



## STANDARDS AND QUALITY COMMITTEE

### Minutes of Meeting on Tuesday 4 April 2017

<b>Present:</b>	Mr J Kirk ( <i>Chair</i> )	Chair of Governors
	Ms N Cuffy	Governor
	Ms M Moore	Governor
	Mr M Sim	Principal
<b>In Attendance:</b>	Mr J Bagley	Vice-Principal
	Mr R Mansfield	Clerk

Ref.		Action
Q/17/24	<p><b>Item 1 – Apologies for Absence:</b> An apology for absence was received from Riyaz Laher. The meeting was declared quorate.</p>	
Q/17/25	<p><b>Item 2 – Declarations of Interest in Agenda Items:</b> There were no declarations of interest in agenda items.</p>	
Q/17/26	<p><b>Item 3 – Minutes of previous Meeting and Matters Arising:</b> The minutes of the meeting on 9 February 2017 were accepted by the Committee as an accurate record and were duly signed by John Kirk. The Committee reviewed the actions specified in the minutes. James Bagley reported that there had been further contact with Regent College and a visit had taken place to explore their practice as regards vocational programmes. The number of students for whom the College lacked prior data had been reduced to 16. The response to possible linking of 'at risk' and safeguarding cohorts was held over. So too were the requests for information about jobs advertised on the job vacancies board and the use of Moodle. Nelista Cuffy asked what elements of good practice had been acquired from the visit to Regent College. James Bagley reported that the key points were high expectations from Day One, stricter enforcement of learner contracts and programmes geared to specific</p>	<p><b>MS</b></p> <p><b>JB</b></p>

employment outcomes (i.e. less of the 'pick and mix' offered by Gateway College). Martin Sim said that part of the College's problem was that it had offered too much flexibility. 'Pick and mix' also contributed to indecision and poor attendance by students.

Q/17/27

#### **Items 4 and 5 – Achievement, Retention and Attendance Data:**

James Bagley presented a selection of the management information now available about learner performance. He invited governors to select a link member, after the training event on 8 April, to work with him in developing the reports that governors required.

- *Data from DfE Hub on Pass Rates and Retention*

The first data set showed for the three years 2013/2016 aggregate pass rates and retention figures for the College. Pass rates for both 16-18 and 19+ learners had been below national sixth form college and sector benchmarks. Retention had however met or exceeded national benchmarks, particularly for 19+ learners.

Martin Sim said that the College's retention rates were too high for its learner profile. The College had enrolled too many students, and by retaining too high a proportion of them past 42 days had depressed pass rates. He would have expected to see a 10% reduction in the roll, as was typical in most colleges, rather than the 5% at the College.

- *Support Contracts*

James Bagley presented bar charts showing that the number of support contracts had increased dramatically in 2016/2017, to a level at which they could not be managed effectively. This was further evidence of the inappropriate admission of too many students. John Kirk reminded the meeting that the next monitoring visit from OfSTED was likely after Easter, and asked how the College would be able to provide evidence of progress. Martin Sim said that he would expect OfSTED to focus upon improvement in processes at least as much as data, and he believed this could be evidenced.

- *Grade Book Data*

James Bagley presented Grade Book data for periods 1 to 4. These had been 'RAGged' by reference to ALPS, with the standard of being in the top 25%. The data showed an increase during the year in the number of positive versus negative grades. Whilst the grades had not been

moderated, and were therefore probably overstated, the picture was encouraging. (If the grades were correct, 90% of students were working at or above their Minimum Expected Grade.)

- *Retention by Course*

Retention data for the current year showed high retention rates, averaging over 94% for the current year. Martin Sim said that this figure would drop by perhaps 2% as a result of action in hand to remove underperforming students.

- *3-Year Attendance Data*

Attendance data for the three years 2014/2017 showed a rising trend to just under 88%, though the data for the two previous years were for full years. Various measures had been introduced to improve attendance including a weekly prize raffle. The number of 100% attenders had recently risen. There also catch-up sessions and continuing exclusions for the poorest attenders. It seemed likely that attendance for 2016/2017 would end above that for recent years.

***The Committee received the presentation on achievement, retention and attendance data.***

**S/17/28**

**Item 6 – College Strategic Plan 2016/2017:**

Martin Sim stated that he had suspended the current strategic plan as it was unfit for purpose. He would redraft the plan, which would be the subject of consultation, as a precursor to rewriting the College's Self-Assessment Report (SAR). All other plans should then nest within the College Strategic Plan. Robert Mansfield advised the meeting that the Strategy Working Group had been stood down on the basis that the next strategic plan would be prepared within guidelines to be agreed by the Principal with the Chair and Vice-Chair of Governors.

***The meeting noted these points.***

**Q/17/29**

**Item 7 – Notes of Performance Improvement Group:**

John Kirk presented the notes of the meetings of the Performance Improvement Group on 20 February and 16 March 2017. At the former the Group had received the Post-Inspection Action Plan (PIAP) in its current format for the first time. At the second meeting the Group had decided that 'currently working at' (CWA), and not predicted, grades should be entered in the Grade Book and had specified the method by which progress was to be 'RAGged' in future updates. The Group had requested that future updates should focus upon the impact of

actions and outcomes. Adam Suddaby was to be involved in further efforts to refine the PIAP. Nelista Cuffy asked when the SAR would be redrafted. Martin Sim said that he intended to do this over the Easter break, together with the strategic plan.

***The meeting received the notes of the Performance Improvement Group.***

**Q/17/30**

**Item 8 – Date and Time of Next Meeting:**

The date and time of the next meeting were confirmed as Thursday 8 June 2017 at 5.30 p.m. at the College.

**Q/17/31**

**Item 9 – Any Other Business:**

Martin Sim advised the meeting that consideration was to be given to the cycle of business for the Committee and its targets after the Easter break, and that a report on this would be brought to the next meeting.

**MS/RM**