



COLEG Sir Benfro
Pembrokeshire COLLEGE

A-Level Centre Committee

Annual Report
1st August 2023 -
31 July 2024

1.0 Introduction

- 1.1 The A-level Centre Committee Annual Report relates to the academic year commencing on 1st August 2023 to 31st July 2024.
- 1.2 The Corporation Board established a committee known as the A-level Centre (ALC) Committee to oversee the operation of the A Level Centre at Pembrokeshire College. The Corporation Board requires all of its committees to produce an annual report to provide an overview of their activities during the academic year.

2.0 Composition & Membership of the Committee

2.1 The Terms of Reference for the Committee are reviewed on an annual basis. The Terms of Reference for 2023/24 set out the following composition:

- Three members nominated by the Corporation who shall be:
 - A member of the Corporation
 - The Principal of Pembrokeshire College or the holder of any post which succeeds that of Principal
 - The Head of A-levels (CAM) or the holder of any post which succeeds that of Head of A-levels
- Up to ten members nominated by Pembrokeshire County Council who shall be:
 - The Director of Education of Pembrokeshire County Council
 - 3 Head Teachers from Ysgol Penrhyn Dewi, Ysgol Bro Gwaun and Milford Haven*
 - 3 Governors from Ysgol Penrhyn Dewi, Ysgol Bro Gwaun and Milford Haven*
 - The 14-19 Adviser or equivalent of Pembrokeshire County Council
 - Up to 2 members of Pembrokeshire County Council

*Membership includes Headteachers and governors from schools with no sixth forms whose learners transition into the College.

2.2 The Committee is Chaired by the Director of Education, Pembrokeshire County Council, who is also a Board Member.

2.3 Catherine Freeman is the Governance Officer and acts as Clerk to the Committee.

3.0 Meetings

3.1 Meetings of the Committee are scheduled on a termly basis. During the academic year 2023/24, three meetings of the ALC Committee were held:

- 3rd October 2023
- 27th February 2024
- 21st May 2024

3.2 Quorum is set at 3 members consisting of 1 Local Authority representative, 1 School representative and 1 College representative. All meetings during the year were quorate.

3.3 Overall attendance for all Committee Members was 56% (74% previous year). Attendance by Board Members who were also members of the Committee was 67% (73% previous year). Attendance of Board and Committee Members is monitored by the Search and Remuneration Committee and overall attendance for 2023/24 will be reviewed at their meeting in September 2024. Any recommendations identified during that review will be actioned during the course of the 2024/25 academic year.

3.4 Additional officers from the College and schools attend meetings at the request of the Committee. This includes transition leads, the Faculty Head for A Levels and Skills and the Designated Senior Person for Safeguarding.

4.0 Work of the Committee

4.1 The main items discussed by the Committee during the course of the year included:

- Review of Terms of Reference
- Annual Report 2022/23
- A Level Results 2022/23
- Destinations Report 2022/23
- Start of Term Update
- Confidential Safeguarding Reports
- Progress Against Targets
- Planning 2024/25

4.0 Work of the Committee continued

- UCAS/SEREN Update
- Transition Update
- Projected Outcomes
- Application Numbers
- Retention and Support for A-level Learners

Highlights of discussion included:

- 4.2 The performance of learners via identified groups was discussed highlighting that learners in receipt of Education Maintenance Allowance (EMA), learners with ALN and learners from ethnicities other than white were outperforming their counterparts. Further analysis of this would be undertaken to identify if there were potential areas of good practice and shared learning.
- 4.3 Entry requirements for College courses had been discussed resulting in an action for the entry requirements for Level 3 courses to be reviewed by the Admissions Group.
- 4.4 Committee Members were pleased to see the number of learners successfully gaining university places and it was noted that more learners were opting to stay in Wales or along the M4 corridor for Higher Education (HE). There also appeared to be a reduction in learners who wished to progress to HE and choosing other routes instead. The proposed changes to UCAS applications were noted by the Committee.
- 4.5 The breadth of subject choice at the College was noted, as well as vocational routes and Committee Members recognised the importance of impartiality in the guidance given to learners underpinned by the MoU between the College and the Local Authority.
- 4.6 Confidential Safeguarding reports remained a standing item on the agenda and provided the Committee with assurance that safeguarding and wellbeing of learners remained a priority for the College. Reports highlighted that there continued to be a rise in the number of incidents involving peer-on-peer abuse, which was a national trend.



5.0 Work Programme 2024/25

5.1 The work programme for the Corporation Board and sub committees for 2024/25 was approved by the Board in May 2024. The work cycle anticipates matters for consideration during the year and predictable annual matters. However, it is likely there will be some changes as ad hoc matters will inevitably arise during the course of the academic year.

5.2 Key items for consideration by Committee during the 2024/25 academic year will include:

- Start of term update
- A Level results
- Destinations
- Progress against targets
- SEREN and UCAS update
- Safeguarding and learner wellbeing
- Projected outcomes
- Planning for 2024/25
- Application and retention numbers

6.0 Summary

- 6.1 During 2023/24, the Committee continued to strengthen relationships and partnership working between the College, schools and Local Authority. It will continue to develop its role and support learners transitioning between schools with no sixth forms and the College to study A-level courses. Areas of good practice were identified during the year and the Committee will continue to seek opportunities for shared learning and ensuring the needs of A-level learners are met.



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