

## KENT ASSOCIATION OF FE CORPORATIONS

### MEETING OF THE KAFEC QIA PEER REVIEW AND DEVELOPMENT PROJECT STEERING GROUP HELD ON THURSDAY 20<sup>TH</sup> MARCH 2008 AT CANTERBURY COLLEGE

**Present:** Stuart Hadlow (Canterbury)  
Theresa Bray (Mid Kent)  
Danny Cunningham (South Kent)  
Mark Hinton (Thanet)  
Hayley Mills (KAFEC)

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## MINUTES

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### 1. Welcome and Apologies

Apologies were received from Alan Ashfield from Mid Kent College, Jeremy Deacon from North West Kent College and Amanda Davidson from West Kent College. Theresa Bray attended the meeting on behalf of Alan Ashfield.

### 2. Peer Review Teams

It was noted that the members of the Project Steering Group would lead on the reviews with appropriate staff, depending upon the areas chosen for review.

### 3. Pairing of Colleges for Reviewing

It was agreed that the colleges would be paired as follows to undertake the reviews:

Mid Kent College and North West Kent College  
Thanet College and West Kent College  
Canterbury College and South Kent College

It was agreed that these pairings would be checked with the Principals' Group to ensure all were happy with the arrangement. **ACTION: HM**

The group discussed the reviews and noted that there would be an overall assessment made of the SAR, one curriculum area would be reviewed and one cross-college theme would also be reviewed. It was also agreed that colleges should contact HM with information on a curriculum area and cross-college theme that they would like to be reviewed. **ACTION: All**

It was noted the time spent on site should be no more than one to two days, which would make it easier to fit the reviews within the tight timescale. The reports produced by reviewers will include a list of strengths and weaknesses with recommendations. HM asked the group to contact her with one or two points regarding what they would like to achieve as a result of the review process. **ACTION: All**

### 4. Peer Review Timetable

The group agreed that the first review would take place in April and would be between Mid Kent and North West Kent Colleges. This review would be monitored and the following two reviews would then take place in May, using the experience gained from the first review. HM agreed to arrange a date for the first review with AA and JD. **ACTION: HM**

**5. Monitoring Processes**

It was noted that the first review would be monitored and evaluated. The Steering Group will receive a report on the first review and will meet to discuss outcomes and how they will be used for the next reviews.

**6. Impact Measures**

It was agreed that the points received from each college regarding what they would like to see from the review would act as the impact measures.

**7. Evaluative Reporting Template**

HM agreed to draft a response to the Evaluative Report and circulate for comments. **ACTION: HM**

**8. Any Other Business**

It was agreed that the Huddle system would be useful for communicating on the project. HM agreed to investigate how this would work and report back to the group. **ACTION: HM**