

MINUTES OF THE LEARNING & PERFORMANCE COMMITTEE

MEETING HELD ON WEDNESDAY 16 FEBRUARY 2011

PRESENT:

G Bowd [Outgoing Chair] D Mead A Evans C Jones
S Mohammed [Incoming Chair]

IN ATTENDANCE:

R Larcher [Clerk] K Booker G Jones H Davies [LP10/11: 037 & 038]
C Davies [LP10/11: 032] T Jennings [LP10/11:036] E Williams [LP10/11:032 & 035]
J Roberts [LP10/11: 032 & 035]

PART I – NON-CONFIDENTIAL ITEMS

<u>LP10/11: 027</u>	<u>APOLOGIES</u>	<u>ACTION & TIMESCALE</u>
	<p><u>Noted [i]</u>: Apologies were received from: M Thomas D Jones K Tustin M Dacey RG Fowler N Williams</p>	
<u>LP10/11: 028</u>	<u>DECLARATIONS OF INTEREST</u>	
	<p><u>Noted [i]</u>: C Jones declared an interest in agenda item LP10/11: 032 and did not participate in any consideration of the item.</p>	
<u>LP10/11: 029</u>	<u>RETIREMENT OF COMMITTEE CHAIR</u>	
	<p><u>Noted [i]</u>: R Larcher led on this item explaining that the second term of office on the Corporation of the Committee Chair, G Bowd will end on 20.05.11.</p> <p><u>Noted [ii]</u>: In view of this G Bowd has submitted a written letter of resignation to the Clerk.</p> <p><u>Noted [iii]</u>: The Clerk expressed the thanks of the Committee and College for the commitment, dedication and hard work that G Bowd had given over his eight year term.</p> <p><u>Noted [iv]</u>: G Bowd expressed his enjoyment at being the Chair of the Learning & Performance Committee,, especially due to its pivotal role in relation to the business of the College</p> <p><u>Noted [v]</u>: The Committee formally thanked G Bowd for</p>	

his work and contribution.

**ACTION &
TIMESCALE**

LP10/11: 030

ELECTION OF NEW COMMITTEE CHAIR

Noted [i]: The proposal by D Mead that Shahjan Mohammed be elected the new Committee Chair.

Noted [ii]: The seconding of the proposal by G Bowd.

Noted [iii]: The acceptance by S Mohammed of the position as Chair of the Learning & Performance Committee. However, due to G Bowd being present, S Mohammed deferred his position so that G Bowd would Chair the meeting for the final time.

Resolved [i]: That Shahjan Mohammed be elected Chair of the Learning & Performance Committee.

**L&P CTTE
16.02.11**

LP10/11: 031

MINUTES [PART I] AND MATTERS ARISING

Noted [i]: The contents of the minutes of the meeting of the Learning & Performance Committee [Part I] held on 13.10.10.

Noted [ii]: There were no matters arising.

Resolved [i]: That the minutes of the meeting of the Learning & Performance Committee [Part I] held on 13.10.10 be approved.

**CLERK
16.02.11**

LP10/11: 032

RISK MANAGEMENT & CONTROL REGISTERS

SCHOOL OF BUSINESS, TRAVEL & HOSPITALITY

Noted [i]: The attendance of C Davies, Deputy Head of School for Business, Travel & Hospitality (BTH), who presented this Risk Register.

Noted [ii]: The following points were noted:

- The highest risk is seen with regard to the HE Franchise against which mitigating actions are being undertaken, e.g. working with both Open University and University of Wales to ensure provision in September 2011 and September 2012.
- A high risk of disruption to certain HE courses is experienced due to a lack of qualified and trained full time staff. Part time staff are currently being encouraged to retrain and become more permanent but difficulties arise when staff are poached.
- The bakery facility is currently under budget for year to date and will still be at negative variance at the year end. Some of this may be associated with the motor vehicle learners' move to Pontardawe but they have been replaced by construction learners.

RISK MANAGEMENT & CONTROL REGISTERS
[Cont'd]

SCHOOL OF COMPUTING & INFORMATION TECHNOLOGY

Noted [iii]: The attendance of J Roberts, Head of School for Computing & Information Technology (CIT), and E Williams, Deputy Head, who presented this Risk Register.

Noted [iv]: The following points were noted:

- The highest risk facing the School is the withdrawal of the University of Glamorgan franchise though recent discussions confirmed that the HND1 and HND2 may still be offered for 2011 and HND2 for 2012. Restrictions on numbers and funding means that external avenues are still being explored and further information is awaited.
- The Head of School stated that Risk 1.5 had now been downgraded.
- The risk that class continuation is threatened by learner withdrawals has been mitigated to some extent by the deployment of the Learner Coach and Principal Lecturer.
- Risk 4.2 is identical to Risk 1.2 though there is divergence in the listed controls. Head of School to merge the two Risks in the rewrite of the Risk & Control Register due 31.03.11.

HoS: CIT
31.03.11

<u>Resolved [i]:</u> That the Risk Management & Control Register for the School of Business, Travel & Hospitality is approved.	L&P CTTE 16.02.11
<u>Resolved [ii]:</u> That the Risk Management & Control Register for the School of Computing & Information Technology is approved subject to changes being made in the updated Register.	L&P CTTE 16.02.11 HoS: CIT 31.03.11

SIGNED BY COMMITTEE CHAIRPERSON

Signature:

Date.....