



THE PLANNING & PERFORMANCE COMMITTEE

Minutes of the meeting held on 2 December 2009

Present

Anona Amis	AA	<i>Chair</i>
Geoff Stanton	GS	
Richard Chambers	RC	

In attendance

Christine Griffiths	CG	<i>Clerk to the Corporation</i>
Ruth Nixon	RN	<i>Vice Principal, Curriculum</i>
Richard Chambers	RC	<i>Principal</i>
Barbara Asaam	BA	<i>Committee Clerk</i>

Apologies

Stephen Potter	SP
----------------	----

Minute ref	Minute	Action
09.02.01 Declaration of interest	No interests were declared.	
09.02.02 (09/02/01) Minutes of last meeting	The minutes of the meeting held on 24 June 2009 were agreed as correct.	
09.02.03 Matters arising	<u>09.01.07b</u> The Committee noted that management conferences had been held on 12 and 26 November to explore further the development of College ethos, including the behaviours expected of staff, managers and students.	
09.02.04 (09/02/02) Key Indicators	<p>a The Committee received a summary report on College Key Indicators (KIs), as appended to these minutes. The Committee noted that the other Committees that reviewed KIs were routinely scheduled prior to Planning & Performance meetings to enable any feedback to be incorporated into the reports. Detailed reports were received in the following KIs:</p> <p>b <u>KI 1 – Recruitment 2008/09 & 2009/10 Interim</u> The College had missed the target of 78% in November by 4%, at 74%. The Committee was advised that there were plans in place to recoup the numbers to meet the end of year target of 100%. The Committee noted that reports on this KI were provided at each meeting, and that</p>	

further progress would be reported at the next meeting.

- c KI3 Customer complaints 2008/09
 The College had achieved the 90% target and was advised that this was considered to be due to improved management and effective monitoring systems. The Committee asked that the data be presented in graph form to show the trend year on year. **RN**
- d KI7 – Success Rates 2008/09: College
 The College’s performance on success rates was one of the main external measures on which the College was judged and it was noted that there were challenges to meet this target. AA asked if there were other strategies that could improve franchise performance, and was advised that a new in-year reporting system had been established which had proved to be a useful tool for regular in-year monitoring. The Committee asked for a progress report at the next meeting. **RC/RN**
- e KI9 Success Rates 2008/09 : Skills for Life
 The College had significantly improved performance on this indicator, and had achieved or exceeded target. Further action was currently in hand to enable continued improvement in performance, including staff training on subject specialisms.
- f KI 10 Value Added 2008/09
 The College overall rating for A2 and AS subjects was below target and actions had been put in place to improve this. The Committee asked to be kept informed of progress. **RN**
- g KI 11 Internal Progression 2008/09
 Targets had not been achieved for this indicator, although there had been some improvement at Level 1 adult. The Committee asked for further information at a future meeting on the progression routes for all courses. **RN**
- h KI 12a Progression to HE 2008/09
 The College had not achieved against target for this indicator, and was currently investigating the reasons for students not being placed. Training was being provided for Level 3 tutors to focus on the application process. The Committee asked for a progress report at the next meeting. **RN**
- i KI 17 Staff Satisfaction 2008/09
 Overall satisfaction with the College was below benchmark, and various actions were in place to address staff concerns as evidenced by the survey and by management investigations. There had been a very low response rate (27%) and the Committee agreed with the comments of the Human Resources Committee on the actions recommended to improve this. The Committee **CG**

asked for a progress report at the next meeting on the outcome of the steps being taken by the College to address staff satisfaction.

- j The Committee noted the performance against target for each indicator, and the actions being taken to improve performance where necessary.

- 09.02.05 (09/02/03)
Higher Education Strategy**

 - a The Committee received a draft Higher Education Strategy. The Committee commented that the report was very well written and that the strategy appropriately reflected the overall college strategy. Significant risks had been adequately addressed, and were linked appropriately with the College's Risk Management Plan.
 - b The Committee recommended that the Governing Body, at its meeting on 14 December 2009, approve the HE strategy for submission to the HEFCE and QAA, subject to amending the wording in section 2.4 to state the College's planned financial strategy. **RN**

- 09.02.06 (09/02/04)
College Self Assessment Report (SAR) 2008/09**

 - a The Committee received the draft College Self Assessment Report, and commended it as a comprehensive and well-written document. The Committee reiterated its concerns about progress on achievements and standards, but agreed that the improvement actions set out in the report were well designed to address this issue.
 - b The Committee recommended that the report be forwarded to the Governing Body on 14 December for approval for despatch to the LSC by the end of December 2009. **CG/RN**

- 09.02.07 (09/02/05)
College Development Plan 2008/09 : Final Review**

 - a The Committee reviewed the final report on the achievement of the 2008/09 College Development Plan. The Committee was satisfied with explanations given for items that had not been completed, or not fully completed, but asked that more explanatory notes be provided where the progress indicator was amber or red at the end of the year, or where the indicator had not progressed as could have been expected by reference to in-year progress reports. The Committee also asked that the key be repeated on each page. **RC**
 - b The Committee recommended that the report be forwarded to the Governing Body for review at its meeting on 14 December. **CG**

- 09.02.08 (09/02/06)
College Development Plan 2009/10 : First Review**

 - a The Committee received a report on performance against the College Development Plan 2009/10, and was satisfied with progress to date on each item.
 - b The Committee noted the report and recommended that it be forwarded to the Governing Body for review on 14 **CG**

December 2009.

**09.02.09 (09/02/07)
External
Assessment**

The Committee noted the report, as appended to these minutes, and congratulated Richard Chambers on his award for Leadership in Race Equality from the Network for Black Professionals.

**09.02.10 (09/02/08)
Framework for
Excellence**

a The College had included preparation for the Framework for Excellence (FfE) performance indicators within its 2009/10 management routines. Performance against the FfE indicators would continue to be reviewed when reports were made available by the LSC. The timing of the publication of some reports was still not clear. Action would be taken as appropriate to address any issues and kept under review.

b The Committee noted the report and asked to be kept informed of progress of performance against these indicators.

RN

**09.02.11
Review of
Confidential Items**

The Committee noted that there were no confidential items due for review at this meeting.

**09.02.12
Date of the next
meeting**

The next meeting would be held on Wednesday 17 March 2009 at 6.30pm.

Signed

Date

Anona Amis, Chair

EXTERNAL ASSESSMENT SUMMARY (8 December 09)
BOLD – Inspections/external assessment during 2009 10

Area	Scope	Team	Last visit Date	Outcome	Next Visit
INSPECTION – COLLEGE					
Monitoring visit	Lambeth College	Ofsted	11 Jun 09	See footnote	Before Jun 10
14-19	Joint Area Review Lambeth/ Southwark	Ofsted	Sep 08	Good	Before Feb 12
LSC Funded Provision	Lambeth College	Ofsted	Feb 08	Good	Before Feb 12
INSPECTION – PARTNERS					
ACL	Borough of Lambeth	ALI	May 07	Leadership &M/ment 3 Quality of Education 3 Achievements 3	TBC
INSPECTION – HIGHER EDUCATION					
All HE funded provision	Integrated Quality Evaluation & Review IQER	QAA			DR24 May10 DRSummer11 IQSummer12
All HE funded provision except Dental	Institutional Review – Part 2 (Part 1 Dec 08)	Anglia Ruskin			Curriculum Pathways TBC
INSPECTION – VARIOUS					
Training Quality Standard	Employer engagement	TQS Asses sment			Pt A Apr 10 Pt B Jul 10
LLDD	LLDD provision	Ofsted			8 Dec 09
Train to Gain Audit	College T2G policy and procedures	Lon Centra l LSC	Feb 09	Full implementation of auditor recommendations	Feb 10
Edexcel	Risk Assessment	Edexcel	Jan 09	Completed	Jan 10
Investors in People	Lambeth College	IIP UK	Dec 08	Standard achieved	Dec 11
Training and Development	Lambeth College T&D Service	EMQC	Nov 08	Accreditation achieved	Nov 11
Health & Safety Review	All College H&S systems & policies	Lon Cen LSC	May 08	Good Health and Safety Performance	TBC

				Rating	
Nurseries	Brixton Nursery	Ofsted	Feb 08	Good	Before Feb 12
Advice and Guidance	Lambeth College Careers /Course Advice	EMQC	Nov 07	Accreditation achieved	Nov 10
Nurseries	Clapham Nursery	Ofsted	Sep 07	Satisfactory	Sep 09
Learning Resources	Connexions Accredited Resource Centres	Central London Connexions/	Jun 07	Accredited Resource Centre Standard	Jun 09
Health & Safety	Health and Safety	OHSA S18001	Jun 06	Standard achieved	Jun 09
Learning Resources	Lambeth College Libraries, ILT Centres and Media Services	CoLRIC	Jul 05	Gold Standard achieved – Grade 1	Mar 10
EXTERNAL AWARDS STUDENTS					
Beacon Award	AOC Beacon Award RNIB/Mencap	AOC	Nov 09	LLDD Employability Project	
Student Award	Lambeth Young Entrepreneurs Award	Lambeth	Nov 09	Vauxhall Skills Challenge	
Student Award	Awards for Excellence in Journalism	NCTJ	Nov 08	Delia Monk and Ben Pearce Joint winners	
Student Award	Metropolitan Police Young Achiever Award	Prince's Trust	Oct 08	Selina Case	
Student Award	London Regional Winner	NCFE	Oct 08	Annette Davis NCFE Student of the Year 08	
Student Award	The Prime Minister's Global Fellowship	British Council	Jul 08	Ugochinyerem Ofor (A levels) to visit India	
Engineering	London Education Partnership Award	n/a	Jun 08	Runner up - Engineering 'success at 17'	
Enterprise Activity	Best Lambeth Company	Young Enterprise	Mar 08	Business Studies L1 & L2 students	
EXTERNAL AWARDS STAFF					
Leadership in Race Equality	Annual Award 2009	NBP	Nov 09	Richard Chambers	
Leadership in	Annual Award	NBP	Nov 08	Dame Lorna	

Race Equality	2008			Borland-Kelly	
Health & Safety	Star Award	QIA	Nov 07	Nick Brick Finalist	

MONITORING VISIT JUDGEMENTS June 09
--

Success rates including T2G – insufficient progress

Attendance – insufficient progress

OTL grades including VLE – reasonable progress
--

Target setting and ILPs – reasonable progress

C/external