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| Group : | QUALITY, STANDARDS AND CURRICULUM COMMITTEE | Date: | 12/10/09 |
| Location: | CONFERENCE ROOM | Time: | 6.00 pm |
| Attendees: | Vice Principal Clerk to the Corporation | Apologies: | Karen Burgoyne |
| Membership: | Karen Burgoyne, Cathryn Hodges, Tim Jones, Simon Keeble, Geoff Parry, Martin Ward (Principal), Dominic Wilson | | |

1. **Election of Chair**

Resolved:

That Geoff Parry be elected Chair of the Quality, Standards and Curriculum Committee for the academic year 2009/10.

GEOFF PARRY IN THE CHAIR

2. **Declarations of Interest**

There were no declarations of interest

Minutes:

3. Resolved :

(a) That the Minutes of the meeting of the Curriculum Committee held on 5 May 2009 be approved and a correct record.

(b) That the Minutes of the Quality and Standards Committee held on 18 May 2009 be approved as a correct record.

Matters Arising:

Curriculum Committee

4. **Governor Links (Minute 17 (iii))**

The Vice- Principal advised that Staff had been advised of the Governor Link protocol and that arrangements would shortly be made to set up meetings with Governors who had expressed an interest in specific links.

5. **Initial Assessment – Report on Pilot Study (Minute 18)**

The Vice-Principal advised that the Initial Assessment pilot had now been extended to all students and that those students identified with weaknesses were being tracked and given support where needed.

6.. **Curriculum Provision 2009/10 and Curriculum Development (Minute 19)**

The Vice-Principal advised that she had met lecturers at the Wolverhampton Business School to discuss its work on employability and possible links.

In respect of the International Baccalaureate, the Principal advised that it had been decided not to offer this course because of the costs involved and the impact it would have on restricting student choice in some cases at Higher Education.

The Vice -Principal reported on the partnership set up with the Priory School for Food Technology. The new West Midlands Food Academy recently established at Harper Adams was mentioned.

Quality and Standards

7. **Review of Quality Improvement Plan and Key Performance Indicators (Minute 34)**

In response to a Governor query, the Principal advised that, after initial teething problems, the new attendance on-line system was now providing up- to -date information enabling early identification of unauthorised absences..

8. **Terms of Reference (Appendix 1/09)**

The terms of reference for the newly merged Quality, Standards and Curriculum Committee were submitted for information. It was noted that the Committee would meet 4 times in the academic year.

9. **Work Plan (Appendix 2/09)**

The Work Plan of the Committee for the academic year 2009/10 was submitted for information. It was noted that the next meeting of this Committee would be held on 7 December 2009 in order to accommodate the process required for Validation.

10. **Outline of the Quality Year (Appendix 2/09)**

The Vice-Principal submitted for information the Strategic and Development Planning Cycle for 2009/10 incorporating the activities making up the quality year. The report included the analysis of results, both in terms of raw data and value-added, the lesson observation cycle, Framework for Excellence requirements and the individual review process.

The Chair of the Committee volunteered to be involved in the validation process. The outcome of validation would be presented to this Committee, the Board and then to the Learning and Skills Council by the end of December.

11. **Student Achievement and Value- Added (Appendix 3/09)**

The Vice -Principal submitted a report for information analysing the results achieved in the academic year 2008/2009 including:

College results: - summarising the grades achieved by course

Grade analysis - comparing results with examination board statistics and indicating where college grades are above examination board results

Success rates and retention - comparing college success rates and retention with the national sixth form colleges benchmark and indicating where the college is above the national benchmark

Value-added – measuring whether or not students are achieving above, in line or below the A/AS grade predicted from their GCSE results based on national data.

The Principal advised that the results were excellent and that the college was in the top 10% in the country in terms of ALPS, one of the value-added systems. The Principal also referred to those areas of concern which need to be addressed. There was discussion on the introduction of the A* grade for A level for 2010 results and the Vice-Principal acknowledged this presented a new challenge in terms of predicting grades.

12. **Enrolment 2009 (Appendix 4/09)**

The Vice-Principal submitted the enrolment analysis for September 2009 including:

- Numbers enrolled in partner schools, outlining the demographic changes occurring over the next few years
- Enrolment statistics for 2007, 2008 and 2009.

The increased proportion of Year 11 students progressing to college was noted, and the importance of this increase at a time of declining population in schools.

The Principal advised that it was important for the College to continue to remain competitive and market its strengths in order to retain its enrolment numbers in the future. It was important to continue strong links with partner schools and to offer a curriculum reflecting the needs of students.

13. **2008/2009 Summary of Student Perception of College Questionnaire (SPOC) (Appendix 5/09)**

The Vice-Principal submitted the report of the Assistant Principal, Student Support, summarising the student perception of college questionnaire (SPOC). The results showed good feedback on equal opportunities, Learning Resource Centre/Resources and feeling safe at the college.

The weaknesses requiring action/development were college council representatives and information about Health and Safety and financial support. The Principal advised that action had already been taken to address these issues and that the Assistant Principal, Student Support, was working with the Student Presidents to write a detailed action plan.

14. **2008/09 Lesson Observation Report (Appendix 6/09)**

The Vice Principal submitted for information the report of the Assistant Principal, Student Support outlining the outcomes of the 2008/09 lesson observation cycle. The overall profile was very high with 88% graded outstanding or good.

The key strengths/weaknesses were as follows:

Strengths:

- very good relationships conducive to learning
- very good use of resources, especial ILT
- good prior learning
- good differentiating/students are engaged
- in the most successful sessions, very good independent learning

Weaknesses:

- some very lengthy introduction (very teacher led)
- some issues with rooms (overcrowded/noisy/too hot/cold) which impacts on learning
- still some over ambitious lesson plans with unrealistic timings.

Action was being taken on the weaknesses identified.

15. **Initial Plans for Personal, Social and Health Education (PSHE)**

The Principal reported on action taken to develop and improve the Personal, Social and Health aspect of the College. He advised that 5 and 6 St. Austin's Street had now been refurbished for use by students and that the premises also housed a Youth Service Worker. He also reported on links established with Chat who were able to give advice to students on a range of social and health issues. A touring theatre had visited the college to present work on Road Safety. A Health Promotion Week was taking place on the week commencing 19 October which would include drop in sessions and advice and this would be linked to the Every Child Matters programme. There was discussion about alcohol-related problems in Shropshire.

16. **Curriculum Development Plan (Appendix 7/09)**

The Vice Principal submitted for information a report detailing the curriculum development priorities for 2009/2010, the overall strategy being to develop curriculum opportunities for 14-19 learners in partnership, in line with local and national priorities and learner need. She advised that staff were working extremely hard in order to submit bids to offer Diplomas.

17. **Feedback from the Individual Review Process (Appendix 8/09)**

The Vice-Principal submitted a report for information giving feedback on the Individual Staff Review Process. She advised that 95% of the review forms had now been returned. The process had been open and professional and the issues relating to equal opportunities, health safety and welfare and working environment would be reviewed and followed up.

18. **Complaints/Compliments**

The Principal reported on complaints as follows:

- (i) Parent of a student who had now finished at the college with two As and two Bs were not satisfied with the way the review process had been conducted and the subsequent academic support in college. Following a meeting with the parent, the matter was closed.
- (ii) A parent was concerned about taking down predicted grades in the light of AS Grades. This matter had now been resolved.
- (iii) Complaint received about the policy of invoicing students whose attendance fell below 85% and the timing of sending out invoices. Action had been taken to adjust the timing and to ensure parents were aware of the policy.
- (iv) Complaints from members of the public regarding litter left by students in the Quarry. The Principal advised on action being taken to resolve this problem including staff patrols at lunchtime, letters to parents, talks to the College Council, Moodle, and the college newsletter.

Compliments had been received from the parents of 4 students who had recently left expressing satisfaction with the college.

Risk

19. Resolved:

That the following issues be referred for inclusion on the risk register:

- (i) The effect of the demographic forecast in respect of student recruitment
- (ii) The impact of the new syllabus and of predicting the new A* qualification
- (iii) The reputation of the college as a result of anti -social behaviour, namely litter dropping outside of the College, in particular the Quarry.

20. **Date of Next Meeting** - 7 December 2009 at 6.00 pm