

Bilborough College

Minutes of the Standards Committee Meeting held on Monday, 4th July 2011 at 5.00pm

Present: Mrs Eileen Hartley – Chair
 Mr Christopher Bradford – Principal
 Mr Geoff Gration
 Mr Trevor Melton
 Mrs Wendy Smith
 Mr Michael Jackson
 Mr Tony Horsewill
 Mr Tyehimba Nosakhere
 Miss Rehanna England - Student Governor

In Attendance: Mrs Susan Bolton – Clerk to the Corporation
 Mrs Dorothy Mountford – Deputy Principal

There was a target finish time set of 7.15pm.

Minute No		Action
	BUSINESS ITEMS	
1.	<p>Welcome</p> <p>The Chair welcomed everybody to the meeting.</p>	
2.	<p>Apologies for Absence</p> <p>Apologies had been received from Mr Reilly and Mr Ward.</p>	
3.	<p>Declarations of Interest</p> <p>There were no declarations of interest made.</p>	
4.	<p>Minutes of the previous meeting held on 16th May 2011</p> <p>The Minutes of the meeting held on Monday 16th May were considered for accuracy and content. The Clerk was asked on page 2 to change the word 'against' to 'again', 'was' to 'were' and an 'and' to 'with'.</p> <p>Members agreed that the minutes were a true reflection of the meeting held on 16th May 2011 and the Chair signed the minutes.</p>	
5.	<p>Matters Arising</p> <p>Sports Centre – The Principal confirmed that the EP&F Committee had approved that the College enter into a two year contract with 3D Leisure which would see no costs involved and with the potential for profit sharing.</p> <p>BME College Staff Numbers – The Committee discussed the paper, noting that there had been an increase in BME staff members over three years. The Principal gave examples of who the BME teaching staff were within the College.</p>	

	<p>Applications to Date (Nottingham City). As requested at the previous meeting, figures pertinent to Nottingham City applications had been prepared. They included those received by the closing date, numbers of offers made against those in the previous two years and the numbers of enrolments that had resulted. Local Authority areas including Nottingham North as a subset of the City and percentages of the total for the year were included. The meeting noted that numbers of applications had increased in 2011 as had the numbers of offers made in line with the higher college target figure. Applications received from Nottingham City had increased in 2011 but had reduced as a percentage of the total by a small number in both of the last two years. However, it was noted that actual enrolments increased to 36% in 2010. Nottingham North applications as a whole had dipped this year from 10.9% to 9.22% with the percentage of total offers made in proportion to that.</p> <p>Admissions Statement – The Committee noted that this statement had come back following discussions at the previous meeting. The meeting discussed item (g) criteria exceptions in relation to deviation from the entry requirements. Some members felt that it was a too broad a statement, whereas others felt that it allowed for flexibility and discretion. The Deputy Principal confirmed that she had final decision on admissions, with an appeal allowed to the Principal. She also reported that decisions and reasons behind them were recorded by staff. The meeting discussed whether the actual process on admissions should be recorded as part of the statement or whether this was not applicable for a statement. The Principal and Deputy Principal agreed to take advice and would report back at the next meeting.</p>	Principal/ Deputy
6.	<p>Response to YPLA Funding Allocation</p> <p>The Principal reported that the response had been formulated to counteract the deficit budget that was projected in the 3 year forecast following the funding allocation. The Committee noted the measures and in particular the move to an increase of 11 ½ blocks of teaching which equated to an extra two hours teaching for staff. The Principal reported that one week extra leave would be given at the end of the academic year in 2011/12. Members noted that there were staff concerns over the extra half block in respect of improving quality, success and value added. The meeting confirmed that they appreciated that measures were need to counteract the funding allocation.</p> <p>The Principal reported on the pilot tutor scheme and the process for applicants that had taken place for the three posts. Members noted that three tutors with teaching qualifications had been appointed and the support and time they would have for students.</p> <p>The Principal confirmed that Apprenticeships were being investigated through another provider and that a business plan would be available in the autumn term. He also confirmed that evening provision was also being explored.</p> <p>The report was accepted.</p>	

PERFORMANCE	
7.	<p>Feedback on Student Surveys/Focus Groups</p> <p>The Principal reported that the Year 13 exit survey this year had been undertaken through an external company and therefore no year on year comparisons was available. Members noted that the results and actions from this survey would be reported to students going into Year 13. Members discussed the recurring themes of high cost healthy food, shop staff members, IT and quiet study places. The Principal reported that EP&F Committee had, at their meeting the week previous, approved a £350k capital spend and for which a majority would be spent on hardware and software for the college. Members noted that quiet rooms next year, would be staffed and that the library did not have a silence rule as it was deemed that some study required conversation. The meeting were told that the 10 year contract with Chartwells was half way through and with a new Manager being appointed that changes could be approached.</p> <p>The meeting confirmed that they would prefer to receive an annual report on the Student Voice so that consistent assumptions could be made through receiving feedback on surveys. Members also considered the importance of survey completion communication to students.</p> <p>The report was accepted.</p>
QUALITY	
8.	<p>Progress Review – Quality Improvement Plan 2010/11</p> <p>The meeting reviewed the Quality Improvement Plan making reference to the following:</p> <p>1.3.2 Members commented that although the impact on monitoring of student performance had led to some students leaving it had also improved student attendance.</p> <p>2.2 The meeting discussed the new lesson observations and noted that evidence showed that there was no correlation between grades and lesson observations. In terms of accuracy of judgments, the Principal confirmed that there were now 10 criteria that were used to assess lesson observations.</p> <p>2.5 The Deputy Principal commented that through Self Evaluation students were being encouraged to reflect on their progress.</p> <p>2.6 The Principal confirmed that the electronic cause for concern monitoring was working well.</p> <p>The report was accepted.</p>
EQUALITY & DIVERSITY	
9.	<p>Single Equality Scheme</p> <p>The Committee discussed the papers and noted that arrangements for students with any special needs had been undertaken successfully. Member also discussed the wide and varying activities planned for the</p>

	<p>Health and Diversity day which would be for the Year 12's.</p> <p>The reports were accepted.</p>	
STRATEGY		
10.	<p>Strategic Plan Monitoring</p> <p>The Principal reported that the budget recommended for approval by EP&F Committee would see a slightly scaled down enrichment programme due to funding. In respect of IB applications, the target numbers in the plan were those from the original inception of the IB and the Committee noted that the results would be available on 6th July. Applications from International Students were noted as being on target with 65 received to date. Applications generally were on also on target for numbers to turn into actual enrolments.</p> <p>The Principal confirmed that details regarding the new Bursary Scheme, which was the replacement for the EMA's was only just known and further information would be given at the following meeting.</p> <p>The report was accepted.</p>	
GOVERNANCE ITEMS		
11.	<p>Committee Annual Review</p> <p>The Clerk confirmed that the Committee had achieved all its terms of reference set by Corporation for the year. The Committee note and agreed that for three of the meetings next academic year, Directors of Faculties would be invited. The Principal confirmed that the Committee would be able to receive pertinent information relevant to those Faculties at meeting, whereas presentations at Corporation would be a general view of subjects.</p> <p>The report was accepted.</p>	
12.	<p>Self-Review of meeting</p> <p>The Committee confirmed that they had all had adequate opportunity to contribute at a full, focussed and robust meeting.</p>	
13.	<p>Date of the Next Meeting</p> <p>The Committee agreed to move the date of the next meeting back by a week to ensure that College Management had opportunity to prepare reports. The date of the next meeting was confirmed as Monday 3rd October 2011 at 5.00 p.m.</p>	
14.	<p>Confidentiality of Business</p> <p>There were no items deemed confidential.</p>	

The meeting closed at 7.00 p.m.

Chair