

## Bilborough College

### Minutes of the Standards Committee Meeting held on Monday, 6<sup>th</sup> December 2010 at 5.00pm

**Present:** Mrs Wendy Smith – Chair  
 Mr Christopher Bradford – Principal  
 Mr Geoff Gration  
 Mrs Jane McGregor  
 Mrs Eileen Hartley  
 Mr Trevor Melton  
 Mr Costas Poutziouris  
 Mr Michael Jackson  
 Mr Tony Horsewill  
 Mr Tyehimba Nosakhire  
 Miss Aiesha Chaudhery

**In Attendance:** Mrs Susan Bolton – Clerk to the Corporation  
 Mrs Dorothy Mountford – Deputy Principal  
 Mrs Karen Lowe – Assistant Principal (Guidance & Support)  
 Mrs Sue Phillips – Assistant Principal (Progression & Partnerships)

There was a target finish time set of 7.00pm.

Minute No		Action
	<b>BUSINESS ITEMS</b>	
1.	<p><b>Apologies for Absence</b></p> <p>No Apologies had been received.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest made.</p>	
3.	<p><b>Minutes of the previous meeting</b></p> <p>The Minutes of the meeting held on Monday 4<sup>th</sup> October 2010 were considered for accuracy and content. Members agreed to the amendment to the sentence under Item 5 in the fact that it would be 3 meetings a week that staff would have with students and not 3 staff meetings.</p> <p>The Chair signed the minutes as a true record of the meeting.</p>	
4.	<p><b>Matters Arising</b></p> <p>It was agreed that all actions arising from the last meeting were either on the agenda separately or had been completed.</p>	

<b>POLICIES</b>		
<b>5.</b>	<p><b>Safeguarding Policy &amp; Procedure</b></p> <p>[Mrs Lowe joined the meeting]</p> <p>Mrs Lowe confirmed that following last meeting's discussions on the proposed policy, any reference to the ISA had been removed from the policy. In respect of the query in relation to retainment of unfounded allegations, Mrs Lowe confirmed that this was in line with Nottingham City Council Policy (Subsection 7) and any allegation, whether proven or not was required to be retained for 10 years. Members noted that this was following the Soham murders. Members queried whether this was something that was requested as part of a reference and it was confirmed that this was an item for the EP&amp;F Committee to review as part of its HR policy remit.</p> <p>The policy was approved.</p>	<b>EP&amp;F Com</b>
<b>6.</b>	<p><b>Safeguarding Annual Report</b></p> <p>Mrs Lowe took members through her report with members noting the detailed issues that had occurred in 2009-10. Members also noted the work that been undertaken by the college, the agencies that they were working with and the overview of the statistics of the college counselling facility. In respect of the College Counselling Service, members observed that more one to one time could be spent if there was less time spent on admin. Mrs Lowe reported on the actions taking place and the National Safety Award that had been won and for which more details would be put on Moodle for Governors to access. Mrs Lowe then moved on to more recent work that had taken place and in particular the work with Nottingham City Council on identifying students in their feeder school that will come to Bilborough as Year 11 students.</p> <p>Mrs Lowe was thanked for her report.</p> <p>[Mrs Lowe left the meeting]</p>	<b>K Lowe</b>
<b>PERFORMANCE REPORT</b>		
<b>7.</b>	<p><b>Student Destinations/Leavers 2010</b></p> <p>[Mrs Phillips joined the meeting]</p> <p>The Principal distributed a further paper which indicated the original data now in three year trend percentages.</p> <p>Mrs Phillips reported to the meeting on the destinations of students with members noting that approximately 80% of students had gone on to higher education or were taking a gap year with confirmation of a place for the following year. Members noted that the information on destinations had been better this year as opposed to the previous year, which may have been due to a reunion not being held the previous year and reliance on Connexions whose primary information was that of NEETS and not particular destinations.</p>	

	<p>Mrs Phillips reminded members that changes had been introduced in the College process for applying to Oxbridge, which was now partly based on AS results.</p> <p>Members noted the destinations of the International Students which gave details on individual universities that they had gone on to. Mrs Phillips agreed to put on Moodle the particular university detail for all students for 08/09 as the information was not available for 09/10. Mrs Phillips confirmed that as the College had a highly trusted status and had contacts with the UK Border Agency it was felt that changes may not affect Bilborough's recruitment as much as some other institutions.</p> <p>The report was accepted.</p>	<b>S Phillips</b>
<b>QUALITY</b>		
<b>8.</b>	<p><b>SAR Validation</b></p> <p>The Vice-Principal gave a detailed background to the process of validating the SAR and the Chair reported on the discussions that had seen the grades given as those in the report. The members noted that some areas had been downgraded to those submitted and which had been supported by the Chair given the grades that had been achieved by students in 2009/10 and the current value added score of 6. Members noted that areas downgraded had included Leadership and Management and Equality &amp; Diversity.</p> <p>Members challenged some of the comments within the report including the capacity to improve in the light of the work with the stretch and challenge, new structure and the new entry requirements; raising expectations noting that Bilborough were benchmarked against other colleges, and the guidance and support.</p> <p>Members accepted the SAR for 09/10.</p>	
<b>9.</b>	<p><b>Quality Improvement Plan</b></p> <p>The Deputy Principal briefed members on how the Quality Improvement Plan was put together following the SAR Validation and the members reviewed the plan. Members queried how the student voice was encapsulated and the Student Governors explained how questionnaires were completed via Tutor Reps and how the Student Executive worked within the college and its communication forums. The Deputy Principal also commented upon the student satisfaction surveys, SPOC questionnaires carried out through the year together with recent initiatives that have engaged students in respect of the timetable changes and smoking views.</p> <p>In respect of Curriculum, the Deputy Principal confirmed that she understood that all curriculum areas in the college were supportive of the plan with no resistance known. She confirmed that the plan would be reviewed in January where any issues would be addressed.</p> <p>The Principal confirmed that it was unknown at present the impact of the</p>	

	<p>closure of the college for four days due to the adverse weather. Members noted the actions that had been put in place with the use of Moodle to communicate work to students during this period. The Principal reported that it was envisaged to use some study leave in January for any extra support that was required due to closure.</p> <p>The plan was accepted.</p>	
<b>EQUALITY &amp; DIVERSITY</b>		
<b>10.</b>	<p><b>Single Equality Scheme Action Plan</b></p> <p>The Deputy Principal confirmed that the plan had now been updated and included more details and dates. The members confirmed that they were happy with the plan and its contents.</p> <p>The Deputy Principal gave a brief presentation to the meeting on the nine areas that now came under the Single Equality Scheme.</p>	
<b>11.</b>	<p><b>Student Performance 2009/10 (E&amp;D) Review</b></p> <p>The meeting reviewed the report of the impact on E&amp;D following the new admission arrangements and progression criteria. The Principal discussed the actions and the impact and members asked for further clarification on a number of issues. Members wished to know how many students didn't progress because of the new progression criteria; how many didn't come because of the new grade criteria; how many did come that didn't have the grades; and finally how many progressed that didn't make the progression criteria. The Principal agreed to find this information for the next meeting.</p> <p>The meeting accepted the report.</p>	<b>Principal</b>
<b>12.</b>	<p><b>Student Intake 2010/11 (E&amp;D) Review</b></p> <p>The meeting reviewed the information noting that the charts could have been displayed better. The Deputy Principal reported that the coloured sheets from the previous meeting should have been included to supply the information and that these would be put on Moodle for members to review.</p> <p>The meeting accepted the report.</p>	
<b>13.</b>	<p><b>Leadership for Inclusion Presentation</b></p> <p>The members noted the report from the Deputy Principal and there were no questions.</p>	
<b>STRATEGY</b>		
<b>14.</b>	<p><b>Strategic Plan Objectives</b></p> <p>The Principal reported that attached to the strategic plan was an update on the management review of these objectives, which were reviewed through a series of management meetings.</p> <p>Members reviewed the plan noting that the Quality Improvement Plan, E&amp;D Plan and the Strategic Plan would structure the meetings for the year. In</p>	

	<p>respect of outcome for learners, the Principal confirmed that in March the results of the January modules would be available to compare against last year. Members discussed the IB programme and its cost and the proposed timetable for next year which was being consulted upon. Members noted the potential to start the summer holidays after the end of AS exams and start the A2 programme towards the end of August rather than in September, which required further work and consultation.</p> <p>The Principal confirmed that although the report showed that applications were down on this time last year, 1,966 had been received and discussions were taking place to close applications.</p>	
<b>GOVERNANCE ITEMS</b>		
<b>15.</b>	<p><b>Self-Review of meeting</b></p> <p>Members felt the meeting had been very important and the Student Governors confirmed that they felt able to express themselves in meetings as the Student Voice and also through their actions outside of meetings. Members noted that management felt supported through their work but would welcome the challenge that the Governors could give especially in light of the SAR discussed at the meeting.</p>	
<b>16.</b>	<p><b>Date of the Next Meeting</b></p> <p>The date of the next meeting was confirmed as Monday 21<sup>st</sup> March 2011 at 5.00 p.m.</p>	
<b>17.</b>	<p><b>Confidentiality of Business</b></p> <p>There were no items deemed confidential.</p>	

The meeting closed at 7.05 p.m.

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Chair