

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	06/12/2010
Location:	CONFERENCE ROOM, SSFC	Time:	6.00 pm
Attendees:	Vice- Principal Clerk to the Corporation	Apologies:	Karen Burgoyne
Membership:	Geoff Parry (Chair) Karen Burgoyne, Steve Cunningham, Tim Jones, Simon Keeble, Martin Ward (Principal), and Dominic Wilson		

21. **Declarations of Interest**

There were no declarations of interest

Minutes

22. Resolved:

That the Minutes of the meeting of the Quality, Standards and Curriculum Committee held on 11 October 2010 be approved as a correct record

23. **Matters Arising**

Governor Links – Update (Resolution 17)

A Member advised on productive discussions held with the project leader for critical thinking and commented that there appeared to be a high demand for this subject. The Vice-Principal confirmed that take up had been good.

The Clerk to the Corporation reported that she had requested Governors with links to arrange meetings with their relevant college staff link during the Autumn term. Since the last meeting, a Governor had filled the vacancy to link with the Student Support Leader for Student Affairs, leaving three vacancies to be filled.

Framework for Excellence (Appendix 9/10)

The Vice-Principal submitted a report on the Framework for Excellence outcomes and actions taken in response to the learner views survey, in particular:

- a review of the format of the Progression evening for students and parents in February 2011
- the addition of a higher education evening for parents in June 2011
- posters publicising what the college has done in response to learner views – ‘You said, we did’.

The overall responses seemed good, and she advised that the FfE results of other institutions (which would enable judgements to be made on this college’s performance) were due to be published this month.

A Governor commented on the perception that Progression evenings were aimed more at parents than students and on the difficulty of engaging students and getting feedback. The Principal acknowledged the comments. He also advised that he was looking at using time during the enrolment period for progression applications.

24. Resolved:

That the report be noted.

Equality and Diversity Report 2009-10 and Review of Action 2009/10, Action Plan 2010/11 (Appendix 10/10)

The Vice-Principal submitted the following documents:

- Equality and diversity report 2009/10 – looking particularly at college performance in relation to student achievement and personnel
- Review of the Equality and Diversity Action Plan for 2009-10 – identifying areas still to be addressed in 2010/11.
- Action plan for 2010/11 which would be included in the Quality Improvement Plan for the whole college.

In respect of the equality and diversity report 2009/10, the Chair suggested that learner results showed that certain subjects were male dominated and others female dominated and that this should be reflected in the report.

In response to questions from Governors, the Vice Principal advised that there appeared to be no general pattern as to why results by gender varied. She stated that best practice was being shared between staff.

A Governor referred to the items about meeting the needs of faiths through Chaplaincy and also the approach to ethnicity/sexual orientation/disability, and reported on a number of community initiatives which could link in with the college to provide and offer wider support and understanding of these issues. The Principal undertook to follow up contacts for the community links with the Governor.

The Chair referred to changes in legislation regarding retirement age. The Principal commented that at some stage there may be a need to take a more proactive approach to performance management.

25. Resolved:

(a) That the quality and diversity report be noted.

(b) That the progress made on the quality and diversity action plan for 2009-10 be noted and the equality and diversity action plan for 2010-11 be approved.

Monitoring of Key Performance Indicators (Appendix 11/10)

The Vice-Principal submitted a report reviewing the KPIs for 2010-2011 which showed that the college was on track to achieve all targets apart from:

- the number of learners aged 19+ on 1 September 2010 (the funding allocation situation indicates that this would not cause a problem).

- the SLN/learner ratio which was at 1.555 rather than 1.56

Up-to-date information was tabled on retention, as this had been a particular concern last year.

26. Resolved:

That the report on Key Performance Indicators be noted.

Self-Assessment Report (Appendix 12/10)

The Vice-Principal submitted the self assessment report for 2009/10 outlining in particular the grades awarded, detailed on page 5 of the report, and focusing particularly on where there had been a change of grades since the last report.

A Governor referred to page 39 of the report showing subject grade results and queried the down grade in economics. The Principal advised that there had been a particularly challenging group of students in 2009/10. Staff absence had also been a factor.

The Chair stated that staff had been rigorous and truthful in their self-analysis. A Governor commented that, although accepting the Good grading was appropriate this year, it would in future be helpful to be more positive in use of terminology to promote the outstanding features of the college rather than adopting a modest tone.

A Governor queried the figures on Outcomes for Learners on page 7 of the report. The Vice-Principal undertook to supply him with clarification of the data.

At the request of a Governor, the Principal said he would give consideration to celebrating the 30th Anniversary of the opening of the College.

The Vice-Principal advised that the Self Assessment report would be put on the Provider Gateway in mid December and that it would help Ofsted in deciding whether or not the College needed to be inspected.

27. Resolved:

- (a) That the Self-assessment report, including strengths and areas for improvement, be noted. and that the areas for improvement be considered at the next meeting as part of the whole college Quality Improvement Plan.

- (b) That the whole college self-assessment report be approved.

- (c) That consideration be given to celebrating the 30th Anniversary of the opening of the College.

28. **Complaints/Compliments**

The Principal reported for information on complaints received as follows:

(a) Following the Progress Review, parents of 3 students had raised concerns regarding the outcomes of the progress review.

(b) A complaint had been received from the parent of a student who had received 4 behaviour warnings and had recently been suspended following a further incident of bullying/violence. The Principal advised that he was due to meet the parent during the week and that the action taken by the College could possibly lead to an appeal being lodged.

Risk

29. Resolved:

That the potential loss of advice and guidance available to students from Connexions as a result of proposed cutbacks, be included in the risk register, particularly as students may increasingly opt for alternatives to University.

30. **Date of Next Meeting** – Monday, 14 March 2011 at 6.00 pm