

MINUTES

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	05/12/16
Location:	AGENCY SUITE, LONDON ROAD CAMPUS	Time:	5.45 p.m.
Membership:	Christine Davies (Chair), Andy Allen, Gordon Channon (Acting Chair of the Board), Chris Fountain, Christina Gore, Alison Jackson, Barbara McCormack, Nigel Merchant, Lyn Surgeon (Principal/Chief Executive)		
IN ATTENDANCE:	<p>Members of the Senior Leadership Team:</p> <p>C. Armstrong, Group Vice Principal, Curriculum Support and Business Development Paul Morgan – Head of Sixth Form Chris Pemberton, Group Vice-Principal, Quality and Curriculum Management</p> <p>Clerk to the Corporation</p>		
APOLOGIES:	Christine Davies (Chair), Gordon Channon, Alison Jackson, Nigel Merchant		

Election of Chair for the Meeting

15. Resolved:

That, in the absence of the Chair, Chris Fountain be elected Chair for the meeting.

Chris Fountain in the Chair

16. **Declarations of Interest**

There were no declarations of interest.

Minutes – 3 October 2016

17. Resolved:

That the minutes of the meeting held on 3 October 2016 be approved

18. **Matters Arising**

There were no matters arising.

19. **Presentation/Training Session – Sub Contract Provision – deferred to next meeting**

Shrewsbury College Annual Safeguarding Report for 2015/15 (Appendix 8/16)

The Governor Safeguarding Representative presented the Shrewsbury College Annual

Safeguarding Report for 2015/16. The monitoring report visit did not raise any concerns and the only recommendation was to ensure that full reporting processes were in place across the group

A Governor commented on the significant number of looked after children in the College. The Group Vice- Principal, Curriculum Support and Business Development, referred to the recent mini inspection carried out at the College and reported that the Lead Ofsted Inspector had been very impressed with the safeguarding and prevent measures put in place and the monitoring system. She stated that the next annual report would be for the Shrewsbury Colleges Group.

20. Resolved:

That the Shrewsbury College Annual Safeguarding Report for 2015/16, be noted.

Equality and Diversity Update (Appendix 9/16)

The Governor Representative for Equality and Diversity presented the Equality and Diversity summary of 2015/16 achievement and action plan update.

The Group Vice-Principal, Quality and Curriculum Management advised that the Action Plan would be published on the website and that, in the future, would include data from the Sixth Form College. She commented that she had been encouraged by an increase in numbers on the Equality and Diversity Panel including an increase in representation from teachers.

With reference to page 4 of the report, a Governor commented that it was pleasing to see that the gender gap for male success was closing as this had been an issue for some years.

Reference was also made to ethnicity and it was acknowledged that the figures for the College were in line with the profile for the local community.

21. Resolved:

That the Equality and Diversity summary of 2015/16, achievement and action plan update be noted.

Self-Assessment Grades (Appendix 10/16)

The Group Vice Principal, Quality and Curriculum Management submitted a summary of grades for information and assurance of interventions. She advised that the Validation Panels had been extremely robust and there had been no grade inflation.

A Governor stated that he felt more detailed background information should be provided to Governors to enable them to fully assess the teaching and learning position as this was an area that Ofsted had previously identified that Governors needed to strengthen. The GVP, Quality and Curriculum Management acknowledged these comments and advised that reports would be submitted to future meetings giving more detail and updates to enable close scrutiny and setting out actions taken to address weak areas.

Governors considered the self-assessment grades and noted those subjects which had significantly improved and those that were in recovery. The Group Vice Principal, Quality and Curriculum Management advised on the reasons for these outcomes and action taken to address areas with poor results. The Principal commented that she considered that outcomes would improve as a result of the merger.

22. Resolved:

(a) That the main findings and summary of grades for 2015/16 be noted

(b) That it be noted that more detailed data and actions plans for subject areas would be submitted to future meetings.

H.E. Self-Assessment (Appendix 11/16)

The Group Vice Principal, Quality and Curriculum Management submitted the full HE self-assessment and action plan. She advised that, overall, HE had not had a good year and the two groups selected for inspection had been two of the poorer areas. The Principal stated that there was a lot of work to do in this area although some aspects of HE were strong, such as Engineering and Education which was highly regarded.

Resolved:

23. That the HE self-assessment and action plan be agreed and referred to the Board.

Outcomes 2015/16 (Appendix 12/16)

The Group Vice Principal – Quality and Curriculum Management submitted the final outcomes for Learners 2015/16 in respect of both Colleges.

24. Resolved:

That the final outcomes date for Learners of both Colleges in 2015/16, be noted.

Looked After Young People – Update (Appendix 13/16)

The Group Vice Principal, Quality and Curriculum Management submitted an overview summary of a learning walk undertaken in respect of Looked After Young People. The Group Vice-Principal, Curriculum Support and Business Development, advised that a Memorandum of Understanding was being worked on between Staffordshire and Shropshire to share information on looked after children.

25. Resolved

That the overview summary of the learning walk in respect of looked after young people be noted.

Quality Reporting (Appendix (14/16)

The Group Vice Principal, Quality and Curriculum Management and Head of Shrewsbury Sixth Form College submitted data updates in respect of retention, attendance, progress and performance indicators referenced against current performance. The draft Quality Improvement Plan was also circulated setting out the structure of the document with partial information included. The Principal advised that this would be taken to the Board meeting for further discussion.

A Governor referred to the change in 2017 of exam results from grades to numbers and how this would be managed. The Principal acknowledged that this would be challenge and that judgements on levels would need to be reviewed and adjusted as necessary.

A Governor referred to Group 3 of the Quality Improvement Plan relating to Retention levels – Incentives and asked for further clarification. The Principal stated that various initiatives could be

put in place to encourage students to regularly attend, such as Student of the Term awards/prizes, or visits to appropriate venues.

The Group Vice Principal, Curriculum Support and Business Development gave an update on the work undertaken to date by the new Apprenticeship Manager. A Governor asked that the Committee be kept updated on the progress of Smart Assessor training and the work at achieve end point Assessor Status
CA/CP

A Governor referred to section 10 Data Updates and questioned if this included staff input following the staff consultation sessions. The Group Vice Principal, Quality and Curriculum Management explained these actions were as a consequence of the Ofsted priorities set for the college in the recent Monitoring visit rather than the consultations. of the report and the input of staff. The Principal advised that the feedback from the staff consultations had been collated and was being used to inform strategic planning.

26. Resolved:

(a) That the data updates on retention, attendance, progress and performance indicated, referenced against current performance, be noted.

(b) That the draft Quality Improvement Plan be noted and referred to the Board for further discussion
CP

English and Maths Position Statement (Appendix 15/16)

The Group Vice Principal, Quality and Curriculum Management submitted the overview summary of the English and maths results for Shrewsbury College from 2015/16 and the current position.

She advised on action put in place to try to improve outcomes, including more robust tracking of attendance and a system of staged letters being issued to students whose attendance feel below a certain level.

The Principal reported that admission criteria needed to be carefully managed and that she had been working with 4 local schools to establish a system of obtaining information on English/maths results prior to them taking up places in order to ensure students were on the right course and had support where necessary.

27. Resolved:

That the overview summary of the English and maths results for Shrewsbury College from 2015/16 and the current position be noted and the action taken to seek assurance of intervention be agreed.

Student Voice – Autumn Term 2016 and Summary Analysis SPOC Survey November 2016 (Appendix 16/16)

The Group Vice Principal, Curriculum Support and Business Development, circulated a report on the student voice containing feedback on a range of issues affecting students across all campuses. She advised on a proposal for a consolidated approach across the group to Student Voice activities to ensure consistency and that, within the current staff restructure consultation, student voice would sit with The Agency and looking to develop an NUS affiliated Student Council.

She highlighted areas where students had been fully involved in initiatives such as design for furniture and the colour of walls in the student rooms.

The Group Vice Principal, Quality and Curriculum Management circulated the Summary Analysis SPOC Survey November 2016. Governors were pleased at the high number of students who felt safe at the College.

28. Resolved:

(a) That the report on the student voice and the actions taken in respect of specific issues, be noted.

(b) That the proposal for the Student Voice to be owned by The Agency and to have an NUS affiliated Student Council be noted.

(c) That the Summary Analysis SPOC Survey November 2016 be noted.

Shrewsbury Sixth Form – Learning Walk Feedback: Safeguarding (Appendix 16/16)

The Head of Sixth Form submitted a report containing feedback from the Safeguarding Learning Walk at Shrewsbury Sixth Form College.

He commented on the significant number of students who felt safe at the College. One issue was encouraging students to wear their lanyards and staff needed to be more active in ensuring students were complying with this safeguarding issue.

29. Resolved:

That the SSFC Learning Walk Feedback: Safeguarding, be noted.

Proposed Mini Inspections and Attendance, Punctuality and Course Organisation Learning Walks (Appendix 17/16)

The Group Vice Principal, Quality and Curriculum Management, gave an overview summary of a Learning Walk in respect of attendance and punctuality and course organisation, together with the proposed mini inspections schedule.

30. Resolved:

(a) That the Learning Walk in respect of attendance and punctuality and course organisation be noted

(b) That the proposed mini inspection schedule be circulated to Governors inviting them to participate in the walks. CP//Clerk

Destinations to Higher Education Institutions (Appendix 18/16)

The Group Vice-Principal, Curriculum Support and Business Development advised that further information on destinations had been collated but that it was difficult to check its historical accuracy across all destinations for full time, apprentices and HE leavers. The general picture was an improvement on positive destinations for 2015/16 compared to 2014/15. Work was continuing to bring all information together.

A Governor suggested that an initiative could be set up on social media for students to connect at a set date and time each year to exchange information on what they were doing.

31. Resolved:

That the verbal report on destinations be noted.

32. **Risk**

There were no identified areas of risk arising from the meeting.

33. **Date of Next Meeting** – Monday, February 2017 at 5.45 p.m.