

Bilborough College

Minutes of the Standards Committee Meeting held on Monday, 4th October 2010 at 5.00pm

Present: Mrs Wendy Smith – Chair
Mr Christopher Bradford – Principal
Mr Geoff Gration
Mrs Jane McGregor
Mr Trevor Melton
Mr Costas Poutziouris
Mr Michael Jackson
Mr Chandran Owen
Mr Tony Horsewill
Miss Aiesha Chaudhery

In Attendance: Mrs Susan Bolton – Clerk to the Corporation
Mr Fred Ward – Assistant Principal Curriculum, Planning & Development

There was a target finish time set of 7.00pm.

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 Mrs Eileen Hartley, Mr Tyehimba Nosakhere & Mrs Dorothy Mountford who would be late for the meeting.</p>	
3.	<p>Declarations of Interest</p> <p>There were no declarations of interest made.</p>	
4.	<p>Minutes of the previous meeting</p> <p>The Minutes of the meeting held on Monday 21st June 2010 were considered and were agreed. The Chair signed the minutes as a true record of the meeting.</p>	
5.	<p>Matters Arising</p> <p>Structure Review - The Principal confirmed that Phase 2 of the structure review was now taking place and that the EP&F Committee had undertaken discussions at their recent meeting.</p> <p>Timetable – The Principal reminded members of the current timetable, which was new from September and members discussions related to the 4 hours of teaching per subject and 7 hours of targeted support for students. The Principal confirmed that 2 hour lesson blocks did have a 5 minute comfort break and although there is a now a communal lunch break, it has</p>	

	<p>become less busy at peak times as the weeks progress. The Principal confirmed that a staff meeting had taken place to discuss the potential changes for next year's timetable, with students being consulted by the end of term. Members noted that the new timetable would hopefully move to either 4¼ to 4½ hours per subject per week, have tutor meetings more tailored to suit the students needs and would include 3 staff meetings per week. The Principal confirmed that the changes would help deliver the curriculum to ensure results while utilizing the space.</p> <p>The members noted that all other actions had been completed or were on the agenda for the meeting.</p>	
POLICIES		
6.	<p>Safeguarding Policy & Procedure</p> <p>The members confirmed that they had reviewed the policy and that thanks should be given to Karen Lowe for all the work involved. Members however did have several queries on the policy which they wished to be confirmed before approving the policy. Queries were raised in relation to references to the Independent Safeguarding Authority to which Governors were unsure of its role now going forward. Queries also related to the records under 8.1, in particular the retention of documents.</p> <p>The Principal confirmed that the policy had not been seen by the JCNP and that the amended policy would be brought back to the December Standards meeting when Karen Lowe would be present to answer any further queries.</p>	<p>DP</p> <p>Principal</p>
PERFORMANCE REPORT		
7.	<p>2009/10 Outcomes</p> <p>Success Rates Mr Fred Ward gave a detailed report to the Committee on the performance for 2009/10. Members noted that the overall success rate was down on last year, although the same as the national average benchmark. Overall retention rates were also down but above national benchmark, with overall achievement rates also down on the previous year and down on the national average benchmark.</p> <p>Mr Ward then took members through the A Level results, and which members noted that both success & retention rates had increased against last year and achievement rates stayed the same for A-E but rose for A*-B. AS results were discussed where most rates were better than national benchmark average but success rates and achievement in A-E rates fell from last year with retention rates the same and achievement A-B rates improving. Members also noted the GCSE results and other qualifications gained such as the YASSOU for gifted and talented students and the Gold & Silver Duke of Edinburgh Awards.</p> <p>The meeting then discussed the actions that management would be taking to improve the results noting the already introduced new criteria on entry and progression. Mr Ward also reported on the new lesson observations which now consisted of a process with a 10 point grading system, earlier parental involvement, independent study zones and target setting through</p>	

	<p>the tutorial system. Mr Ward also discussed the numbers of students progressing from year 12 and Year 13 that did not initially qualify for progression and the process that was undertaken on a one to one basis which saw most students progress.</p> <p>Members felt that although 3 years' worth of data was helpful, going forward they would like to see the results in future summaries going back further than 3 years.</p> <p>Attendance The Principal reported that previous discussions on attendance had surrounded actual versus adjusted data. He confirmed that the attached information was adjusted as he felt that even if students were not attending classes due to educational or other reasons, it was felt that it would have a negative effect on learning. Members noted the slight improvement on attendance although noting that there appeared to be no correlation between results and attendance.</p> <p>Complaints Members reviewed the complaints summary noting the trend in complaints and the breakdown between the various types of complaint. Due to the number of students enrolled, the Committee were pleased at the low number of complaints. The meeting looked in particular at certain complaints to which the Deputy Principal confirmed the response and action taken. In regards to one complaint in respect of a paper copy of the prospectus, the meeting confirmed that in certain circumstances a copy paper should be given on specific request as it was likely that a parent or guardian may not have access to the internet. Members also noted that in respect of a different complaint regarding parking, there had been two meetings with residents and a new security guard in place.</p> <p>The report was accepted.</p>	
	QUALITY	
8.	<p>Programme of Learner Surveys</p> <p>The Principal reported that to obtain feedback from the Learner Voice the programme of learner surveys would be undertaken again this year as laid out in the programme. The meeting noted that feedback on the surveys were fed back to Curriculum Managers , were anonymous in completion and from a targeted sample of students.</p> <p>The meeting noted that the results from the surveys would be fed back to the Standards Committee and would also be used for the SAR and QIP.</p>	
9.	<p>Self Assessment Process</p> <p>Members noted that the rigorous Self Assessment process would take place on 4th November this year and would include representatives from Nuneaton College and Barrow in Furness College. The Deputy Principal confirmed that a full report would be given at the next meeting.</p>	

10.	<p>Quality Improvement Plan</p> <p>The Deputy Principal reported that the Quality Improvement Plan was based on areas for improvement following the OFSTED Inspection in March 2009. Members noted the change from minimum target grade to targeted grade based on current level of performance with aspiration. The Deputy Principal reported on the Stretch & Challenge Working Party, where sharing of practices was undertaken and the Deputy Principal agreed for further details to be made available should members wish to access.</p> <p>The meeting accepted the report.</p>	DP
11.	<p>Career Mark Report</p> <p>The Meeting noted and wished to thank Sue Philips for the work undertaken to gain this accreditation.</p>	DP
EQUALITY & DIVERSITY		
12.	<p>Single Equality Scheme Action Plan</p> <p>The Deputy Principal reported that following a recent INSET training event for staff, the enclosed draft plan had been created. Members noted that the action plan had been shared at this stage to monitor throughout the year alongside the strategic plan and quality assurance. The meeting queried why there were dates for completion missing on some items and the Deputy Principal confirmed that this was a working document that it was in the process of being completed. Members confirmed that they wished to have an updated copy when available which contained dates.</p> <p>Members also noted that there were some actions that required more information on Equality & Diversity to be included on the student portal and that there were no dates. The Principal confirmed that this would be actioned by the end of the month.</p>	DP Principal
13.	<p>Student Performance 2009/10 Review</p> <p>The meeting briefly discussed the success rates which had been given in the papers as a graph and which gave trends for the last three years. The meeting noted the increase in success rates by ethnic heritage students although noting the numbers involved compared to the number of overall students.</p> <p>Members agreed that this rest of this item should be deferred to the next meeting, so that adequate time could be devoted to discussions.</p>	
14.	<p>Leadership for Inclusion Presentation</p> <p>This item was deferred to the next meeting.</p>	

	STRATEGY	
15.	<p>Strategic Plan Objectives</p> <p>Members confirmed that they were happy with the contents of the plan noting that it would be adopted at the Corporation meeting in October.</p>	
	GOVERNANCE ITEMS	
16.	<p>Self-Review of meeting</p> <p>The Chair reported that the training session being held the following week would be on Governor Self Assessment and would therefore proposed that review of the meeting was not undertaken until training had been received.</p>	
17.	<p>Date of the Next Meeting</p> <p>The date of the next meeting was confirmed as Monday 6th December 2010 at 5.00 p.m.</p>	
18.	<p>Confidentiality of Business</p> <p>There were no items deemed confidential.</p>	

The meeting closed at 7.05 p.m.

Chair