

## Bilborough College

### Minutes of the Standards Committee Meeting held on Monday, 16<sup>th</sup> May 2011 at 5.00pm

**Present:** Mrs Eileen Hartley – Chair  
 Mr Christopher Bradford – Principal  
 Mr Geoff Gration  
 Mrs Jane McGregor  
 Mr Trevor Melton  
 Mrs Wendy Smith  
 Mr Michael Jackson  
 Mr Tony Horsewill  
 Mr Tyehimba Nosakhere (Item 6 onwards)  
 Mr Aaron Reilly - Student Governor

**In Attendance:** Mrs Susan Bolton – Clerk to the Corporation  
 Mrs Dorothy Mountford – Deputy Principal  
 Mr Fred Ward – Assistant Principal, Curriculum Planning and Performance

There was a target finish time set of 7.15pm.

Minute No		Action
	<b>BUSINESS ITEMS</b>	
1.	<p><b>Welcome</b></p> <p>The Chair welcomed everybody to the meeting. Members noted that this would be Mrs McGregor's last meeting on this Committee, as proposals would be made at the forthcoming Corporation Meeting for her to become an independent member and membership of Audit Committee.</p>	
2.	<p><b>Apologies for Absence</b></p> <p>Apologies had been received from Miss England. The Clerk reported that she believed Mr Nosakhere may be late as no apologies had been given.</p>	
3.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest made.</p>	
4.	<p><b>Minutes of the previous meeting held of 21<sup>st</sup> March 2011</b></p> <p>The Minutes of the meeting held on Monday 21<sup>st</sup> March were considered for accuracy and content. It was agreed that the confidential item could now be released.</p> <p>Members agreed that the minutes were a true reflection of the meeting held on and the Chair signed the minutes.</p>	
5.	<p><b>Matters Arising</b></p> <p>The following items were raised.</p>	

	<p>Admissions Statement – The Deputy Principal tabled a copy of the College’s Admissions Statement in response to the question raised at the last meeting as to what information was given to prospective students.</p> <p>Wolf Report – The Principal reported that he understood that this had been circulated to all Governors, but would circulate again in case it had not been received.</p> <p>Response to Reduction in Funding Entitlement – The Principal updated members on this item that was discussed in length at the last meeting and that alternative solutions were being sought. Members noted that there would be a 75% funding reduction for spend on tutorials/enrichment together with reductions in ALS funding. Members noted that the overall reduction would be £582k, of which, through phasing would be a £144k reduction next year. The Principal reported that there had been 29 students more than that were funded for last year and funding was based on the previous year’s numbers. The Principal reported that PSP and PRP had incremental increases year on year. In respect of proposals going forward, the Principal reported that in respect of changes to Teachers formal contracted teaching hours, Teachers were currently being consulted upon the increase to 22 from 20 per week. He confirmed that there would be no compulsory redundancies but the redeployment of staff was envisaged with vacant positions not being filled. Members noted that more discussions on reduction in funding would be undertaken at the away day.</p> <p>In respect of the Sports Hall, the Principal confirmed that it was a strong possibility that the contract with 3D Leisure would now be rolled over for a further year.</p> <p>There were no further matters arising.</p> <p>[Mr Nosakhere joined the meeting]</p>	<b>Principal</b>
<b>PERFORMANCE</b>		
6.	<p><b>Feedback on Student Surveys/Focus Groups</b></p> <p>The Assistant Principal (CPP) took members through the data that had been requested at the previous meeting so as ascertain whether there was any correlation between survey results and success rates. Members reviewed the data that had been supplied in respect of ICT, Media Studies, Photography and Psychology and concluded that there were no significant differences in survey results from a high performing subject compared to those subjects that under achieved.</p> <p>Members discussed the way in which the surveys were completed and noted that the next round of SPOC questionnaires would be conducted in tutorial sessions, although the Assistant Principal (CPP) confirmed that alternatives were being considered for the future. The Deputy Principal confirmed that a presentation would be given to each tutor group on the results and the actions that had been taken from the surveys, entitled “You Said, We Did”.</p> <p>The report was accepted.</p>	

<b>QUALITY</b>		
<b>7.</b>	<p><b>Progress Review – Quality Improvement Plan 2010/11</b></p> <p>Members reviewed the action plan making the following comments:</p> <p>1.1.3 - The Principal and Vice Principal explained to the meeting the varying usage of the drop-in sessions by different curriculum areas. Members noted that for instance, maths drop-in sessions were actively pursued by students. The Principal confirmed that the usage of the sessions was being collated and evaluated and that current practice was being viewed for the next academic year. An update would be given once the evaluation had taken place.</p> <p>1.4. - Members noted that the 0.5% of leaver co-hort that was unaccounted for in terms of progression was good, although the success stories which were used to market the college required updating.</p> <p>2.1.4 - Members queried the number of students actually attending the drop-in sessions as it was indicated that this figure had increased. The Principal confirmed that the actual figures would be given as part of the evaluation of the drop-ins at another meeting. Members noted that drop-in sessions were highlighted in letters home to parents and also at Parents evenings. The Principal confirmed that the cause for concern register gave reassurance that all those students on the register were amongst those rigorously targeted for drop-in sessions.</p> <p>2.3.2 - It was noted that the word ‘discounted’ should read ‘discussed’.</p> <p>6. - The Principal confirmed that the trip to Solihull and the reciprocal trip to the College had been successful and that the college hoped to have a similar MIS by 2012. For the interim period, members noted there were plans to make changes to the current system for September 2011.</p> <p>The report was accepted.</p>	<b>Principal</b>
<b>EQUALITY &amp; DIVERSITY</b>		
<b>8.</b>	<p><b>Single Equality Scheme</b></p> <p>Equality &amp; Diversity Update - The members noted the update which detailed recent activities.</p> <p>Teaching and Learning, Education Achievement and Ethnicity - The Deputy Principal reported on a recent student survey that had been managed by the student ambassadors. Members noted the rationale and aims of the survey together with how it was undertaken. Members reviewed the conclusions and results and queried the wording of the data in relation to student perception of the number of heritage staff to be more than 6.2%.</p> <p>The Deputy Principal confirmed that there had been a BME Focus Group in a previous year that had looked about going into teaching from a BMR perspective. A member raised the issue of role models within the college for BME students. The Deputy Principal confirmed that she would report on the number of BME staff at the next meeting.</p>	<b>Deputy Principal</b>

	<p>Ethnicity and Gender Report - The Assistant Principal (CPP) reported to the meeting on the ethnicity and gender report in relation to the January module results. Members noted the breakdown of results as compared with the college benchmarked group together with the volume of students within each group. Members noted that the performance within the group were not significant enough to interpret the data proportionately. The Assistant Principal (CPP) confirmed that there were not any local statistics as a benchmark as the local authority did not make these available so Ofsted/Alps data was used for benchmarking purposes.</p> <p>Annotated Group Dynamics - The Deputy Principal gave a report on the annotated group dynamics using the examples given in the report. Members noted that the annotated group dynamics provided staff to prepare and deliver tailored support to individuals in their class.</p> <p>Student Disclosure Survey Results - The Deputy Principal reported on a survey that had been undertaken by students and which would also be undertaken by staff which related to disclosures. Members reviewed the feedback received by the survey and in particular a certain theme that was prevalent amongst the responses. The Deputy Principal confirmed that the survey was anonymous and therefore it was hard to understand the size of the issue and how to action particular responses without more information. Members noted that at the last Ofsted inspection, Ofsted had said that the college was a safe environment. Members further discussed the practicalities of individuals who were not prepared to disclose and the role that the complaints procedure within the college could be utilised. The Deputy Principal confirmed that she would see if more information could be accessed on the numbers that had undertaken the survey and whom it had been directed at. [After the meeting it was confirmed that the response for this survey was 100 students and had been produced on Survey Monkey which only allowed 100 responses. The survey had been sent to all students and not targeted at a specific group.</p> <p>The reports were accepted.</p>	
	<b>STRATEGY</b>	
9.	<p><b>Strategic Plan Monitoring</b></p> <p>The Principal confirmed that the plan had been updated but unfortunately those changes had not been highlighted this time but would be for the next meeting. He confirmed the Strategic Plan was now part of a concise set of documents that included the Quality Improvement Plan, Single Equality Plan and the Risk Register. Members reviewed the plan and the following were noted.</p> <p>Priority 2 – Student Recruitment - The Chair of the Committee reported on Governor attendance at Open Evenings and the Deputy Principal agreed to contact Governors with more details of the next Open Day, so that there could be a Governor presence.</p> <p>Members noted that a report would be given at the next meeting on the breakdown of applications received to date, with particular reference to those applying from Nottingham City Schools. The Principal reported that applications received to date were comparable with the same time last year</p>	<p><b>Deputy Principal</b></p> <p><b>Principal</b></p>

	<p>which would indicate that recruitment was on target. He confirmed that numbers of students would be the same as this year, but with a slight growth in international students.</p> <p>Priority 5 – Capacity - With particular reference to increased representation of minority groups of the college staff, members noted that current staff turnover was low and as mentioned earlier in the meeting, vacancies were not being looked to be replaced unless a need. It was noted therefore that because fewer appointments were being made, this issue could only be addressed when practical.</p> <p>The report was accepted.</p>	
<b>GOVERNANCE ITEMS</b>		
<b>10.</b>	<p><b>Self-Review of meeting</b></p> <p>Mr Nosakhere gave his apologies for being late.</p> <p>It was agreed that spare copies would be made available at future meetings.</p> <p>Members agreed that it had been a meeting which had induced informative discussion.</p>	
<b>11.</b>	<p><b>Date of the Next Meeting</b></p> <p>The date of the next meeting was confirmed as Monday 4<sup>th</sup> July 2011 at 5.00 p.m.</p>	
<b>12.</b>	<p><b>Confidentiality of Business</b></p> <p>There were no items deemed confidential.</p>	

The meeting closed at 7.10 p.m.

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Chair