

## GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 23 March 2015 at 1630hrs.

|               |                              |  |                             |
|---------------|------------------------------|--|-----------------------------|
| Present       | Stewart Boylan<br>(Chairman) | Graham Burks                           | Linda Houtby<br>(Principal) |
|               | Kathleen Smith               | Charlie Price-Wallace                  | Steve Welton                |
|               | Mike Williams                |  |                             |
| In Attendance | Ralph Devereux<br>(Clerk)    | Fiona Twilley<br>(Director of Quality) |                             |
| Apologies     | Trudy Brothwell              | Paul Deane<br>(DP)                     |                             |

### **27/14 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES**

The DP was overseas on College business, he and Trudy Brothwell had apologised and these were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests had been declared.

### **28/14 MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on 19 January 2015 were then confirmed and signed.

### **29/14 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS**

- a. There were no matters arising from the minutes.
- b. There were no requests for urgent business.

### **30/14 KEY PERFORMANCE - UPDATE**

The latest attendance, retention and apprenticeship success figures were considered, informed by detailed and comprehensive tabulated data by levels and department:

- a. attendance to date was 90% FT and 86% PT, both below respective targets of 92% and 90% and slightly below the previous year, performance was monitored by curriculum areas each week;
- b. retention currently at 93%, was detailed by Long (over 24 weeks) and Short courses, Long course data was also tabulated by Age to highlight significant differences between age groups; and
- c. overall and timely apprenticeships success rates were detailed by the current framework success rate, the best case framework success rate, the proportional best case success rate (currently 80%). Apprenticeship performance would be even more closely monitored since the overall success rates fell during 2013/14 to just above national average.

**The information was received and noted.**

### **31/14 LESSON OBSERVATION UPDATE**

Members were reminded that observation process complied with current OfSTED practice, with no notice given of planned observations; those graded as "Outstanding" (31) during the previous cycles were now excluded from the current list of required observations and it may be possible to utilise their expertise to help others. A total of 67 graded observations had now been completed since the start of the academic year with 9 grades 1, 45 grades 2 and 13 grade 3 assessments, these would receive further support from attendance at targeted CPD sessions with Quality Learning Leaders (QLL). Exemption of Grade 1 (Individual and Curriculum Areas) from the process evidenced the best use of resources to the most needy. 3 initial observations and 9 re-observations remained for completion. Satisfactory progress was evident and the few "Hotspots" of lower performance were receiving particular focus. Advances in the arrangements included establishment of 8 Professional and Learning Communities (PLC) designed to facilitate good practice across college; the PLCs would report to SLT on progress and outcomes. Other initiatives included improvements to supportive

lesson observations, a dedicated mentor for HE and particular focus on the use of the software "HOW2teach", the latter becoming extremely popular with an increase to 77% of teaching staff using this resource and establishment of a teaching and learning hub. Although moderation was provided internally, consideration was being given to the introduction of some form of external peer group input; local partnerships would be unlikely. Self-reflection and Evaluations were providing useful feedback and informing areas for improvement.

**The information was received.**

**32/14 HE UPDATE**

An extremely successful Institutional Review by the University of Bedford (UoB) was completed on 2 March 2015; the partnership was recommended for continuance for a further 5 years subject to 3 provisions, all detailed in the accompanying papers. Three areas of good practice had been identified and the action plan was particularly commended. Current HE provision was noted.

**The information was received.**

**33/14 QUALITY IMPROVEMENT PLAN (QIP) - UPDATE**

a. QIP. Previous Committee meetings had included presentations explaining areas for improvement and Curriculum Leaders/Managers had determined individual QIP to address these; these had been consolidated into a whole college QIP and 6 Areas for Improvement (AFI) had been determined; progress against these was clearly detailed in the document, these were individually considered, discussed and noted.

b. Ofsted Inspection. An Ofsted inspection of the residential accommodation, including a private session with the student members, had been completed during the previous week, the provisional assessment of "Good", against on the recently introduced, tougher framework, was welcomed. The residential cohort comprised overseas (Chinese) and table tennis academy students and Anglian Water apprentices, a full report would be brought to the next meeting with a quality improvement plan.

**The information was received and noted.**

**34/14 MINIMUM LEVELS OF PERFORMANCE (MLP)**

A letter had been sent to the SFA suggesting that: as delivery of the provision prompting the dip below the standard for type B provision (BDC IT & ESOL) had been discontinued it was unnecessary to launch formal intervention. Nothing had yet been heard from the SFA.

**The information was received.**

**35/14 STUDENT DESTINATIONS**

The process of collection of student destination data was explained and the results were discussed; the clear tabulated and graphical information by curriculum area was welcomed. Members queried the percentage decreases and sought further detail which will be presented at the next meeting in June.

**The information was received.**

**36/14 STUDENT IMPACT**

The effect on students of implementation of changes to procedures and decisions had been fully considered in determination of each item, particularly true for all issues considered made and decisions taken by the Standards Committee, it was agreed that there were no further specific issues for discussion.

**37/14 URGENT BUSINESS**

There had been no urgent business requested.

**38/14 DATE OF NEXT MEETING**

The date of next meeting would be 15 June 2015 (1630 hrs).