

## GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 17 November 2014 at 1630hrs.

Present	Stewart Boylan (Chairman)	Trudy Brothwell	Linda Houtby (Principal)
	Steve Welton	Mike Williams	
In Attendance	Fiona Twilley (Director of Quality)	Ralph Devereux (Clerk)	
Apologies	Graham Burks	Charly Price-Wallace	Kathleen Smith

### **01/14 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES**

The apologies 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.

### **02/14 ELECTION OF CHAIRMAN**

Steve Welton recommended and Trudy Brothwell seconded Stewart Boylan as Chairman for 2014/15, there were no other nominations; carried unanimously.

**Stewart Boylan was elected Chairman for 2014/15.**

### **03/14 MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on 16 June 2014 were confirmed and signed.

### **04/14 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS**

There were no matters arising from the minutes and no urgent business was requested.

### **05/14 SELF ASSESSMENT REPORT – PROGRESS**

The SAR moderation process was in progress and included governors. The college report would be a distillation of submissions from each individual area to ensure as wide an ownership as possible and the detail would be distributed and presented to management, to inform the Quality Improvement Plan (QIP) which would address improvement measures. Work on the plan had started that morning.

**The information was received.**

### **06/14 PERFORMANCE INDICATORS AND TARGETS 2013/14**

- a. Information on current success rate performance and influencing issues was delivered as a comprehensive electronic presentation (Attached to the filed copy of these minutes), all programmes, including Vocational Curriculum Areas were included; the overall trend was upward and closing the gap with the national average. The performance gave rise to some cautious optimism but GCSE A\*-C results in English were particularly disappointing. The requirement to provide increasing numbers with the capability to get English and maths at grade C had proved difficult but this was the first year of increased volumes.
  - b. Targets for 2014/15. Targets for the coming year were clearly detailed in the presentation and were approved; these would now be widely circulated. There was also information on the changed outcome measures which were expected eventually to supplant Success Rates and new minimum standards for assessment, based on the type of provision. The new measures of success would be based on Learner Destination, Progression and Earnings supplemented by issues surrounding learning and employment. An informal comparison of local providers indicated that the system would place the College in a sound position.
- a. The information was received and noted.**  
**b. 2014/15 targets were approved.**

#### **07/14 EXTERNAL QUALITY ASSURANCE (EQA) REPORTS**

Members were reminded of the purpose and central importance of the EQA process. There had been 52 reports during 2013/14 (30% fewer than the previous year) of which 88% had been rated as good or better (+5% than the previous year), 8% as good and 4% as unsatisfactory, actions for improvement and areas of good practice were noted in the accompanying paper. Results were then considered by curriculum area informed by clear tabulated data. Of particular note was an outstanding report by the BTEC Quality Review and Development completed in January 2014 and the Committee recorded satisfaction

**The information was received and noted.**

#### **08/14 LESSON OBSERVATION UPDATE**

Members were reminded that the new observation process for 2014/15 included no notice given of planned observations to ensure the team experienced what students were experiencing. Grade 1 areas and teachers were exempt. A verbal update to the paper indicated that a total of 37 graded observations had now been completed since the start of the academic year with 3 grade 1, 21 grade 2 and 9 grade 3 assessments (4 required support); the changes continued to provide a robust challenge and reflected a realistic OfSTED environment. There was some general discussion regarding whether the regime was stressful to teachers and it was accepted that it could be for a minority of staff, but anecdotal evidence firmly indicated that the greater majority welcomed the realism.

**The information was received.**

#### **09/14 PRAISE AND COMPLAINTS**

The total number of complaints received for 2013/14 was 18 (2012/13 – 19) and all had been responded to by the Principal or Deputy within the recommended times, 5 had been fully upheld, had been dealt with appropriately with remedial action taken. A full breakdown by type, area and complainant category was then considered and discussed. There was no complacency over the number but the Committee was pleased at the comparatively low total. There had been 30 praise events from a variety of sources (2012/13 – 27) through the year: 19 electronic, 10 by post and one printed in the Grantham Journal.

**The information was received.**

#### **10/14 QUALITY IMPROVEMENT PLAN (QIP)**

An analysis of the outcome of the QIP for 2013/14 was discussed informed by the presentation at 06/14, 3 targets had been fully achieved, 2 partially and 2 had not been met. Detail to aid consideration was clearly tabulated and each was individually considered and the outcomes noted. Some elements of those Afl that had not been met were noted as ongoing, this was particularly true in staff understanding and implementation of VA measures such as stretch and challenge. QIP updates would be brought to each meeting to facilitate continuous monitoring through the year.

**The information was received and noted.**

#### **11/14 HE UPDATE**

Notification had been received of an HE Quality Assurance Agency (QAA) inspection visit during week commencing 1 February 2016; the previous name of the visit had been an Integrated Quality and Enhancement Review (IQER); the resultant action plan was approved and signed off and the Committee was to be kept informed as preparation for the QAA HE Review developed. The college has also received notification that the University of Bedfordshire Institutional Review of Grantham College is to take place on 2nd March 2015. A similar review was due to be undertaken in 2014/15 by Bishop Grosseteste University however by mutual agreement the Memorandum of Co-operation has been extended by two years.

- a. The information was noted and received.**
- b. The IQER action plan was signed off.**

**12/14 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.

**13/14 URGENT BUSINESS**

There had been no urgent business requested.

**14/14 DATE OF NEXT MEETING**

The date of next meeting would be 19 January 2015 (1630 hrs) .