  
14 April 2010**

The Committee accepted the self assessment for 2009/10.

**16. KEY ISSUES**

See attached sheet.

**17. ANY OTHER BUSINESS**

It was noted that this was M Himsworth's last Quality meeting and, on behalf of the Committee, D Whitehead thanked him for his commitment and hard work during his term of office.

**18. DATE OF NEXT MEETING**

The next meeting is scheduled for Thursday 14 April 2011 at 12.00 noon.

Signed for Distribution: .....  
(Chair)

Date: .....

Approved: .....  
(Chair)

Date: .....

## **KEY ISSUES FROM THE MEETING**

### **1. RECORD OF MAIN FINDINGS FROM OFSTED INSPECTION**

All five key areas received overall grade 2's, together with Safeguarding and Equality & Diversity (limiting grades); this will be reflected in the final report. It was also noted that four Outstanding grades were received.

### **2. FRAMEWORK FOR EXCELLENCE OUTCOMES**

It was noted that the Framework for Excellent outcomes remain strong.

### **3. HIGHER EDUCATION STRATEGY 2010-2013**

The revised Higher Education Strategy 2010-2013 was agreed for recommendation to the Board in December 2010.

### **4. RETENTION IMPROVEMENT PLAN 2010/11**

The Retention Improvement Plan was noted.

### **5. EMPLOYER SURVEY 2009/10**

The Employer Survey for 2009/10 was noted and it was agreed that overall the employer survey indicated a positive view of the College.

### **6. LEARNER SURVEY 2009/10**

The Learner Survey for 2009/10 was noted.