

Minutes of the Meeting of the Main Board of the Corporation
held on 13 December 2018, in Room CG5 E.25, College Green, 6.00pm – 8.00pm

Committee Members: Geoffrey Channon
Richard Gaunt
Zahid Gill
Keith Hutton
Lee Probert, Principal and Chief Executive
Peter Rilett (Chair)
Zoe Taylor
David Williams

Also in Attendance:

Min. No.	
b	<p>the requests made at the 1:1 meetings. ACTION: All to respond to the Clerk's request for suitable dates. Clerk to provide appointments for learning walk s early January 2019.</p> <p>David Williams provided governors with feedback from the learning walks he had undertaken and explained that the AoC training for new governors had highlighted their importance. As the learning walks offered an opportunity to talk directly to students and staff, governors could measure the 'temperature' of the College which assists with the decisions they need to make at committee and Board. It was also highlighted that in many charities it is standard practice for trustees to undertake this type of activity where they 'walk the shop floor.'</p>

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Min. No.	
6.9	<p>associated quality cycle. Governors questioned whether the monitoring at C&Q is frequent enough. It was AGREED that the Chair of C&Q should meet with the VPC&Q regularly to review, with a focus on 'red' areas. This would support governors to review whether interventions are working and provide a mechanism for this to happen. ACTION: VPC&Q and Chair of C&Q to discuss reports monthly.</p> <p>Governors asked for clarification around the language of 'stretch' targets and what it would look like if students weren't being stretched enough. The VPC&Q explained that this is about ensuring that activities challenge students through target setting. To support teaching staff the College has:</p> <ul style="list-style-type: none"> - Adopted the ALPs system for target setting - Offered a range of CPD around stretch and challenge - Reviewed the role of Teaching Learning and Assessment Coaches (TLACs) putting in place Learning and Development coaches to support teaching staff where required - Provided the Wednesday afternoon non-teaching time which includes the sharing of examples around stretch and challenge - Established teaching and assessing 'squares' (teachers work with peers).
6.10	<p>Governors discussed whether students understand 'stretch' targets and whether they know their own individual targets. The concept of the 'exit ticket' was discussed where students show understanding of the lesson before leaving. The VPC&Q explained that where a qualification is pass / fail there may be a target around an additional learning aim.</p>
6.11	<p>Governors discussed the positive employer session which had taken place in November but questioned whether any of the topics employers had discussed were reflected in the SAR. The VPC&Q suggested that personal wellbeing covered 'work ready' behaviour alongside attendance. The VPC&Q confirmed that the priorities will stay in place for the next two to three years to ensure long term sustainable progress. Governors asked for oversight of where there are areas of concern to be highlighted and for a quantitative measure to be applied to show how many students are affected. ACTION: VPC&Q to add in full time equivalent student number after departmental name.</p>
	<p>Governors APPROVED the SAR and the QIP.</p>
7	<p><u>HE SELF ASSESSMENT DOCUMENT (SED) AND OFFICE FOR STUDENTS (OFS) ANNUAL ASSURANCE STATEMENT AND REGISTRATION LETTER</u></p>
7.1	<p>The VPC&Q outlined the HE Self-Assessment Document which had been circulated to governors by email.</p> <ul style="list-style-type: none"> - Governors APPROVED the SED - Governors ratified the decision to APPROVE the OfS Annual Assurance Statement which had been approved by email in order to meet the OfS deadline. - Governors NOTED the OfS registration letter, including the matters which the OfS had suggested be brought to the attention of the Corporation.

Min. No.	
8	<u>OFSTED LETTER FOLLOWING LATEST VISIT</u>
8.2	Governors asked if the SLT

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