

**CURRICULUM & QUALITY COMMITTEE OF CORPORATION
Minutes of Meeting 38 held on 9 February 2010**

Present: Mike Noddings (Chair), Richard Smith (Principal), John Wilson

In attendance: Senior managers: Ian Taylor (Vice-Principal, Performance Improvement), Mike Rogerson (Vice-Principal, Student and Staff Support), Mark Rothery (Assistant Principal), Alan Woodcock (Director of Resources)
Members of teaching staff: Nicola Baker, Brian Johnstone, Kevin Penny, Chris Robinson

Clerk: Fiona Bagchi

The meeting began with a celebrating outcomes event attended by staff from the accounting, law, and ICT departments.

Members noted that:

- Students were set high standards at the start of the accounting course, were set practice exam papers and a high level of homework, with lessons building on homework
- High standards were also expected of students in law and the importance of combining appropriate academic discipline with openness and humour in class for both law and accounting was emphasised, together with encouraging students' self-belief that they could get good grades and stretch themselves.
- Setting a climate of expectation of achievement in class and careful monitoring of student work were both important.
- Switching from standard IT course to applied IT had seen improvements in standards, as most students did not want to go into IT as a profession, with ICT using a flowchart to help students decide on the right course.
- IT students were aware of their first coursework deadline at the start of the course and feedback on work was prompt.

Mike Noddings, as Chair of Committee, thanked staff for attending and for their departments' contribution to ensuring student success.

38.1 Apologies

There were apologies from Jackie Goodman who was on inspection. It was noted that Pam Blackman had resigned from Corporation and the Curriculum and Quality (C&Q) Committee as a result of external work commitments and that there was therefore a vacancy on the Committee.

38.2 Declaration of interests

There were no declarations of interest.

38.3 Minutes of Meetings 36 and 37

The minutes of the C&Q Committee meeting 36 held on 13 October 2009 were approved with the following amendment: on the attendance table on page 1, "Mike Rothery" should be replaced with "Mark Rothery.

Action: Clerk

The minutes of meeting 37 held on 24 November 2009 were approved.

38.4 Matters Arising and Actions

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

(i) Actions from meeting held on 13.10.09

- 1 A report on the assessment of achievement had been presented to the autumn term 2009 meeting of the Student Committee and a report on value-added would be presented to the spring 2010 meeting of the Student Committee, as agreed (36.5).
Action: Clerk/IDT
- 2 The Framework for Excellence (FfE) grades for Financial health had been considered at the November 2009 Finance and General Purposes (F&GP) Committee meeting and the December 2009 Corporation meeting (36.5).
- 3 The FfE 2009 summary had been included as an appendix to the College Self-Assessment Report (SAR) 2008/09 (36.5).
- 4 The revised Policy for the Improvement of Performance in Learning had been approved at the December 2009 meeting of Corporation, on the recommendation of the Committee (36.6).
- 5 The 2010 prospectus, the work experience report, the catering questionnaire, and the staff questionnaire were on the agenda (36.6).
- 6 60% of Corporation members in attendance throughout 2008/09 had returned self-assessment questionnaires and the remaining 40% had received a reminder. A further update would be given to Corporation at its February 2010 meeting (36.7).
- 7 The Financial Management Control Evaluation (FMCE) Improvement Plan was on the agenda (36.7).
- 8 Corporation performance indicators for 2009/10 had not been presented to the November 2009 meeting of Corporation and would be presented to the February 2010 meeting (36.7).
Action: Clerk
- 9 An item on the Committee's Annual Report was on the agenda (36.8).

10 The November C&Q Committee meeting was held immediately after the SAR Moderation meeting on 24 November 2009 (36.11).

(ii) Actions from meeting held on 24.11.09

1 The SAR was approved by Corporation at its December 2009 meeting on the recommendation of the Committee (37.3).

2 The Every Child Matters report was presented to the December 2009 Corporation meeting (37.4).

3 A report on Corporation performance indicators and the Committee's Annual Report were on the agenda (37.5).

38.5 Curriculum and Quality issues

(i) Catering questionnaire report

Alan Woodcock, Director of Resources, spoke to the 2009 catering report.

Members noted in discussion that:

- Returns over the last few years had been similar with most responses in the "good" range.
- The comments section had not been included with the data supplied to the Committee but was used by the Catering Manager to help improve the service, where appropriate.
- As school catering was subsidised, student comments often related to cost. The College catering service had, however, made a loss in 2008/09 and the catering manager was therefore seeking to increase trade in a number of ways e.g. the addition of a barbeque as a regular feature and special offers.
- The Director of Resources would consider adding a question on healthy eating to future questionnaires.

Action: AW

The catering report for 2008/09 was received with the Committee noting that most response were positive, maintaining the trend seen in previous years.

(Alan Woodcock left the meeting).

(ii) Student destinations report

Mike Rogerson presented the student destinations report 2008/09.

Members noted in discussion that:

- the total number of Wyke Students entering Higher Education increased for the fifth consecutive year .e.g. in 2008-09, 78% of the second year students (including 7% taking a year out) gained places compared to 74% in the previous year and the overall number of students gaining a Higher Education place increased from 223 (plus 23, year out) to 259 (plus 26).

- As in previous years, by far the most popular university was Hull University, with 129 students going there (44% of placed students, compared to 39% last year).
- Other popular universities included Leeds Metropolitan (14 students), Hull College (for higher education courses – 14 students), York and York St John Universities (both 9 students each).
- Altogether 208 students (including former some ex students who we helped with their applications) went to universities in Yorkshire and the Humber (70% of placed students, compared to 68% last year).
- There was an increase in numbers of students placed in the North East region (20 this year, up from 8 last year), with popular choices being Northumbria, Newcastle and Teesside Universities.
- The number of second year students leaving College and entering employment has remained the same as the previous year with 27 students finding employment in the local area, this represents 7% of the year group.
- The students who completed their AS Levels as first years returned to College in large numbers, with 434 students (79% of the year group) returning. This compares to 74% the previous year.
- A number of single year students returned to Wyke to embark on Level 3 courses after completion of their Level 2 course, although the actual number of students is down on the previous year (i.e. 53 compared to 68 last year) which was a reflection of the college examining very closely the academic requirements needed for starting level 3 courses and many of this group of students had enrolled at other FE Colleges (i.e. 32% in 2009 compared to 16% the previous year).

It was noted in discussion that:

- Penalties being imposed on higher education institutions which exceeded The Higher Education Funding Council for England (HEFCE) cap on student numbers could make it harder for students to obtain university places in 2010.
- The number of students whose destination remained unknown was slightly lower than last year, with Learning Mentors, MIS and Guidance staff making great efforts to track the destinations of students.
- Mike Rogerson was considering the possibility of producing a glossy version of the annual destinations report to use as a marketing tool.
- It was possible that some of the students who had left Wyke for other FE colleges could be taking HE courses and a report on this would be made to the June 2010 meeting of the Committee.

Action: Clerk/MWR

The student destinations report 2008/09 was discussed and received, with it being noted that 78% of second year students went on to higher education in 2009.

(Mike Rogerson left the meeting).

(iii) Report on College Plan

Ian Taylor, Vice-Principal (Performance Improvement) gave a report on outcomes against the College Plan 2009-12 and spoke to the draft plan for 2010-13.

Members noted in discussion of the 2009-12 Plan that:

- No results were available for enhanced student confidence or for student satisfaction as indicated by the course questionnaire as the timing of the questionnaire had been changed and no report was available to date.
- The target of maintaining a whole College value added (VA) score that was significantly better than baseline for a range of VA measures including ALIS, ALPS and the LAT had been met while that for increasing the proportion of courses achieving positive value added had been met in part.
- The target for progression to higher education had been met.
- The stretch target for increasing success rates had been exceeded at level 2 (2009: 86.2% actual against a stretch target of 84%) but not at level 3 although rates had improved year on year since 2007 (2009: 83.1% actual, target 84%)
- With reference to student engagement, student attendance had risen although the target was not achieved (2009: 88.68% actual, target 89.5%).
- Other student engagement targets had been met, with Learner Voice processes well embedded.
- With reference to response to student needs, the tutorial system had been restructured and was working well.
- With reference to provision, achievement of targets in the curriculum section of the Plan was good, with much curriculum development undertaken
- The enrolment target for 2009/10 had been exceeded.
- With reference to enhanced employer engagement, targets related to work experience and careers events had been met and those for developing industrial links in partnership with schools had been met in part.
- Targets for increasing the capacity of staff through training had been partly met and those for developing optimal co-operation for the benefit of learners had been met.
- Increased enrolment demonstrated targets for developing and improving the reputation of the College were being met through a high pass rate at A2, although further improvement of high (A-B) grades at A2 was required.

The Committee noted that, while some of the targets were not straightforward to measure, the College had been successful in ensuring that both hard and soft evidence provided was sufficient to enable members to judge whether they had been achieved.

The Committee considered the draft College Plan for 2010-13, noting revised targets for the percentage of courses at or above the outcome grade trend for ALPs at A Level, success rates at Level 3, attendance, and enrolment, agreeing that they were realistic.

The Committee reviewed outcomes for 2009 against the College Plan for 2009-12 and considered the draft Plan for 2010-13, agreeing that they should be presented to Corporation.

Action: Clerk/Chair

- (iv) LSC annual performance review of College, including report on Success Rates

Ian Taylor presented the Learning and Skills Council (LSC) annual performance review of the College for 2008/09.

Members noted in discussion that:

- The review was RAG-rated (i.e. it had Red, Amber, Green ratings).

- While only 8.1% of long courses were below the appropriate success rate threshold, 93.5% of short courses were below the threshold (rated red in the table).
- It was noted that short courses below the threshold included General Studies A Level which had a success rate of 59.8%. The College had now embedded General Studies within the tutorial system as a vehicle for other teaching and results would be reviewed.
- While the LSC was not particularly concerned about the results as they accounted for less than 5% of the College's provision, the College did not want any red areas in the performance review and would review and seek to address issues in the areas highlighted.

The Committee reviewed the LSC annual performance review of the College for 2008/09, noting that just under 92% of the College's long course provision was above the appropriate success rate threshold and that actions would be taken in relation to short course provision below the threshold.

(v) Report on Enrolment and Induction Questionnaire

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Ian Taylor spoke to the enrolment and induction questionnaire 2009.

Members noted that:

- The questionnaire results were also RAG-rated.
- Scores for the helpfulness of staff at enrolment, whether guidance and advice was provided at enrolment and, if so, whether it was good were up on 2008 (2009: 4.8, 81.2%, 96.1%, 2008: 4.6, 76%, 92%).
- Information provided at enrolment was unchanged from 2008 but students found it less helpful (2009:2.2, 2008: 2.8).
- The percentage of students who found the waiting area comfortable was down but should be addressed by the opening of the Oak Building from Easter 2010 (2009: 85.8%, 2008: 88%).
- Scores for due account being taken of GCSE scores (2009: 72.8%, 2008: 84%) and being enrolled on the right course (2009 88.7%, 2009: 91%) were down but this might be because course entry requirements had been tightened up. The College would review methods of disseminating course entry requirements to applicants.
- The score for having seen a copy of the Student Charter remained unchanged from 2008 at 74% and the College would ensure that the Student Planner was used from the start of the year to try to improve this score.
- The score for teachers having explained what was expected of students in their courses was down (2009: 60.5%, 2008: 64%) and action to address this would be considered at departmental level and through Wykestart.
- Scores for knowing how to make appointments with the College Counsellor and the Careers Adviser were down (2009: 72.3%, 72.8%, 2008: 81%, 87%) and it was planned that this would feature in the tutorial induction process from 2010/11.

In response to members' questions, it was noted that:

- The College found the survey useful.
- Students were aware that their concerns were listened to and would receive feedback on how they were being addressed through tutor groups.
- The College was undertaking more Learner Voice activity in 2010.

The Committee considered the enrolment and induction survey results for 2009 and noted actions being taken where scores were lower than in 2008 or static.

(vi) Lesson observation grades report

Ian Taylor spoke to the lesson observation grades report.

Members noted in discussion that:

- The distribution of grades for level three (day-time lessons) showed a small shift towards the grade 1 and 2 ratings (91% this year compared to 88% in the previous year).
- At level 2 all lessons observed were deemed good or better.
- No lessons were judged to be unsatisfactory
- The key purpose of lesson observations was to encourage discussion and development of improved learning processes.
- Where examples of outstanding practice were identified this was communicated to the Learning and Staff Development Manager and the Principal and disseminated to staff.
- Overall, lessons were seen to be purposeful and effective and to demonstrate excellent learning relationships, effective planning and good use of assessment for learning techniques.

The lesson observation grades report was received and it was noted that no lessons had been graded as unsatisfactory and 91% had received grade 1 or 2 ratings.

(vii) Staff satisfaction survey

Ian Taylor spoke to staff satisfaction survey 2009.

Members noted in discussion that:

- There had been a very small number of returns to the questionnaire in 2009 which had therefore been re-opened at the October 2009 staff day but returns remained low (i.e. 31 compared with 78 in 2008) and findings should therefore be viewed with caution as the sample was small.
- Question 1 (do you feel valued?) was still considered the most important.
- There had been very little change to many scores from the previous year's data.
- Q5, (Opportunity to progress), showed a slight increase on last year, with teaching showing a marked increase on the previous year and support staff moderating the score with a marked decrease.
- Slightly more male staff felt they have job security than female staff although fewer male than female staff were 'not thinking of leaving' (Q10).
- Questions 15, 16 and 17 (Communication is effective, goals are communicated and I have the information I need to do a good job), all showed a slight decrease this year although, as communication was the topic of a full staff meeting around the same time as the survey was undertaken, this could be reflected in the responses to the questionnaire as actions and suggestions from the full staff consultation were already being considered in various group meetings across the College.
- Questions 21 and 22 (the College has a good reputation and a good future), both saw a positive increase again this year and the average scores of 4.3 and 4.1 for the final question (I enjoy my job and I would recommend the College respectively) remained high.

Members noted in response to queries concerning communication with staff that:

- There were now daily briefings on 4 rather than 5 days a week to enable teaching staff to concentrate on commendations for students and on those days members of the senior management team (SMT) went to different staff areas to talk to staff, which had received positive feedback from staff.
- Jin Darmody, Division Head and Teaching Staff member of Corporation, was working with staff to progress the College's well-being policy.

The staff satisfaction survey for 2009 was received, with it being noted that scores were generally positive and similar to previous years but that a smaller number of staff had completed the survey in 2009.

(viii) Report on Curriculum Plans

Mark Rothery, Assistant Principal, presented the report on curriculum plans.

Members noted in discussion that:

- The College was undertaking a case by case review of whether to offer specialised vocational diplomas but would not be offering the IT diploma for 2010/11.
- The possibility of offering a BTEC media diploma at level 3, to attract those who had taken BTEC First Diploma in media at school, was being investigated.
- The performing arts curriculum review was being considered by College management.
- Resourcing of the BTEC National Diploma in PE at level 3 and the Applied Science A Level was underway.
- Applied Law Level 3 BTEC was being explored as an option for students with a GCSE average of 0.5.
- The project qualification at level 2 (PQ2) had not proved successful as an option for students struggling with 4 A Level.
- The College was investigating how to increase recruitment to English for Speakers of Other Languages (ESOL) in a more cost effective way.
- The College was developing processes for screening and enrolling students to an EAL support course.
- Level 2 provision would be reviewed in the light of applications

The Committee received the report on curriculum plans for information.

(ix) Work Experience Report

Ian Taylor presented the work experience report from Emily Peach.

Members noted that:

- There were 84 work experience placements arranged in 2008/09.
- The largest group of students going out on placement remained Health and Social Care students, whose placements included primary schools, special schools, nurseries and residential homes for the elderly.
- The College's last Ofsted report had commented that they would like to see more work experience in vocational courses such as Travel and Tourism and Business but take up tended to be low, as many students were not considering a career in this field, and in 2008/09 no students asked for a work experience placement.
- 41 enrichment placements were arranged on request for other students who needed experience for their chosen university courses or careers, with placements arranged at schools, solicitors' offices, nurseries, a hotel, the city

council, the magistrates' court, health centres, pharmacies, residential care homes, dentists and a department store.

- Each placement was checked by the Connexions Service to ensure that the necessary insurance and health and safety arrangements were in place.
- The 2008 report to the Committee had raised the question of whether the College's contract with Connexions for the checking of placements satisfied the requirements of the College contract with the LSC. Connexions Humber had, however, now ceased to exist as an organisation and the work experience aspect of their work had been taken over by the Humber Education and Business Partnership (EBP). In the process, the College's contract had been tightened up and some aspects formalised, which appeared to answer the issues raised.
- Lesley May had now taken over from Emily Peach as Work Experience co-ordinator.

The Committee received the annual work experience report for 2008/09, noting that Feedback from both students and placement providers was generally very good.

(x) Receipt of College prospectus

The Committee received and congratulated the Committee on the production of the 2010 prospectus.

38.6 Governance issues

(i) Progress report on (a) Individual Corporation Member Self-Assessment Questionnaire and (b) LSC Financial Management and Control Evaluation (FMCE) questionnaire on financial management and governance

It was noted that a report on the Corporation self-assessment process had been given at item 38.4 above.

The FMCE action plan was received and it was noted that all actions were either complete or ongoing, with the exception of the setting of financial objectives for the 3-year plan, which would be presented to Corporation in July 2010.

Action: Clerk/SR

(ii) Annual review of Corporation performance indicators

It was noted that a report on this item had been given at item 38.4 above.

38.7 Committee issues

- (i) Annual Report of the C&Q Committee 2008/09

It was agreed that the Committee's Annual Report should be e-mailed to members.

Action: Clerk

38.8 Documents from LSC, DFCS, DIUS, Ofsted and other outside Bodies: SFCF response to governance consultation

The Committee considered the SFCF response to the LSIS/AoC governance consultation and agreed to recommend to Corporation that it should be endorsed as Corporation's own repose

Action: Clerk/Chair

38.9 Any other business

There was no other business.

38.10 Date of next meeting: 15 June 2010 at 4.30pm

Fiona Bagchi
Clerk to the Corporation

ACTIONS FROM C&Q COMMITTEE MEETING 38, 9.2.10

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
1	Clerk	Amend Oct. 2009 minutes as agreed – <u>Feb. 2010</u>	Done.
2*	Clerk/IDT	Report on value-added presented to Student Committee – <u>Mar. 2010.</u>	Done.
3*	IDT	Corp. Pls to be presented to Corp. – <u>Feb. 2010.</u>	Done.
4	AW	To consider adding question on healthy eating to catering questionnaire – <u>2010/11 – a long-term action.</u>	
5	Clerk	A report on whether some of the students who had left Wyke for other FE colleges could be taking HE courses would be made to the <u>June 2010</u> meeting of the Committee.	MWR: 7 students went to Hull College to start an Art Foundation course, and then presumably progress to Art based degrees.
6*	Clerk	Present outcomes for 2009 against the College Plan to Corp. with the draft 2010-13 College Plan for approval – <u>Feb. 2010.</u>	Done. Outcomes for 2009 reviewed and College Plan 2010-13 approved by Corp. at its Feb. 2010 meeting.
7*	Clerk	FMCE action plan: financial objectives for 3-year financial plan to be presented to Corp. – <u>July 2010– a long-term action</u>	
8	Clerk	C&Q annual report – to be e-mailed to members – <u>Feb. 2010.</u>	On agenda.
9*	Clerk	Recommend SFCF response on LSIS/AoC consultation to Corp. – <u>Feb. 2010.</u>	Done. Corp. approved LSIS/AoC response for submission as its own response.

** Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than the C&Q Committee.*

CURRICULUM & QUALITY COMMITTEE OF CORPORATION
Minutes of Meeting 39 held on 15 June 2010

- Present:** Mike Noddings (Chair), Jackie Goodman, Richard Smith (Principal), John Wilson
- In attendance:** Senior managers: Ian Taylor (Vice-Principal, Performance Improvement), Mike Rogerson (Vice-Principal, Staff and Student Support). Mark Rothery (Assistant Principal)
Members of teaching staff: Tim Anderson, Lorraine Burton, Ian Gould, John Hamlin.
- Clerk:** Fiona Bagchi

(John Wilson, a member of the Committee, and Mark Rothery, Assistant Principal, arrived during this item).

The meeting began with a celebration of outcomes event attended by staff from the maths and media departments.

Members noted that:

- Maths showed good raw data and value-added at levels 3, 2 and in numeracy.
- Media Studies had strong raw results and improving value-added.
- Good results in Maths were attributed to an assessment on entrance to the College, a disciplined working atmosphere, dedicated teachers and the care and attention shown to students (e.g. lunchtime sessions for individuals and groups).
- Maths increasing popularity as a subject was also reflected at national level as students were aware of the value of Maths for university entrance and also found it a useful support for other level 3 subjects.
- There had also been an increase in the number of students undertaking Further Maths (e.g. the College currently had 20 students and 31 applications for 2010/11) and the department was introducing Additional Maths at AS level.
- Maths was attempting to rise above national benchmarking levels for AS and A2 for A and B grades, and was currently only 2% below the national benchmark for A2.
- Media Studies had also seen an increase in students, reflecting both an increase in the number of students studying media at school as well as students taking the subject for the first time, although some competition from East Riding schools meant that the majority of students came from Hull.
- Media offered students a subject which was centred on communication, IT, research and analytical skills and which was both creative and academic.
- Media staff considered that the fact that the department had its own resource room and edit suite helped to create a sense of departmental identity for students, while the College attempted to ensure that students had access to the most up to date technology e.g. Blogger, YouTube.

- The presentation to the Student Committee by Media Studies students of their recent visit to New York had demonstrated how effectively they were engaging with current technology.

Mike Noddings, as Chair of Committee, thanked staff for attending and for their departments' contribution to ensuring student success.

(Tim Anderson, Lorraine Burton, Ian Gould, John Hamlin left the meeting).

39.1 Apologies

There were no apologies. It was noted that Pam Blackman had resigned from Corporation in December 2010 and the Curriculum and Quality (C&Q) Committee as a result of external work commitments and that there remained a vacancy on the Committee.

39.2 Declaration of interests

There were no declarations of interest.

39.3 Minutes of Meetings 38

The minutes of meeting 38 held on 9 February 2010 were approved with amendment of numbering of items 38.7-38.10.

Action: Clerk

39.4 Matters Arising and Actions

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The minutes of the October 2009 meeting of the Committee were amended, as agreed (38.3).
- 2 A report on value-added had been presented to the Student Committee, as agreed (38.4).
- 3 Corporation performance indicators had been presented to Corporation, as agreed (38.4).
- 4 With reference to healthy eating being included in the catering questionnaire, it was noted that this would be covered in the College's Every Child report, which would be considered by the Committee during autumn term 2010, rather than in the catering questionnaire analysis report (38.5).

Action: MWR/Clerk

- 5 With reference to a query raised at the Committee's February 2010 meeting as to whether some of the students who had left Wyke for other FE colleges could be taking HE courses, members noted a report from the Vice-Principal (Staff and

Student Support) that 7 students had gone to Hull College to start an Art Foundation course, aiming to progress to Art based degrees (38.5).

- 6 Outcomes for 2009 had been reviewed against the College Plan and the College Plan for 2010-13 approved by Corporation at its February 2010 meeting, on the recommendation of the Committee (38.5).
- 7 With reference to the Financial management Control Evaluation (FMCE) action plan, it was noted that financial objectives for the 3-year financial plan would be presented to Corporation's July 2010 meeting (38.6).
Action: SR
- 8 The C&Q annual report would be considered later on the agenda (38.7).
- 9 Corporation had considered and approved the response of the Sixth Form Colleges Forum (SFCF) to the LSIS/AoC governance consultation and agreed to submit it to LSIS/AoC as its own response (38.8).

39.5 Annual review of confidential

The Committee noted that there were no confidential minutes arising from C&Q Committee meetings held during 2009/10 and therefore nothing to be reviewed under this item.

39.6 Curriculum and Quality issues

(i) Student Experience Survey

Ian Taylor spoke to the Student Experience Survey analysis.

Member noted in discussion that:

- Students taking part in the survey had been randomly chosen from year groups and 3 meetings were held with Single Year Group students, 3 with First Years, and 2 with Second Years, with the meetings arranged to coincide with college tutorial sessions.
- The College considered that students had been honest and frank in their answers to the survey and valued being asked their views.
- Most students had been positive about the College Review process and felt that target grades and discussions with teaching staff were useful, with suitable guidance for improvement being provided. Actions for improvement included more one to one sessions with teachers/tutors.
- All groups had been very positive about the guidance they received with students feeling well informed generally and giving particular praise to the Guidance Desk. Actions for improvement included work with tutors on harmonising and improving induction and tutorial information.
- All the First Year groups had been very positive about their tutors and the tutorial provision and while, Second Year students had been a little less enthusiastic, they still valued the service they received and thought that they had settled well into the new tutorial system introduced in 2009/10. Actions for improvement included reviewing tutor training on UCAS processes for students applying for university entry and involving Connexions more with Single Year students on work preparation activities.

- General Studies, which was taught in tutorials, was valued by some students. The College considered that it was a useful tool for developing study and communication skills and helped students to understand their role as global citizens. Students were, however, often willing to admit its utility when it was discussed on an individual basis.
- All groups had been very positive about having received fair opportunities and treatment. Actions for improvement included publicising opportunities for Gay and Lesbian groups to meet
- All students had been very positive about safety at the College
- The majority of students had been pleased with the College facilities available although groups interviewed before the opening of the Oak Building had commented on a lack of computer space and the slow speed of laptops. Actions for improvement included more publicity for mentor support.
- Other issues raised included had included more social space, parking, cheaper food in the refectory and, WiFi access
- Areas for improvement were often request driven but staff did ask students how situations could be improved so that requests were reasonable, with most students taking a mature approach.

It was noted in answer to members' queries that the focus group approach of the Student Experience Survey supplemented the questionnaire approach taken by the College in its other student surveys and that the *Ask the Principal* section of the internet continued to provide another way in which students could raise issues.

The Committee considered the 2010 Student Experience Survey, noting that students had shown a positive appreciation of the College, its facilities and the work of staff.

(ii) Student attendance and withdrawals report

Ian Taylor presented the attendance and withdrawals report.

Members noted in discussion that:

- The destination/reason for leaving the College was shown in the report as unknown for 14% of leavers (2008/09: 1.6%) and the College was seeking to obtain additional data (e.g. from Connexions) to reduce this figure further.
- 18% of leavers went into employment, which was lower than in the previous year (2008/09: 35%), which might be related to the adverse economic climate.
- At 16%, a higher proportion of students had left the College for health/personal reasons (2008/09: 11.3%), noting that the College considered that there was, in general, a higher proportion of students who had health problems or challenging behaviour which required additional support, which had resource implications.
- Some leavers were Level 3 students returning for part of a third year to complete a small amount of level 3 work.
- Overall total leavers year to date was 12.04% (2008/09: 11.12%), with 8.95% having left by November 2009 (November 2008: 5.85%).

Members discussed in detail the increase in the percentage of students leaving the College in November in 2009, noting:

- The College's entry guidelines remained unchanged and therefore did not appear to be a factor in the change from 2008. The College had well-developed, differentiated entry criteria, based on accessibility. Ensuring

students were guided to the right course continued to be of key importance, particularly given increasing student applications.

- Tutors had been encouraged, as part of the new tutorial system, to take action to improve student retention and students had remained on course longer before leaving. Strengthening communication between teachers and tutors (e.g. using e-record), however, remained important.
- The effect of the new 2009 census date of 6 weeks from start of the student's course (rather than 1 November) on retention and success rates (retention x achievement).

The Committee considered the College report on student withdrawals, noting that the overall total for leavers year to date was 12.04% with a higher percentage of students having left by November than in the previous year, which would affect the College's final retention and success rates for 2009/10. Actions being taken to address retention in future years were also noted.

(iii) Report on curriculum plans

Mark Rothery, Assistant Principal, presented the report on curriculum plans.

Members noted in discussion that:

- The College continued to review whether the College should offer progression to specialist diplomas for learners in West Hull. Numbers of students progressing to Wyke who had previously undertaken the diploma in West Hull Consortium schools was currently not large, although some students who had undertaken the IT diploma would start at the College in 2010.
- The College was continuing to investigate offering a BTEC media diploma at level 3, with the aim of recruiting students from Hull partner schools which offered the BTEC First Diploma in Media.
- Resourcing for the PE BTEC National was underway and the course had attracting a significant number of applications.
- It had been agreed that level 3 provision should be retained in Performing Arts but that level 2 provision should be removed.
- An Applied Science Level 3 course and an Applied Law level 3 BTEC certificate/subsidiary diplomas had been approved and discussions would be held concerning Economics A level.
- Project qualifications (EPQ) were well received by universities and suitable for students who were committed and independent learners. The College would therefore promote them to first years with high GCSE scores and to second year students as an enrichment. Level 2 projects would continue to be offered to students in exceptional circumstances.
- A fall in recruitment to English for Speakers of Other Language (ESOL) courses in 2009/10 had resulted in a change in delivery to ensure cost-effectiveness but no curriculum change.
- The process of screening and enrolling students to English as an Additional Language (EAL) courses would be developed, with the College moving from the Sherwood test to the more comprehensive BKSB diagnostic tool.
- With reference to level 2 provision, the College would continue to monitor achievement at GCSE and would recommend BTEC provision at enrolment, where this appeared more suitable.

The Committee received the report on curriculum plans, noting monitoring and development undertaken by the College to ensure that the curriculum continued to meet students' needs.

- (iv) Monitoring of reporting against the College Charter

The Committee received the annual report from the Clerk monitoring reporting to Corporation and its Committees against the College's Charter commitments, noting that the student course questionnaire results would be presented to the Committee in autumn 2010 and agreeing that it would be appropriate for the achievement and value-added reports presented to the Student Committee in 2009/10 to be standing agenda items.

Action: IDT/Clerk

- (v) Deferred to autumn 2010: Every Child Matters Report, Student Course Questionnaire

It was noted that the College Every Child Matters Report and the Student Course Questionnaire would be considered during autumn term 2010.

Action: IDT/MWR/Clerk

39.7 LSIS briefings

- (i) Boardroom Briefing on Self-assessment & quality improvement: report from Chair of C&Q Committee

Members received copies of information distributed at a Learning and Skills Improvement Service (LSIS) Boardroom Briefing on Self-assessment and Quality Improvement which had been attended by the Chair, who reported that he had been disappointed that the event had not included more opportunities for discussion amongst those attending and would have preferred an event aimed solely at sixth form college corporation members rather than a mixed group of governors, clerks and training providers. The event had, however, provided reassurance that the approach currently taken by the College and Committee to self-assessment and quality improvement was appropriate.

The Committee received a report from the Chair on a recent LSIS Boardroom Briefing on Self-assessment and Quality Improvement.

- (ii) LSIS Governance Conference: Framework for Excellence (FfE)

Members considered a presentation on the FE Quality Assurance System and the Framework for Excellence (FfE), which had been given at the March 2010 Governance LSIS conference, and a briefing from the LSC on the FfE indicators.

The College's FfE summary issued by the LSC was received and considered, noting that a grade for Learner Destinations had not been calculated but that the following grades had been awarded:

- ***Outstanding: Delivery as a percentage of funding allocation or contract value***

- **Good: Learner Views, Inspection Grade, Financial Management and Control, Resource Efficiency**
- **Satisfactory: Success Rates, Financial Health**

39.8 Committee issues

(i) Review Standing Agenda Items and Terms of Reference

Members noted that:

- An annual review of the Committee's standing agenda item list and terms of reference was a standing agenda item for the summer term meeting of the C&Q Committee.
- The Clerk was recommending that the Committee's terms of reference and standing agenda item list should be revised to:
 - Remove the reference to the Learning and Skills Council (LSC) in the Committee's terms of reference and the setting of targets to meet the needs of external bodies.
 - Update the reference to the SARQ with a reference to the FMCE (Financial Management Control Evaluation Framework), in line with the Committee and Corporation's practice, and remove the reference to the LSC.

The Committee agreed to recommend the above revisions to its standing agenda item list and terms of reference to Corporation for approval.

Action: Clerk/Chair

(ii) Committee's annual report

It was agreed that the Committee's annual report would be e-mailed to members and presented to Corporation.

Action: Clerk

39.9 Governance issues

- (i) Monitoring of Corporation performance action plans derived from Corporation's annual self-assessment and the LSC's FMCE
- (ii) Review of development of Corporation's self-assessment process

The Committee considered the monitoring of Corporation performance action plans derived from Corporation's annual self-assessment and the LSC's Financial Management Control Evaluation (FMCE), noting that the former would be presented to Corporation and that the action outstanding from the latter relating to the development of financial objectives would be completed at the July 2010 meeting of Corporation.

Action: Clerk/SR

The Committee discussed the Corporation's current self-assessment process and agreed that the Corporation's current use of individual self-assessment questionnaires remained valuable but that the further

development of Corporation's self-assessment processes should be considered.

Action: Clerk

Those present discussed in detail Corporation's relationship with senior managers, agreeing that it was frank, honest, challenging and supportive.

39.10 Documents from LSC, DFCS, DIUS, Ofsted and other outside Bodies: SFCF response to governance consultation

Members received a briefing from Baker Tilly on emerging issues dated May 2010.

39.11 Any other business

There was no other business.

39.11 Date of next years' meetings

It was noted that Committee meeting dates for 2010/11 would be e-mailed to members.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation

ACTIONS FROM C&Q COMMITTEE MEETING 39, 15.6.10

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
1	Clerk	Amend Feb. 2010 minutes as agreed – <u>June 2010</u>	Done.
2	MWR/Clerk	Healthy eating to be covered in ECM report rather than catering questionnaire report– <u>Nov. 2010.</u>	
3*	SR/Clerk	FMCE action plan: financial objectives for the 3-year financial plan would be presented to Corporation's <u>July 2010</u> meeting.	Consideration of the College's 3-year financial plan was deferred to Corp.'s Sept 2010 meeting and ratified at that meeting.
4	IDT/Clerk	(i) Student course questionnaire results deferred to <u>autumn 2010.</u> (ii) Include achievement and value-added reports on Student Committee agendas <u>2010/11 and ongoing.</u>	(i) On the agenda. (ii) Done. Items added to Student Committee agendas for 2010/11.
5	Clerk/IDT/MWR	Student course questionnaire results & ECM report deferred to <u>autumn 2010</u>	<i>See also 2 and 4 above. The ECM report is presented to the Nov. meeting of the Committee with the College's SAR.</i>
6*	Clerk/Chair	Present revised standing agenda item list and terms of reference to Corp. – <u>Sept. 2010.</u>	Done. Considered at the Sept. 2010 meeting of Corp. and approved.
7*	Clerk	C&Q annual report – to be e-mailed to members & presented to Corp. – <u>July, 2010.</u>	Done. C&Q annual report presented to the Sept. 2010 meeting of Corp.
8*	Clerk	Corp. self-assessment analysis & FMCE action plan: financial objectives for 3-year financial plan to be presented to Corp. – <u>July 2010.</u>	Done. Self-assessment analysis presented to the Sept. 2010 meeting of Corp. For FMCE action plan see action 3 above.
9	Clerk	Consider further development of Corp.'s self-assessment processes - <u>2010/11.</u>	

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
10	Clerk	E-mail 2010/11 meetings dates to members – <u>summer 2010.</u>	Done.

** Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than the C&Q Committee.*

**CURRICULUM & QUALITY COMMITTEE OF CORPORATION
Minutes of Meeting 40 held on 12 October 2010**

Present: Mike Noddings (Chair), Jackie Goodman, Richard Smith (Principal), John Wilson
In attendance: Senior managers: Ian Taylor (Vice-Principal, Performance Improvement), Mark Rothery (Assistant Principal)
Clerk: Fiona Bagchi

40.1 Apologies

There were no apologies

40.2 Declaration of interests

There were no declarations of interest.

40.3 Election of Chair and Vice-Chair

John Wilson proposed and Richard Smith seconded, Mike Noddings as Chair of the Committee.

Jackie Goodman proposed and Mike Noddings seconded, John Wilson as Vice-Chair of the Committee.

Mike Noddings and John Wilson were elected respectively as Chair and Vice-Chair of the C&Q Committee unopposed.

40.4 Minutes of Meetings 39

The minutes of meeting 38 held on 9 February 2010 were approved with the minor amendments notified by the Clerk and the inclusion of Jackie Goodman in the list of those present.

Action: Clerk

40.5 Matters Arising and Actions

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The February 2010 minutes had been amended as agreed (39.3)
- 2 Healthy eating would be covered in the Every Child Matters (ECM) report which

would be considered at the Committee's November 2010 meeting, rather than in the catering questionnaire report (39.4).

Action: MWR

- 3 It was noted with reference to the Financial Management Control Evaluation (FMCE) action plan that ratification of the College's 3-year financial plan was deferred to Corporation's September 2010 meeting, together with approval of the associated financial objectives (39.4).
- 4 The student course questionnaire results were on the agenda. Achievement and value-added reports had been included on the Student Committee agendas, as agreed (39.6).
- 5 It was noted that the ECM report was presented to the November 2010 meeting of the Committee with the College's Self-Assessment report (SAR) (39.6).
- 6 The Committee's revised standing agenda item list and terms of reference had been approved by Corporation in September 2010 (39.6).
- 7 The Committee's annual report had been presented to the September 2010 meeting of Corporation (39.8).
- 8 Corporation's self-assessment analysis had been presented to the September 2010 meeting of Corporation (39.9).
- 9 Further development of Corporation's self-assessment processes would be considered in 2010/11 for use in 2011/12 (39.9).
- 10 The Clerk has e-mailed the 2010/11 meetings dates to Committee members, as agreed (39.12).

40.6 Curriculum and Quality issues

- (i) Review of College exam results for 2010, including review of performance against targets for retention, achievement and value-added

Ian Taylor gave a presentation on exam results, retention and value added for 2009/10.

Members received details of pass rates that had been sent to Corporation members in August 2010 and initial performance data that had been discussed at the September 2010 meeting of Corporation, with key points noted including:

- The A2 pass rate was high i.e. in excess of 99% (excluding General Studies).
- The A2 A/B pass rate was also high (i.e. around 40% excluding General Studies) but was below the national benchmark which was just above 50%
- The AS pass rate had, however, fallen by around 3% to just over 84% (excluding General Studies), which was below the national benchmark of 88%.
- The AS A/B pass rate shown was 28% (excluding General Studies) against a national benchmark just below 40%.
- There were improvements in achievement on a range of AS subjects e.g. business studies, dance, PE, photography, English language and literature,

English language, electronics, French, health and social care and previous excellent results at AS were maintained in art and design, history, travel and tourism, theatre studies, music technology and graphics.

- Improvements in Maths and Biology were also noted.

Members considered the target tables for retention, achievement and success rates in 2009/10 for levels 1 (entry), 2 and 3. Members noted in discussion that:

- Success rates at level 3 had fallen in 2009/10 to 76.2% (2008/09: 79.4%), both because of a fall in retention and because of a fall in achievement, particularly on AS courses. In contrast, while achievement had been lower in 2008/09, retention had improved resulting in improved success rates.
- It was noted that the fall in achievement at AS was in part as a result of assessment criteria having changed in some subjects in 2008/09 and, where the same effect had been noted for 2 years, action already taken included more stringent entry criteria to relevant subjects in 2010/11 e.g. psychology.
- Value-added in psychology had also fallen in 2009/10.
- National benchmarking data included colleges which recruited competitively, while Wyke used broad entry criteria to encourage students to remain in education, where possible.

Members noted that the above data had been discussed in detail at the September 2010 meetings of Corporation and its F&GP Committee.

Members considered the ALPs and ALIS value-added data, noting that:

- With reference to the ALPs data at A2, the College was just above the 75th percentile which was grade 3 (Excellent).
- With reference to the ALPs data at AS, the College was just above the 60th percentile which was grade 4 (Very Good).
- ALIS benchmarking data showed that the fall in achievement for psychology was national.

Members considered actions being taken to improve achievement taking into account value-added scores for individual courses e.g. the appointment of a teacher in geography; the replacement of AS computing with BTEC; the move from AS/A2 dual award to BTEC double and single awards in Health and Social Care; the application of some of the entry, monitoring and guidance techniques which had brought about improvement in Maths to French; more stringent entry criteria for psychology.

It was noted in response to members' questions on the monitoring of student performance that this was now RAG (Red-Green-Amber) rates so that it could more easily be seen how students were performing against target grades

Members received the report on examinations results, retention and value-added for 2009/10, noting in particular actions being taken to improve retention and achievement at AS.

(ii) College Self-Assessment 2010: verbal progress report

Ian Taylor gave a verbal progress report on the compilation of the College self-assessment report (SAR), reporting that staff could now access the SAR electronically at home as well as in College and that the action section was now more user friendly and printable.

Members noted that the SAR grades would be moderated at the meeting to held on 30 November 2010.

(iii) Course questionnaire analysis

Ian Taylor spoke to the course questionnaire analysis.

Members noted in discussion that:

- The College had always undertaken course questionnaire surveys by subject areas which enabled subjects and departments to look at areas where students were less satisfied.
- The questionnaire was completed in class under exam conditions, sealed and transmitted to Guidance where it was read with an optical reader.
- In autumn 2010, the College had also taken part in a benchmarking exercise with 6 other Norvic colleges.

The 2010 course questionnaire analysis was received.

(iv) Report on curriculum plans

Mark Rothery, Assistant Principal, presented the report on curriculum plans.

Members noted in discussion that:

- The College was not currently planning to offer specialist I.
- The College was continuing to investigate additional courses in Media.
- Level 3 provision had been retained in Performing Arts but level 2 provision had been removed.
- BTEC National Diploma in Art had been removed as there was more demand for A levels, with 3-D Art and Design being added to the offer.
- Applied AS Health and Social Care was being removed from the offer and replaced with BTEC.
- The PE BTEC National diploma, the Applied Law level 3 BTEC certificate/subsidiary diploma and the Applied Science level 3 course had all recruited well, with students who had previously taken dual award science at GCSE appearing keener to take the Applied Science course than single science A Levels.
- Critical thinking would be offered as a fasttrack course from September 2011, with high entry criteria i.e. A and B grades.
- Project qualifications (EPQ) was promoted to students with high GCSE scores and to second years as an enrichment, with projects still offered to students in exceptional circumstances.
- Recruitment to English for Speakers of Other Language (ESOL) courses would be reviewed in January 2011.
- The College's English as an Additional Language (EAL) provision was being reviewed and compared with the offer at other sixth form colleges including the development of screening and enrolment processes.
- GCSE Sociology was being reviewed.

The Committee received the report on curriculum plans, noting monitoring and development undertaken by the College to ensure that the curriculum continued to meet students' needs.

(v) Items deferred to February 2011

It was noted that the following items would be considered at the

February 2011 meeting of the Committee: the catering questionnaire and the work experience report.

Action: Clerk/AW/LM

(vi) Annual complaints report

The Principal presented the 2009/10 complaints report.

Members noted that 4 complaints had been logged for 2009/10, of which 2 had been judged invalid, 1 mostly invalid with valid elements and 1 mostly valid. It was noted that there had only been 1 complaint relating to the curriculum, which had been judged to be invalid.

(vii) Staff questionnaire analysis

Ian Taylor presented the 2010 staff questionnaire analysis.

Members noted in discussion that:

- There had been a significant increase in the number of returns to the questionnaire this year i.e. 49 compared with 31 in 2009
- Question 1 (do you feel valued?) was still considered the most important.
- Despite individual comments regarding communication, there was an increase in the perceived effectiveness of communication (Question 15) and it was noted that Wyke was one of the few colleges to retain a daily staff briefing and much information was available on the staff intranet.

The 2010 staff questionnaire analysis was received and it was noted that responses were generally positive and similar to the previous year's scores.

40.7 Governance issues

(i) Verbal progress report on (a) Individual Corporation Member Self-Assessment Questionnaire and (b) LSC/SFA-YPLA Financial Management & Control Evaluation (FMCE) questionnaire on financial management & governance

The Clerk reported that most Corporation members had returned their 2010 self-assessment questionnaires but that a few were still awaited. It was noted that the LSC/SFA-YPLA Financial Management & Control Evaluation (FMCE) questionnaire on financial management & governance and its associated action plan would be considered at the November 2010 meeting of the Audit Committee.

(ii) Annual review of Corporation performance indicators

It was noted that Corporation's 2009/10 performance indicators would be presented to the December 2010 meeting of Corporation.

Action: Clerk

40.8 Committee issues

- (i) Completion of Committee performance checklist and review of Committee performance indicators

The Committee reviewed its performance indicators for 2009/10 and noted that it was 100% compliant with its performance checklist, which would be presented to the November 2010 meeting of the Committee for signing.

Action: Clerk/Chair

- (ii) Annual Report of the C&Q Committee, 2009/10

It was agreed that the report would be e-mailed to members.

Action: Clerk

40.9 Documents from YPLA, SFA, DfE, BIS, Ofsted, LSIS and other outside bodies

- (i) LSIS Governance and the CIF 2009

The Committee received the above documents, noting in particular the examples of the type of questions asked of Governors by Ofsted inspectors.

40.10 Any other business

There was no other business.

40.11 Risk management – identification of any items of risk

It was noted that no new items of risk had been identified.

40.12 Date of next meeting

It was noted that a special meeting of the Committee would be held on 30 November 2010 to consider the SAR for recommendation to Corporation. It was noted that the SAR moderation meeting would begin at 2.15pm.

ACTIONS FROM C&Q COMMITTEE MEETING 40, 12.10.10

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
1	Clerk	Amend June. 2010 minutes as agreed – <u>Oct. 2010</u>	Done.
2	MWR/Clerk	Healthy eating to be covered in ECM report rather than catering questionnaire report – <u>Nov. 2010.</u>	Done.
3	Clerk/AW/LM	Catering questionnaire & work experience report to C&Q - <u>Feb. 2011</u>	On agenda.
4*	Clerk	Corp. PIs to Corp. – Dec. <u>2010</u>	Done.
5	Clerk	C&Q annual report – to be e-mailed to members – <u>Nov. 2010.</u>	

** Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than the C&Q Committee.*

Fiona Bagchi
Clerk to the Corporation
7.2.11



Minutes of Special Committee Meeting 41 held on 30 November 2010

- Present:** Mike Noddings (Chair), Richard Smith (Principal), John Wilson
- In attendance:** Mike Rogerson (Vice-Principal, Students and staff Support), Mark Rothery (Assistant Principal, Curriculum), Ian Taylor, Vice-Principal (Performance Improvement)
- Clerk:** Fiona Bagchi

41.1 Apologies

Apologies had been received from Jackie Goodman.

41.2 Declaration of interests

No declarations of interests were made.

41.3 Consideration of College Self-Assessment Report (SAR) for recommendation to the Corporation

Having taken part in the College SAR grade moderation meeting which had immediately preceded the special meeting of the Curriculum and Quality (C&Q) Committee, the Committee considered the College SAR 2009/10 overview for recommendation to Corporation. It was noted that the overview proposed a grade 2 for all areas, as it was considered that the decline in retention in 2009/10 meant that the grade 1 awarded for capacity to improve in 2009 was no longer appropriate. It was noted that actions were being taken to improve retention in 2010/11, with particular references to subjects which attracted a high number of students e.g. ICT, psychology and sociology.

The Committee agreed that the College Self-Assessment Report (SAR) overview should be presented to the December 2010 meeting of Corporation for approval.

Action: Clerk/Chair

41.4 Consideration of College's Every Child Matters Report for presentation to Corporation

The Committee considered the College's Every Child (Citizen) Matters (ECM) Report 2009/10.

Members noted that:

- The 5 ECM themes have been graded as follows for 2009/10:
 - Grade 1 (Outstanding) – Make a Positive Contribution
 - Grade 2 (Good) - Be Healthy, Stay Safe, Achieve Economic Well-being, Enjoy and Achieve

The Committee congratulated Mike Rogerson for the comprehensive nature of the ECM report, noting the many positive achievements that it recorded. The grading was considered realistic and areas where the College was seeking improvement were noted e.g. encouraging students to give up smoking. It was also noted that the removal of the Educational Maintenance Allowance (EMA) could be an issue for students in 2011/12 and that the College Management team would be reviewing the number of students progressing to HE, taking into account the increasingly competitive environment for university places.

It was agreed that the report should make some reference to Corporation members undertaking safeguarding training and that, under the section on “be healthy” the reference to “in required” at paragraph 4 on page 2 should be removed.

Action: MWR

The Committee agreed that the College’s Every Child (Citizen) Matters Report 2009/10 should be presented to the December 2010 meeting of Corporation for information, subject to minor amendments.

Action: MWR/Clerk/Chair

41.5 Report on Corporation performance indicators and self-assessment and Committee checklist and Annual Report 2009/10

The Committee noted that Corporation’s performance indicators for 2009/10 and the individual Corporation member 2010 self-assessment analysis would be presented to the December 2010 meeting of Corporation.

Action: Clerk

The Committee’s performance checklist for 2009/10 was signed.

It was noted that the Committee’s annual report remained to be e-mailed to members.

Action: Clerk

41.6 Any Other Business

(i) College prospectus

The Committee received and congratulated the College on the new College prospectus.

41.7 Date of next meeting: Tuesday 15 February 2011 at 4.30 pm

Fiona Bagchi,
Clerk to the Corporation
6 December 2010

ACTIONS FROM C&Q COMMITTEE MEETING 41 HELD ON 30.11.10

NO.	ACTION FOR:	ACTION:	STATUS OF ACTIONS
1	Clerk/Chair	Recommend SAR overview to Corp. for approval – <u>Dec. 2010.</u>	On agenda of Corp. meeting of 9 Dec. 2010
2	MWR/Clerk/Chair	Present ECM Report to Corp., following minor amendments– <u>Dec. 2010.</u>	On agenda of Corp. meeting of 9 Dec. 2010
3	Clerk	E-mail Committee’s annual report to members – <u>autumn term 2010.</u>	