

<b>Group :</b>	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	<b>Date:</b>	17/05/2010
<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		

#### 43. **Declarations of Interest**

There were no declarations of interest

#### **Minutes**

#### 44. Resolved:

That the Minutes of the meeting of the Quality, Standards and Curriculum Committee held on 22 February 2010 be approved as a correct record.

#### **Matters Arising:**

#### 45. **Mid-Year Review of Strategic Plan – 2009/10 (Resolution 35)**

Pursuant to Minute 35, the Vice-Principal referred to the discussion on Key Priorities and reported that the suggestion by a Governor that the importance of lesson observation and staff development should be prominently flagged up had been acted on.

#### 46. **Risk (Minute 42)**

The Vice-Principal confirmed that the potential loss of learner numbers and financial impact should Meole and Priory schools jointly provide sixth form education had been added to the risk register.

#### **Strategic Plan 2010-2011 to 2012-2013 (Suggested Structural Changes) (Appendix 18/10)**

The Principal submitted a report setting out the draft Strategic Plan 2010-11 to 2012-13 and drew particular attention to the summary of changes to the current 3-year plan. Members were invited to suggest amendments to the plan before forwarding the document on to the Board for approval

A member suggested reshaping of the document in certain areas to give more emphasis to issues such as quality and desired outcomes. He also considered that the section on SSFC Values/ Behaviours should be phrased rather than set out as bullet points.

Under Changes To What We Do, a member suggested that no. 15 be amended to read "To use new technologies, as appropriate, to support and enhance teaching and learning and the administrative and financial systems".

Particular reference was made to work being carried out to maintain links with ex pupils and create an alumni of past pupils. The Principal advised that one member of staff had been working with a university on a project to track 200 students and the difficulty of obtaining a response from them after a period of time. A member suggested that it could be helpful to contact colleges/schools who had successfully established an alumni of pupils over the years and gain advice on how it had been achieved.

In response to a member's query, the Vice-Principal advised that there was no clear definition as to what 'outstanding' was in terms of assessment.

47. Resolved:

That the draft Strategic Plan for the 3 years 2010/11 to 2010/13 be amended to take into account the comments and suggestions made by Governors and that it be considered by all staff and the final Plan referred to the July meeting of the Board for approval.

MJW

### **Draft Planning Cycle** (Appendix 19/10)

The Principal submitted the draft Planning Cycle for 2010-11 and highlighted the main changes affecting Governors meetings as follows:

- One fewer planned Finance and Estates Committee (withdrawn October meeting)
- Inclusion of Staff Development planning, monitoring and review for Personnel Committee
- Change of titles following re-structuring, and new reporting bodies following the Machinery Of Government Changes – eg. Local Authority and YPLA (Young People's Learning Agency) to replace LSC (Learning and Skills Council).

48. Resolved:

That the Draft Planning Cycle be approved.

### **Quality Improvement Plan and Key Performance Indicators** (Appendix 20/10)

The Vice-Principal submitted the Quality Improvement Plan for 2009/10 together with a colour coded chart on progress against all actions. The Key Performance Indicators were also submitted which were monitored on a term basis by the Senior Leadership Team.

She stated that there was only one Key Performance Indicator colour coded red (seriously concerned) relating to 19+ learners and that this indicator could not be achieved as there were only 3 19+ students at the college and no ALS required.

In respect of the self-assessment report, there was only one colour coded red (seriously concerned) which related to the possibility of the College union twinning with Joseph Chamberlain in Birmingham which would now be delayed.

The Vice-Principal referred to Item 4 – Course Attendances in the Key Performance Indicators and advised that there was concern that attendances were lower than last year's figure and lower than the Key Performance Indicator. Possible reasons for this were being looked at, including the need to ensure that prospective students were fully aware of what subject courses would cover – perhaps offering taster lessons where appropriate. In response to a Member's query, the Vice-Principal confirmed that the figures related to students dropping out of courses and not leaving

the College.

49. Resolved:

That the Quality Improvement Plan, Key Performance indicators, and progress made on actions be noted.

### **Review of January Module Results** (Appendix 21/10)

The Vice-Principal submitted a report analysing the January module results and specifying actions taken in particular subject areas.

Particular reference was made to the General Studies AS unit which had returned a disappointing and unusual pattern of results. Following sample re-marks, the examination board had agreed to a re-mark of all examination papers for this subject.

50. Resolved:

That the detailed analysis and actions implemented by subject areas arising from the January module results be noted.

### **Surveys – Students, Parents and Staff** (Appendix 22/10)

The Principal submitted a report on the initial analysis of 3 separate surveys carried out in the past two months comprising a Student, Parent and Staff Survey. He advised that, overall, the results showed a strong number in each survey fully supporting the College. He had already taken action to address identified concerns and, in relation to the parents survey, a parents e-mail address had been set up to improve communication with the College.

In relation to 'Next Steps', he stated that a member of the teaching staff was taking action to try to improve communication in this area.

The Principal advised that it was useful to have data on both positive and negative outcomes and that, wherever possible, the negative comments would be followed up. He stated that, in future, the survey would be carried out on an annual basis.

51. Resolved:

That the report be noted and that , in future, the survey be carried out on an annual basis MJW and that key messages would be included in future self assessment and QUIP

### **Applications and Curriculum Offer for 2010** (Appendix 23/10)

The Vice Principal submitted a report regarding the number of applications received for enrolment. It was noted that 1080 applications had been received which was the highest in the college's history. She advised that the curriculum offer had been expanded at all levels.

52. Resolved:

That the report be noted.

## **Framework for Excellence** (Appendix 24/10)

The Vice-Principal submitted an update on the Framework for Excellence setting out the latest information on publication of the performance indicators. The final scoring grids and assessment criteria would be available in the Framework for Excellence: Outputs Guide 2009/10 which would be published later in May 2010.

53. Resolved:

That the report be noted.

## **Governor Link Scheme – Feedback** (Appendix 25/10)

The Clerk to the Corporation submitted a report on progress made with establishing Governor Links. Out of 12 links available, three remained available. A feedback report on Link meetings held was submitted for information.

A Governor who had met his link on two occasions stated that he had found the link meetings extremely interesting and useful in adding to his understanding of the challenges faced by the College in specific areas.

Another Governor with a link to admissions, commented on the importance of refining the admissions policy, particularly given the high number of applications received for 2010.

54. Resolved:

That the report on the Governor Link Scheme be noted and Clerk continue to seek to fill vacancies

## **Complaints/Compliments**

The Principal advised that there were no specific complaints/compliments to report. However, he advised that he was keen to follow up negative points made in the student, parents and staff surveys, particularly as regards communication channels between parents and the College.

A Governor commented that he had been made aware of particular concerns of students which had not been reported. The Principal urged the Governor to encourage the student/students concerned to register their concerns either directly or via the Student Council.

Governors who had attended the Celebrating Achievement Awards evening complimented the Principal and all involved on its outstanding success.

55. Resolved:

That the oral report of the Principal on complaints/compliments be noted.

## Risk

56. Resolved:

That the potential of accepting too many students to the College in 2010 and subsequent impact on funding be added to the risk register.

MJN

57. **Date of Next Meeting** – Monday, 10 October 2010 (provisional)