



STANDARDS AND QUALITY COMMITTEE

Minutes of Meeting on Thursday 19 April 2018

Present:	Mr J Kirk (<i>Chair</i>)	Chair of Governors
	Mr J Bagley	Principal
	Ms N Cuffy	Governor
	Mr R Laher	Governor
In Attendance:	Ms N Martin	Assistant Principal
	Ms J Moss	Head of Quality
	Ms F Rippin	Assistant Principal
	Mr R Mansfield	Clerk

Ref.		Action
Q/18/14	<p>Item 1 – Apologies for Absence: An apology for absence was received from Jackie Rossa. The meeting was declared quorate.</p>	
Q/18/15	<p>Item 2 – Declarations of Interest in Agenda Items: There were no declarations of interest in agenda items.</p>	
Q/18/16	<p>Item 3 – Minutes of previous Meeting and Matters Arising: The minutes of the meeting on 1 February 2018 were accepted by the Committee as an accurate record and were duly signed by John Kirk. Matters arising not covered by agenda items were reviewed as follows. The items carried forward from the previous meeting remained outstanding pending further intelligence; no action was however likely until the next academic year. Other actions had been completed as specified.</p>	
Q/18/17	<p>Item 4 – Post-Inspection Action Plan / Quality Improvement Plan: Josette Moss presented the highlights of the Whole College Self-Assessment Report. This was now being regularly reviewed and updated to track progress against the action plan generated in the light of the latest formal and informal feedback from OfSTED.</p>	

Strengths

She reported that aggregate attendance was 91% and that retention also, at nearly 94%, was significantly above the rate achieved in 2016/2017. Quality monitoring meetings and student review boards had been used to target intervention. Seven courses subject to 'close monitoring' were now rated as green. Interventions were in place for students identified as at risk and appeared to be bearing fruit. Action on teaching learning and assessment plans was well advanced. 87% of teachers requiring a re-observation had made significant progress against targets. Learning walks focused on stretch and challenge and revision, areas highlighted as priorities, were imminent. Nearly 700 students had taken part in cross-College enrichments. 66% of learners were currently performing at or above their target grades, a small in-year decline but a significant improvement on the previous year. Learners were performing equally well across MAGT, High Needs and Disability groups. Learner survey results indicated that learners felt the quality of teaching learning and assessment were good.

Areas for Improvement

Some courses required continuing intervention based on assessment point data. The quality of written feedback on learner work had been inconsistent. The target for work experience had been reduced from 100% to a more realistic 75% in the current year. Value added data monitoring had become available too late to serve as a really effective management tool in the current year.

Improvement Plan

Josette Moss explained that the Improvement Plan / Post-Inspection Action Plan were now an integral part of the Self-Assessment Report. She listed the principal actions in the plan.

Governor Challenge

John Kirk said he would like to see metrics for stretch and challenge. Josette Moss described action already taken and the further action planned to improve assessment and the quality of feedback given to learners. A mix of enrichments had been provided, aimed at enhancing courses and improving employability skills.

Frances Rippin described the 'How 2' toolkit recently acquired by the College. This would be a powerful aid to the targeting of continuing professional development.

Some of the main benefits were that it enabled teachers to identify and own relevant development actions and it facilitated contact between teachers inside and outside the College with similar interests. Nelista Cuffy said that she was pleased to see that How 2 was highly targeted and encouraged a learning community. John Kirk agreed that How 2 should encourage professionalism.

Nelista Cuffy requested clarity about how the College identified 'gifted and talented' learners. Josette Moss said that some were measurably exceeding aspirations and others stood out as conspicuous talents. Nelista Cuffy asked whether the College had also identified particular cohorts as underperforming. Josette Moss said that Caribbean, African/Caribbean students, young carers and care leavers or those living independently were groups with especial challenges; teachers had been alerted to identify individuals and put in place appropriate support. Nicola Martin served as advocate for care leavers, who sometimes emerged after enrolment. There were currently about 25 in total, so it was relatively manageable to organise joint Curriculum and Schools support. Nicola Martin said a joint monitoring programme was to be started with De Montfort University. Riyaz Laher asked why such students could not be contacted prior to enrolment. James Bagley said that schools were understandably unwilling to disclose personal data prior to enrolment. Nicola Martin reported that early intervention was nonetheless possible and often took place. John Kirk challenged the progress against targets for work experience and emphasised the need to continue to strive to meet the revised target. Nicola Martin described next steps for developing work experience.

John Kirk recorded his appreciation of the work done by Josette Moss and said he looked forward to meeting her to discuss key measures of performance and impact.

The Committee received the updated self-assessment report.

S/18/18

Item 5 – Current Student Performance:

James Bagley presented the headlines of data from Cedar at Common Assessment Point 4. 67% of learners were working at or above their target grade. Although this represented a small decline against the previous report, the figure was 12% above the comparable reported figure for 2016/2017, when the data were questionable. There were continuing concerns about a few areas including Science and Mathematics. As previously reported, the

value added data monitoring module in Cedar was not yet fully operational, because it could not yet aggregate results for the College, though data at course level could now be used. The module also provided a useful modelling capability. Frances Rippin reported that over 300 students had attended whole day or half day revision sessions during the Easter holiday. Staff had responded very positively in providing these sessions.

The Committee received the report on student progress.

Q/18/19

Item 6 – Student Attendance and Punctuality:

James Bagley distributed updated attendance reports to April 2018. These showed aggregate attendance as 92%. Most cohorts were at or above the targets approved by governors. He thanked the Schools teams for the improvement in attendance in 2017/2018.

The meeting received the report.

Q/18/20

Item 7 – Lesson Observation Outcomes and Follow-up:

Frances Rippin presented a short information paper on the outcomes of lesson observations and subsequent follow-up. This included anonymous case examples. Nelista Cuffy said that she had found the paper valuable in illuminating what had previously been somewhat dry quantitative reports. John Kirk also welcomed the format of the paper. Frances Rippin said that in future she would hope to include verbatim comments from teachers.

The meeting received this report.

Q/18/21

Item 8 – Learner Voice – Recent Survey Findings:

Josette Moss presented the results of a survey of student opinion carried out in January 2018. This contained much positive feedback and a few areas of concern. Local results had been provided to curriculum areas which had taken action in response, accompanied by 'You said, we did' reports. A further survey would be undertaken in May to assess the impact of the actions taken. Nelista Cuffy saw this as good evidence of the College listening to students, an issue which had been debated at some length at the previous meeting of the Board.

The meeting received the report.

Q/18/22

Item 9 – ILT Plan Update and Progress:

Frances Rippin presented an update and report of progress against the ILT Plan. John Kirk said that he saw the content of the plan as an operational matter; he was satisfied that the College now had a plan and he considered that the Committee should abandon its

	practice of receiving the plan and reviewing progress. <i>The meeting received the ILT plan.</i>	RM
Q/18/23	Item 10 – Quality Manual: Josette Moss presented an overview of the Quality Manual. <i>The Committee commended the quality manual to the Board.</i>	RM
Q/18/24	Item 11 – Trips and Residentials Policy: Nicola Martin presented the trips and residentials policy. This had been revised to include wider provisions for safeguarding and was likely to require further revision in the near future as current arrangements relied upon a mix of paper-based and IT systems. Riyaz Laher undertook to provide a Leicester City Council contact for Evolve, whose processes he commended to the College. <i>The Committee commended the policy to the Board, noting that it might soon require further revision.</i>	RM
Q/18/25	Item 12 – Date and Time of Next Meeting: The date and time of the next meeting were confirmed as Thursday 21 June 2018 at 5.30 p.m. at the College.	
Q/18/26	Item 13 – Any Other Business: There was no other business.	