

<b>Group :</b>	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	<b>Date:</b>	22/02/2010
<b>Location:</b>	CONFERENCE ROOM, SSFC	<b>Time:</b>	6.00 pm
<b>Attendees:</b>	Vice- Principal Clerk to the Corporation	<b>Apologies:</b>	None
<b>Membership:</b>	Geoff Parry (Chair), Karen Burgoyne, Cathryn Hodges, Tim Jones, Simon Keeble, Martin Ward (Principal), Dominic Wilson		

## 32. **Declarations of Interest**

There were no declarations of interest

### **Minutes**

## 33. **Resolved:**

That the Minutes of the meeting of the Quality, Standards and Curriculum Committee held on 7 December 2009 be approved as a correct record

## 34. **Matters Arising**

### **Equality and Diversity Action Plan (Minute 24)**

The Principal referred to the preamble to Minute 24 regarding chaplaincy and advised that this group had now met with the Assistant Principal and good progress made.

### **Mid-Year Review of Strategic Plan - 2009/10 (Appendix 1310)**

The Vice-Principal submitted a report giving a summary of progress made against specific actions outlined in the Strategic Plan for 2009-10.

She highlighted concerns at a dip in student retention in comparison with the same time last year. The Principal advised that earlier data collection and recording may be one reason for this and that the recently established on-line registration would aid in quickly identifying students not attending lessons and assist in resolving any particular problems with courses to encourage students to stay at the college. He stated that, if retention figures fell significantly, this would have a financial impact.

The Principal reported on information previously circulated to all Governors regarding a meeting he had attended with the Heads of Meole and Priory Schools when the Heads had indicated their intention to jointly pursue a strategy of offering sixth form provision. He advised that this would potentially have a damaging effect on the College and that he was in touch with the local authority who had advised that there were no plans at present to support further sixth form provision. He advised that he would consult parents and students to gauge their opinions and emphasised the high quality of education provided by the College.

With reference to the Key Priorities, a Governor suggested that the importance of lesson observation and staff development should be prominently flagged up. The Principal undertook to ensure this was picked up.

35. Resolved:

(a) That the mid-year review of progress against the strategic plan and the longer term risks be noted.

(b) That the potential risk to the College should plans by Meole/Priory schools to jointly provide a Sixth form be noted.

### **Quality Improvement Plan (Appendix 14/10)**

The Vice Principal submitted a report detailing actions taken arising from the Quality Improvement Plan.

She referred in particular to red coded sections which were areas of serious concern and stated that she would report back to the next meeting on actions regarding these issues.

Reference was made to the Outcomes for Learners Section on Page 6 to the report and retention levels. The Principal advised that work was being undertaken to analyse reasons for students leaving and also referred to the importance of the work of Connexions in tracking students as part of their "Destinations" brief. A review of curriculum offer options would also be looked at which could in future be broadened to include Level 2 and vocational options and attract more students.

36. Resolved:

That the Quality Improvement Plan and progress made on actions be noted.

### **Framework For Excellence (Appendix 15/10)**

The Vice-Principal submitted a report for information on the progress of the Framework for Excellence and advised that the College would be formed of its grading against a number of performance indicators in the summer. She advised that it was important to perform well under the Framework for Excellence as results would be taken into account by the Local Authority who were now responsible for channelling funding to the College.

37. Resolved:

That the report be noted.

### **Classroom Observation Report (Appendix 16/10)**

The Vice Principal submitted a report for information on lesson observation undertaken in November/December 2009 and advised that the outcomes would be fed into the Continuous Professional Development programme to ensure training was provided if appropriate. Examples of good practice would be shared with all staff. It was acknowledged that lesson observation provided only a 'snapshot' and outcomes could differ depending on who was observing.

38. Resolved:

That the report on Classroom Observation be noted.

**Governor Link Scheme – Update** (Appendix 17/10)

The Clerk to the Corporation submitted a report on the Governor Link scheme and advised that, of twelve links, eight had now been taken up with four remaining. Four Governors had provided positive feedback on their meetings. Two had indicated that they would shortly be making arrangements to meet with their link staff.

39. Resolved:

That the report be noted and that the Vice-Principal and Clerk to the Corporation report to the next meeting on the key points raised by Governors from their link meetings.

**(Note:** The Chair indicated that he would form a link for Assessment and Support leaving 3 links to be filled)

40.. **Complaints/Compliments**

The Vice-Principal reported for information on complaints/compliments as follows:

(a) As reported to the last meeting, a complaint had been received from the parents of a student regarding the slow processing of a UCAS form. Several attempts had been made to contact the parents who had indicated that they had other priorities and had not pursued the matter further.

(b) A complaint of 'inappropriate behaviour' had been made by a student at a teacher's decision to confiscate a number of mobile telephones during a lesson as they were being used and disrupting the lesson. The student had refused and walked out of the lesson. No further action had been taken.

(c) Several compliments had been received on the success of the recent Consultation Evening

(d) Two Governors at the meeting complimented all staff involved in the Christmas Concert which had again been a great success.

In addition to the compliments, the Principal reported that students from the College had been chosen to perform at the launch of the Sixth Form College Forum in London on 21 April. celebrating those colleges who had designated to be Sixth Form Colleges.

41. **Risk**

That the potential loss of learner numbers and financial impact should Meole and Priory schools jointly provide sixth form education be referred for inclusion on the risk register.

42. **Date of Next Meeting** – Monday, 17 May 2010 at 6.00 pm