

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	16/05/2011
Location:	CONFERENCE ROOM, SSFC	Time:	6.00 PM
Attendees:	Vice Principal Simon Tilmouth – Curriculum Leader Clerk to the Corporation	Apologies:	Karen Burgoyne Steve Cunningham
Membership:	Geoff Parry (Chair), Karen Burgoyne, Steve Cunningham, Tim Jones, Simon Keeble, Martin Ward (Principal), and Dominic Wilson		

47. **Declarations of Interest**

There were no declarations of interest

Minutes

48. Resolved:

That the minutes of the meeting of the Quality, Standards and Curriculum Committee held on 14 March 2011 be approved as a correct record.

Matters Arising:

49. **Update on student attendance, retention, achievement (January results) (Minute 40/11)**

In response to a Governor question the Vice Principal confirmed that a written analysis of results had been undertaken which had not raised any particular concerns. There were no common themes arising out of the results and the outcomes showed they were still above the key performance indicators.

Review of the Quality Year (including Quality Improvement Plan and Key Performance Indicators) and Planning for 2011-12 (Appendix 20/11)

The Vice-Principal submitted a report. In respect of the Quality Improvement Plan she advised that all targets were on track with the exception of the following actions where there was concern about progress:

- Identify one further employer to work with curriculum areas in the development and delivery of the curriculum
- Student Council Executive to have at least one meeting with a student council from another college – eg SCAT – or Ludlow – or New college
- The governor (Safeguarding) and the Vice-Principal to conduct a student focus group on safeguarding
- To implement summer schools for year 9/10 students in schools where progression is lower.

Reference was made to the Key Performance Indicators and the Vice-Principal made a minor amendment to the target students number from 1387 to 1390.

In respect of attendance, she advised that there had been a slight drop in GCSE and AS numbers.

The Vice-Principal referred to the Quality Year 2010-2011 and advised that revisions to the self assessment process had resulted in a much more positive outcome than previous years. The Quality Year 2011-12 would follow the same format as 2010/11 but there would be developmental changes to the way in which classroom observation and training was delivered and this was being worked on by the Curriculum Leader.

50. Resolved:

That the report be noted

Student applications and planned numbers for September 2011 (Appendix 21/11)

The Vice-Principal submitted a report giving details of numbers of student applications. 1101 applications had been received and 970 offers made with the expectation that 180 students would withdraw before mid-October. She reported that the present pattern emerging was the same as in previous years.

A Governor asked if there was a risk if too many students did take up places. The Vice-Principal stated that this would be a risk and that action would need to be taken to accommodate students in accordance with health and safety requirements and for the physical well being of students to ensure they had a good student experience whilst at the College. If numbers were high, the proposed new buildings would need to be fully utilised. It was also noted that, depending on when it was done, the building works to be carried out as a result of capital grant, could affect available accommodation and a short term alternative may need to be sought.

51. Resolved:

That the report be noted.

Report on Classroom Observation (Appendix 22/11)

The Curriculum Leader (Teaching and Learning) submitted a report on the outcomes of 96 lesson observations carried out by 26 observers.

He advised that a priority this year had been to make the process less threatening and more developmental for colleagues and teaching and learning across the college and that the outcome had been much more positive.

In response to a Governor's query, he confirmed that teachers had 10 days notice that observers would be attending lessons. A lesson plan was made available and the observer was able to interact in the lesson if necessary. Feedback was given the following day and teachers encouraged to come to their own conclusions as to strengths/weaknesses of the lesson. The Vice Principal reported that the teaching unions did not like grades for individual teachers being made known and that outcomes were given in areas rather than by names. However, during individual staff reviews, staff were required to bring the comments from the lesson observation.

A Governor with experience in this sensitive area commented that the process being used was extremely positive and suggested that the Curriculum Leader should publish the system in teaching journals as it could benefit and help others in delivering progressive classroom observation.

52. Resolved:

That the report be noted.

Update on the Equality and Diversity Action Plan (Appendix 23/11)

The Principal submitted a report detailing the main improvements/innovations in respect of equality and diversity as follows:

- New policies on Equal Opportunities (Employment Policy) and Dignity at Work Policy
- Student Focus groups on ethnicity/sexual orientation and diversity set up
- Work on improving the performance of boys in staff development
- Whole college diversity event set up for 7 July 2011
- 5 students represented College in the first national Model United Nations

He stated the need to develop a clearer strategy for students from certain schools where progression, retention and achievement was lower.

In respect of the Plan, he reported that results between genders still remained an issue of concern and that little work in the further education sector had been carried out in this area.

It was noted that students from a particular partner school did not thrive and perform well at the College. The Principal stated that this had been raised at the Shropshire Network meeting and that the school concerned had ascertained a link between certain indicators, such as free school meals and pupil performance. However, it was not appropriate to ask for such indicators. The Vice-Principal advised that further work with the school would take place to aid the transition of pupils.

53. Resolved:

That the progress made on the equality and diversity plan be noted.

Complaints/Compliments

The Principal reported that he had received a number of complaints about students parking in the Copthorne area, Darwin Street and Darwin Gardens. He advised that he could not take action on this matter as the students were not parking illegally. He advised that the College was working with Shropshire Council on raising awareness of Green Travel and options for travel into the town. He also advised that students were encouraged to use bicycles or use Park and Ride which was half price for student card holders.

54. Resolved:

That the oral report of the Principal be noted.

55. **Risk**

There were no new issues of risk arising from the meeting

56. **Date of Next Meeting – 10 October 2011 (Provisional)**