

Colchester Institute Corporation

**Quality and Standards Committee
Annual Report to the Board
2010-11**

1. Introduction

This report covers the work of the Quality and Standards Committee for the period 1 August 2010 to 31 July 2011.

2. Membership

The Committee comprises a minimum membership of six, including ex officio the Chair of the Corporation Board, Principal and the two Student Members. Actual membership at 31.07.11 was ten.

Membership during 2010-11:

	Date appointed	Date ceased to be a member
Christopher Bridge (Chair)		
Trish Alford		
Tanya Bentham		
Danny Clough		
David Gask		
Jon Manning	04.10.10	
Stefanie Peck	08.02.11	31.07.11
Michael Peterson	16.08.10	30.06.11
David Priest		
Kevin Prince		
Beth Smith		

3. Attendance of Non-Members

Committee meetings were normally attended by:

Director of Quality and Operations (East)
Director of Learning: Higher Education
Director of Learning: Further Education
Director of Information Technology and Operations (West)
Quality Assurance Manager
Quality Enhancement Manager

4. Clerking

All meetings of the Committee were clerked by the Clerk to the Governors, Hazel Paton.

5. **Quorum**

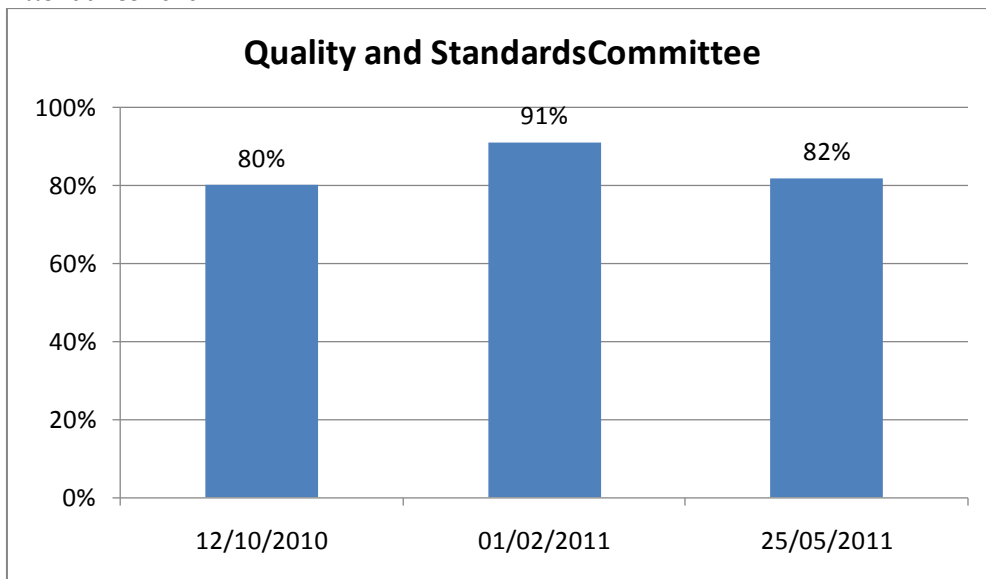
The quorum for meetings of the Committee is four members, and must include the Committee Chair or his/her nominated deputy for the meeting or the Chair of the Corporation Board. All meetings were quorate.

6. **Meetings and Attendance**

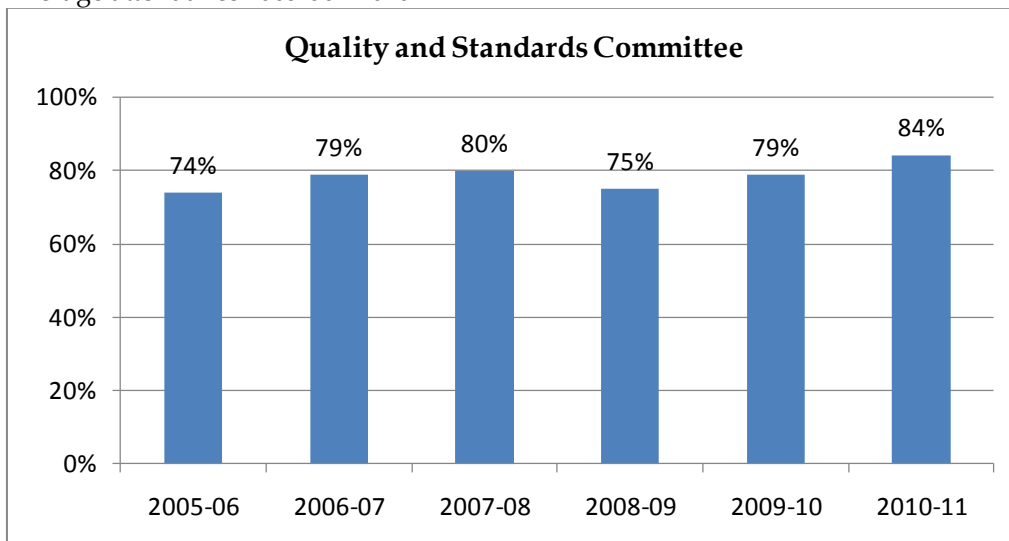
The Committee met on three occasions:

- 12 October 2010
- 1 February 2011
- 25 May 2011

Attendance 2010-11



Average attendance 2005-06 - 2010-11



7. Terms of Reference

The Terms of Reference were reviewed and revised by the Committee in May 2011 to include responsibility for advising on college targets for success rates, and oversight of external reviews, audits, inspection and accreditation visits, and employer engagement activity.

8. Major Items Considered During the Period under Review

8.1. Recruitment, Retention and Achievement

The College is operating in a far more competitive environment than in previous years, with increased sixth form provision in the Tendring area and three educational establishments now open in Ipswich: Suffolk One, a centre for learning for 16-19 year olds; University Campus Suffolk and Suffolk New College. Against this background the College had a significantly increased 16-18 FE learner target of 5001. This target was slightly exceeded by year end, with the help of planned Summer Tasters, as was the Standard Learner Number target (one SLN is equivalent to 450 guided learning hours). The College also achieved its SFA (Skills Funding Agency) 19+ funding target.

For HE the College achieved 1045 FTE fundable students against a target of 1038 FTE (1024 FTE + 14 FTE employer co-funded).

FE retention overall has improved and was commented on positively by Ofsted in their findings. Retention in HE programmes continues to be strong with notable exceptions in the part-time Art Year 0 programmes and in Teacher Training.

Success rates 2009-10 had improved slightly over previous years although Long Level 3 is still an area for improvement. It is too early to report on success rates for 2010-11.

8.2. Teaching and Learning Observations

The process for teaching and learning observations is now well established, but subject to annual review to ensure it remains fit for purpose. All full-time and part-time staff should be observed once during the year as part of the formal graded observation process. Not all observations which were scheduled for 2010-11 took place; some were disrupted by preparations for, and the visit of, Ofsted. The number of sessions graded good and outstanding continues to rise. The number of unsatisfactory sessions remains constant at no more than 1% of observed sessions. The number of sessions graded satisfactory needs to be tackled if the College is to move from Good to Outstanding. The Committee has explored the support offered to staff graded 3 and believes it to be appropriate.

8.3. Employer Engagement

The PTC is beginning to see an upturn in activity with repeat business and new customers in both full cost work and open courses.

An Employer Engagement Steering Group with representatives from all centres as well as the marketing department and the BCT ensures that employer engagement across the College is dealt with effectively and efficiently. The long term aim is to implement a single point of entry and contact for employers. This is being

progressed with the introduction of Customer Relationship Management (CRM) system.

It is disappointing that having invested a considerable amount of time and money in achieving Training Quality Standard accreditation the Skills Funding Agency is no longer supporting this accreditation. However, undertaking the accreditation process has assisted the college in taking forward employer engagement work.

8.4. **Learner Perception of College Survey**

Headline data from the 2010-11 learner perception of College survey indicates that learners are reporting lower levels of satisfaction than in previous years, with Braintree Learners, HE Learners and students in the Centre for Health and Care, recording satisfaction levels between 12 and 18 percentage points below that for the whole College. The Centre for Health and Care was subject to a quality intervention during the year and further actions are being taken to redress the issues. It is pleasing to see that seven Centres: Hospitality and Food Studies, Computing and Administration, Education, Engineering, Partnerships and Tending, Widening Participation, and Trade Union Studies had generally very satisfied learners with most other Centres with satisfaction scores more or less on a par with the College averages.

8.5. **College Self Assessment Report**

The Committee continues to rigorously review the College's Self Assessment Report prior to submission to the Board for approval. The associated action plan is taken forward by a number of project groups, overseen by the SLMT. The Committee is keen to see an improvement in the collection of destination data, particularly the jobs that students go into when they complete their studies.

8.6. **Inspections/Reviews**

In November 2010, the University of Essex underwent an inspection of its Initial Teacher Education provision, of which around half is delivered by Colchester Institute and the remainder by South Essex College. The Overall Effectiveness grade of 2 (Good) was maintained.

The College underwent a full inspection in June 2011. The Self Assessment Report was updated in preparation for the Inspection, and the Committee reviewed the Overall College Improvement Plan. The College had made good progress during the year and the overall Effectiveness grade of 2 (Good) was maintained. Post inspection activity will be monitored by the Committee during 2011-12.

8.7. **Academic Targets 2011-12**

Targets have been agreed for:

Self Assessment Grades

Targets	Cross College Themes	Centres of Study/Sector Subject Acres	Departments
2010-11	2.0	1.8	2.1
2011-12	2.0	2.0	2.0

Success rates (FE and WBL)

Targets	Long FE	Short FE	WBL Frameworks
2010-11	77% (76%)*	77% (82%)*	66% (78%)*
2011-12	80%	85%	79%

Teaching and Learning Observations Grades:

Targets	Grades 1 and 2	Grades 2 and 4
2010-11	80% (79%)*	20% (21%)*
2011-12	81%	19%

(*as amended; SSRC and Board)

8.8. Governor Link Scheme

The Committee continues to oversee the Governor link scheme. All governors are allocated a link area with the exception of the Principal; the two Student Governors share a link area. It is disappointing to see that the return rate for written reports continues to fall. In 2010-11 65% of Governors submitted written reports, compared to 79% in 2009-10 and 80% in 2008-09. The Committee recognises the demands that the scheme places on governors but would urge them to produce written reports of their visit.

8.9. Other Items of Business

The Committee received and noted:

- synopsis of compliments and complaints referred to the Quality Manager's office 1 September 2009 – 31 August 2010. There were 48 compliments compared to 23 the previous year and 190 complaints compared to 92 in 2008-09. Following investigation, 158 (83%) complaints were upheld.
- Institutional Annual Monitoring Report 2009-10 prepared for the University of Essex.
- annual report on teaching qualifications. The percentage of staff holding or working towards teaching qualifications remains consistently high and the target for qualified teachers has been exceeded. Historically, the LSC set targets for the number of staff holding teaching qualifications. Since 2007 all staff with a teaching role, including demonstrators/instructors, have been required to register with the Institute for Learning (IfL). Once registered staff have three years in which to progress to qualified teacher status.

Christopher Bridge
Chair, Quality and Standards Committee

10 October 2011