



STANDARDS AND QUALITY COMMITTEE

Minutes of Meeting on Thursday 11 June 2015

Present:	Prof T Lawson (<i>Chair</i>)	Governor
	Ms N Cuffy	Governor
	Mr J Kirk	Governor
	Ms M Moore	Governor
	Ms S Overton-Edwards	Principal
	Mr J Turner	Vice-Chair of Governors
In Attendance:	Mr J Bagley	Vice-Principal Curriculum
	Mr W Dias	Management Information Report Writer
	Ms H Herries	Additional Learning Support Manager
	Mr N Leivas-Mistry	Vice-Principal Quality
	Mr R Thomas	MIS and Exams Manager
	Ms E Ward	Progress Coach Manager
	Mr R Mansfield	Clerk

Ref.		Action
Q/15/30	<p>Item 1 – Apologies for Absence: An apology for absence was received from Kerry Reeve. The meeting was declared quorate. Tony Lawson welcomed Will Dias, Helen Herries, Richard Thomas and Liz Ward to the meeting.</p>	
Q/15/31	<p>Item 2 – Declarations of Interest in Agenda Items: There were no declarations of interest in agenda items.</p>	
Q/15/32	<p>Item 3 – Minutes of previous Meeting and Matters Arising: The minutes of the meeting on 23 April 2015 were accepted by the Committee as an accurate record and were duly signed by Tony Lawson. Robert Mansfield confirmed that most governors had attended training on the Prevent strategy. Liz Ward asked the meeting to note that it was mandatory for all governors to attend this training and said that there would be at least one additional session in late August for new members of staff and those who had missed the training. Robert Mansfield and Suzanne Overton-Edwards said that they would ensure that the relevant governors, if they were still serving, were advised of the date(s). Naz Mistry reported that the reasons why College students had left the Mattioli Woods Academy were all to do with failures to engage with the course, and related issues of</p>	RM/SOE

poor attendance or non-completion of assignments.

Q/15/33

Item 4 – SEND Regulations:

Helen Herries presented an update on the College's progress in responding to the SEND reforms. The College's preparations were well advanced and were compliant with the required timescales for both existing and prospective students. Helen Herries was actively involved in working with the local authorities to develop and share good practice and with local employers to develop further student placements suited to student preferences. She described the steps planned to develop Job Coaches and the process for embedding Education and Health Care (EHC) annual reviews. She asked the meeting to note that the time required for these reviews was a significant commitment. The Committee asked for further information about student numbers to be provided via Robert Mansfield after the meeting.

RM

The Committee received the report.

Tony Lawson then with the agreement of the meeting took Item 6 as the next item of business. Items are however recorded in these minutes in agenda order.

Q/15/34

Item 5 – Data Dashboard – Update:

Will Dias reminded the meeting of the dashboard metrics relevant to the Committee that had been presented at the training day in February 2015. The data to be presented would be live data, as there were no month-end closing routines of the kind that applied to the data for the Finance, Staffing & General Purposes Committee. The data would be drawn from REMS and Portal Plus and there was no current intention to draw upon the historical data held in GLIDE.

Robert Mansfield said that, after the training event, he had advised Vickie Goddard that the Committee would not require data on students at risk as there were differences of view about the best means of identifying such students and in any event the data had not been, and were unlikely to prove, an effective guide to performance or to decision. Instead he had asked that there should be dashboards for the numbers of students on various levels of contract and for students currently working below Minimum Expected Grade (MEG). There was then a discussion about the Committee's requirements as regards the latter and the feasibility of providing current data.

John Kirk said that he now believed that the Committee should be tracking students' progress. Will Dias and Richard Thomas said that a fundamental difficulty lay in the lack of a common cross-College marking system; teachers used a variety of approaches for recording marks, many of which were not amenable to central

interrogation. The Committee expressed its concern that there was no unified cross-College means of reporting students' grades. In the end it was agreed that the Committee's requirement was to be able to assess and track the academic performance/progress of students; it was left that staff should consider what options were feasible to meet the requirement, and what action might be necessary, and report to the Committee at its next meeting, in October 2015.

It was also agreed that there should be a dashboard recording the outcomes of lesson observations. John Turner said that the work done to date on data dashboards had been brilliant and he looked to see this continued.

The meeting noted this report.

Will Dias and Richard Thomas then left the meeting.

Q/15/35

Item 6 – Prevent Update:

Liz Ward presented a paper summarising progress by the College in implementing the Prevent strategy. The requirement for the Board to have approved the risk assessment and the action plan had been deferred until the next term; these matters were currently under active consideration by the safeguarding team. The team was awaiting further guidance from the Home Office and OfSTED. It was however already clear that OfSTED would grade five areas for their fit with good practice: leadership and governance, training, curriculum, policies and practices, and referral pathways. Liz Ward was to be part of the local Channel Group, thereby enabling the College to contribute to and tap into best practice.

Will Dias advised the meeting that staff reaction to the recent Prevent training sessions had been very positive. Liz Ward confirmed that all relevant GEMEG staff would be included in this training.

The Committee received the report.

Liz Ward then left the meeting.

Q/15/36

Item 7 – Lesson Observations 2014/2015:

James Bagley presented a report on lesson observations during 2014/2015. More observations had been undertaken than in the previous year. The reported results included all observations except one that was currently being written up. The grade profile had improved significantly. He was satisfied that the improvement was genuine, having personally verified a sample of the gradings. The improvement was evidence of the impact of the College's investment in CPD devoted to teaching and learning. He was looking to extract from the lesson observation reports more useful data about good practice

and areas for improvement than had had been available previously.

John Turner asked why the data could not be accessed from REMS rather than a separate database. James Bagley explained that there was no suitable home for lesson observation data in REMS. John Turner asked whether target dates for the completion of lesson observations would be set in future. James Bagley confirmed that dates would be set to ensure that lesson observations fitted into the cycle of HR processes. The issue was no longer contentious in view of the link established with performance reviews and professional standards payments.

The meeting received the report.

Q/15/37

Item 8 – Review of Attendance Procedures:

Naz Leivas-Mistry presented the findings and actions resulting from a recent review of attendance procedures. The review had been occasioned by a 2% fall in student attendances.

The review had established that there was a wide range of reasons for student absence. Although the College did not have the extensive resources available to schools to deal with attendance problems, it had significant resources and these needed to be made clearer to students at induction. The 'five minute rule' was not to be relaxed as it had achieved worthwhile benefits. Actions to be taken included increasing the number of Progress Coaches so that all faculties were covered, discouraging requests for extended leave from the outset, greater involvement of parents and making it more difficult for students to block communications from the College. John Turner questioned whether it was appropriate for the College to define acceptable attendance as 90%, as this was tantamount to saying that taking a day off every fortnight was approved. Naz Leivas-Mistry said that full attendance was encouraged, and that students were aware that attendance had to be 95% or better to be described in references as 'excellent'. Tony Lawson asked whether medical conditions were taken into account. Naz Leivas-Mistry confirmed that they were and said that the Moodle attendance of the students affected was likely also to be considered.

The meeting received the report.

Q/15/38

Item 9 – Mock Examination Results / Predicted Success Rates 2015 (Passes and High Grades):

Naz Leivas-Mistry presented data showing predicted success rates for 2015. He was pleased to report increased optimism about results in GCSE English, Mathematics and Physics, although there was room for further improvement. Some level 2 BTEC Extended Certificate courses had been

made much harder. This had caused problems for many colleges, and several had already withdrawn the courses from their curriculum. The College had transferred some students to other programmes and would in future be replacing these courses with more suitable alternatives, where available. The development was of concern since the previous BTEC courses had been well-suited to the aptitudes of many College students. This concern would be amplified if similar changes to level 3 BTEC programmes were as anticipated to be introduced, as these changes could have adverse effects upon future recruitment. Tony Lawson said that he shared these concerns, as it appeared that national emphasis appeared to be increasingly upon GCEs and apprenticeships.

The meeting received the report.

Q/15/39

Item 10 – Student On-course Survey Results 2015:

Naz Leivas-Mistry presented a commentary and the data gathered from student on-course surveys in 2015. He explained the processes by which the survey findings were reviewed by the College culminating in the creation of 'You said – We did' posters in each programme area. There had been some declines in course ratings and student views about the pace and stretch of lessons. Curriculum changes were known to have given rise to some dissatisfaction, and this was likely to increase in 2016. There had been a significant increase in the usage of Moodle. Suzanne Overton-Edwards noted that Progress Coaches could be involved in embedding the College Code of Behaviour. Naz Leivas-Mistry suggested that, as part of the College's response to the survey, governors might like to involve some students in reviewing Self-Assessment Reports.

John Turner expressed his concerns about the level of negative comments about Progress Coaches. Naz Leivas-Mistry said that some students doubtless resented efforts to persuade them to improve behaviour and performance. Tony Lawson noted that about 200 students had responded negatively to many of the questions; he wondered whether this represented a hard core of the same students who held negative views about the College generally, and whether these views were concentrated within certain cohorts or upon particular teachers. Naz Leivas-Mistry agreed that further research was needed. Tony Lawson concluded the discussion by noting that the results were generally positive and encouraging.

The Committee received the report on the student on-course survey.

Q/15/40

Item 11– College Strategic Plan 2014/2015 – Progress against Relevant Targets:

Suzanne Overton-Edwards presented an update on

progress against the strategic targets due for review by the Committee. John Turner asked for clarification of 'a VLE presence'. Naz Leivas-Mistry explained that this varied widely. It was however clear that there had been a significant increase in student visits to Moodle. Suzanne Overton-Edwards said that a member of staff who had become a Moodle enthusiast had been allowed hours to assist colleagues in any aspect of ILT. A 'quick wins' group had been established and was promoting relevant ideas. Staff engagement was being increased through a training day with external speakers.

The meeting received this report.

Q/15/41

Item 12 – MAPPA Policy:

Suzanne Overton-Edwards presented the Multi-Agency Public Protection Arrangements (MAPPA). The document had been produced by a group representative of the relevant authorities in Leicester, Leicestershire and Rutland for adoption by local schools and colleges. It was very little changed from the version currently approved by the Board.

The Committee commended the latest version of the MAPPA policy to the Board for ratification.

Q/15/42

Item 13 – Notes of the Performance Improvement Group:

11.1 Meeting on 30 April 2015

The notes of the meeting of the Performance Improvement Group on 30 April 2015 were duly noted.

Q/15/43

Item 14 – Date and Time of Next Meeting:

The date and time of the next meeting would be Tuesday 6 October 2015 at 5.30 p.m. at the College, subject to confirmation of the cycle of meetings for 2015/2016 by the Board.

Q/15/44

Item 15 – Any Other Business:

There was no other business.