

SOUTHPORT COLLEGE

MINUTES OF STANDARDS COMMITTEE MEETING HELD ON 29TH NOVEMBER 2018

Present:	Kathy Passant	Independent Governor (Chair)
	Christine Bampton	Independent Governor
	John Clarke	Principal/CEO
	Veronica Fell	Independent Governor
	Lily Irvine	Student Governor
	Suzanne Knowles	Staff Governor
	Mo Kundi	Independent Governor
	Carol Reid	Staff Governor

In Attendance:	Rob Firth	Independent Governor (Observer)
	Anne-Marie Francis	Vice-Principal (Curriculum & Quality)
	Nicola Hurst	Director of Teaching, Learning and Support
	Jesamine Kelly	Assistant Principal (Curriculum and Quality)
	Lesley Venables	Clerk to the Corporation

APOLOGIES FOR ABSENCE

54 Apologies for absence were received from Ian Raikes (Independent Governor), Liam Gaskell (Student Governor) and Anita Holt (Associate Member).

DECLARATIONS OF INTEREST

55 A standing declaration of interest was received from Veronica Fell as she is married to another independent governor.

MINUTES OF THE MEETING HELD ON 5TH SEPTEMBER 2018

56 **Resolved -** That the minutes of the meeting held on 5th September 2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

57 Governors received a progress report on the actions identified at the last meeting and noted that the majority of issues had either been completed, were in progress or were featured on the agenda.

58 The Clerk was asked to add to the list actions relating to minutes 29, 36 and 52, which would be monitored by the Committee.

CONFIDENTIAL ITEMS

59 No agenda items were considered to be confidential.

PROGRESS MEASURES

60 The Director of Teaching & Learning gave a presentation on the Department for Education's national Progress Measures.

61 Governors were advised that management would be reviewing information that tracked progress against identified targets. Progress would be monitored four times in each academic year and interventions would be put in place where required. One focus of the College's Teaching & Learning Strategy was to improve the number of high grades amongst learners and it was noted that the College was developing software to support teaching staff in making grade predictions.

SELF-ASSESSMENT REPORT 2017/2018

62 The Vice Principal Curriculum & Quality presented the draft Self-Assessment Report for 2017/2018 and the Quality Improvement Plan for 2018/2019. Comments were invited from governors by 10th December.

63 A governor suggested that there should be greater emphasis on governance, as part of the Leadership and Management section of the SAR, and that a longer period for governors to review the content would be helpful. It was agreed that any strengths and areas for improvement for the College's governance processes should be determined by governors themselves. The Vice Principal reported that the SAR process needed to be refined further to respond to the publication of the new Common Inspection Framework. The process would be reviewed in-year ahead of the SAR for 18/19.

64 The Committee had expected to see information relating to the strengths and areas for improvement for each department. The Vice Principal advised that the SAR presented here was a summary of those documents for every area of the curriculum. It was agreed that an example of a departmental SAR would be circulated to members and governors could discuss with their link managers the approaches and content of individual SARs.

65 Suggested amendments included addressing areas where the SAR was descriptive and it was felt that a greater amount of judgement was required, together with supporting evidence. The key strengths were framed as judgements, but this did not apply to the areas for improvement and there was some inconsistency in the use of trend data. It was agreed that this would be amended in the final version presented to the Corporation.

66 Governors requested that a review of the 2017/2018 QIP would feed into the judgements on leadership and management in the 2017/2018 SAR and the effectiveness of the process. This would also provide the basis for the 2018/2019 QIP.

67 Financial sustainability was an additional strength that had been identified by governors and would be woven into the SAR. Overall recruitment was good, even though the number of enrolments for Southport College had fallen slightly for 2018/2019.

68 The Committee questioned whether progression and added value should be included in the list of strengths in the SAR. The Vice Principal reported that these areas had improved but there was still further work to be undertaken.

69 It was noted that the performance of 5 out of 7 curriculum areas had decreased in the 2017/2018 SAR. The Vice Principal explained that this was due to the impact of achievement and attendance levels in relation to English and Maths on each department. Governors requested that a paragraph to explain this outcome should be added to the SAR within the Leadership & Management section in terms of the effectiveness of sustained achievement levels. Additionally, information on the number of learners undertaking English and Maths qualifications (those studying one or both courses, the amount of re-sits and levels of progress) would be included.

70 Governors were advised that it had been difficult to amalgamate the data for the 2 colleges for the first time, but that this should become easier in future. Bringing together the targets had affected potential outcomes and required further discussion.

71 It was also important to establish the ownership of the data and to ensure that the correct targets were set. The Vice Principal suggested that it may be appropriate to set different targets for Southport College and KGV.

72 The focus on targets had detracted staff from retention issues which would take much longer to address. It was noted that the new Common Inspection Framework reviewed the student journey rather than just data and took into account transfers to other courses or to apprenticeships. Progression to employment counted as a success under the new Framework, which focused more on the quality of education as opposed to being data-driven.

73 Advice and guidance were critical to student outcomes and were a high priority for the College throughout the academic year.

74 **Resolved -** That, subject to the inclusion of any further comments or amendments by governors, the Corporation **be RECOMMENDED** to approve the Self-Assessment Report for 2017/2018 and the Quality Improvement Plan for 2018/2019

CURRICULUM REPORT

75 The Vice Principal presented a report on curriculum issues, which focused on departmental outcomes for 2017/2018 and targets for 2018/2019.

76 Governors were advised that the curriculum for 16-18 year olds had been revised to include Further Maths A Level and the closure of Level 3 Beauty. A working group of College staff and colleagues from another 2 institutions were reviewing the implementation of Technical Level qualifications.

77 All learners had undertaken assessments for maths, English and ICT and all KGV learners had completed their first timed assessments. The outcomes of the latter indicated that progress was being made by the majority of learners and the pass rate was 93.4%, with 54.1% at high grades. The next curriculum report would include information on “working at” grades and these would be mapped to predicted grades.

78 Two new higher education programmes had been introduced for 2018/2019 and the suite of adult courses was being reviewed and expanded to increase learner numbers from the January intake

79 Recruitment continued to be a key focus for staff, particularly for Level 3 Vocational programmes, higher education and adult courses, where the College had yet to meet the identified targets. Additional qualifications were also being offered to existing learners across each department.

80 The Vice Principal reported that the majority of Level 3 students who had applied to university had been successful in progressing to their HEI of choice.

81 Learning walks and lesson observations are undergoing a period of change at the College. A pilot project of self-evaluation had been introduced in 2018/2019 for 4 curriculum areas, feedback from which had been extremely positive.

82 The Committee questioned the lack of correlation between learner outcomes for 2017/2018 and there being 94% of learning walks graded as 'good or better'. The Vice Principal reported that this could be due to the profile of particular curriculum areas. Once these were disaggregated, the data should be more reflective of the actual position. In response to questions as to how the Board could be assured that areas outside the pilot project were performing in line with the agreed standard, governors were informed that a risk-based approach was used.

83 Governors requested that percentage data should be included in future iterations of the curriculum report, for example, the proportion of students from the full cohort who progressed to university.

84 The Vice Principal advised that, in addition to the standard list of items agreed with the Principal and the Clerk, the content of the curriculum report could be adjusted to address any items suggested by governors or areas of concern identified by management.

HIGHER EDUCATION ANNUAL MONITORING REPORT 2017/2018

85 The Chair reported that this item had been deferred.

TEACHING & LEARNING STRATEGY

86 The Director of Teaching & Learning presented a draft Teaching & Learning Strategy for 2018/2019. This included a number of key priorities and how these would be achieved, together with the external drivers, such as performance measures and the new CIF.

87 Management monitored each of the indicators in the Strategy and would investigate further if two or more of these were not progressing well in any curriculum area. It was important that the Strategy was well-communicated to staff and tailored to the needs of individual departments or subject areas.

88 A cross-College Teaching & Learning model was being developed which would set out expectations and the elements that underpinned excellent practice, such as active learning. Governors felt that potential students and their parents should be informed of these developments as part of any open evening activities to showcase not only the good teaching, but also the level of innovation, the enthusiasm of learners and the impact that this had had on outcomes.

ITEMS TO BE REPORTED TO THE CORPORATION

89 The Chair summarised the outcomes of the meeting, which would be reported to the Corporation on 13th December 2018:

- Presentation on Performance Measures
- Self-Assessment Report and Quality Improvement Plans recommended for approval by Corporation (subject to comments/amendments from governors)
- Coaching model pilot for teaching and learning

DATE OF NEXT MEETING

14th February 2019, 3.00 p.m.