

GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 29 February 2016 at 1630hrs.

Present	Stewart Boylan	Marcus O'Callaghan	Des McHugh
	Steve Parsons	Jake Tongue	Steve Welton (Chairman)
In Attendance	Paul Deane (Interim Principal)	Ralph Devereux (Clerk)	Graham Hayton Hill
	Mos Kalbassi	Claire Temprell (15/21/15 only)	Fiona Twilley (Director of Quality)
Apologies	Linda Houtby (Principal)		

In accordance with the recently introduced policy of widening governance participation in Standards Committee business the Chairman welcomed additional attendees to the meeting, all present then introduced themselves.

The meeting was preceded by an electronic presentation of Public Services, Animal Care, Hospitality and Catering and Automotive (Attached to the file copy of these minutes) delivered by the Team Leader, Lee Cope. The Chairman thanked Lee for his professionally delivered and comprehensive presentation.

15/15 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apology was accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests had been declared.

16/15 COMMITTEE CHAIRMAN

- a. Steve Welton had been appointed Committee Chairman (Post Ofsted). The change of Chairman had been prompted solely on administrative and procedural advice from the Inspection Team and sincere thanks were recorded to Stewart Boylan, the former Chairman, for his leadership and commitment during his tenure.
- b. The Chairman then reminded all present that the Inspection Report had commented that the "Corporation challenge had not yet brought about necessary improvements"; the Standards Committee was in the vanguard of such challenge and urged all to note that comment. The Ofsted outcome was accepted as fair, criticisms had been factually based and must be countered with strong and decisive corrective action.

Steve Welton had been appointed Chairman.

17/15 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 16 November 2015 were confirmed and signed.

18/15 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS

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

19/15 POST INSPECTION ACTION PLAN (PIAP)

It had been agreed that progress against the PIAP would be updated to members at least every month. The presentation of the report had been improved, as requested by the Corporation, to facilitate progress monitoring and a data dashboard had been added, the latter was particularly welcomed. Assurances were sought and received that improvements were already in progress and it was confirmed that all curriculum areas had individual PIAPs which had been reviewed by members of the SLT. These plans would be shared with the

Committee members for information and reassurance, they were more detailed and sat below the overall PIAP, which was designed as the overarching strategy. The updated plan, which had been circulated well in advance of the meeting, was then considered and discussed; the “Red” areas, indicated that targets had not been yet been achieved and they were noted in particular. At the conclusion of the consideration, in response to a challenge it was confirmed that the SLT was confident that the recovery process was accelerating.

- a. **The information was received.**
- b. **Individual curriculum area PIAPs would be circulated.**

20/15 KEY PERFORMANCE (KP)

KPI information was closely related to the former item. The latest information on 2 particularly key areas, Attendance and Retention, had been drawn together into a comprehensive report, the overall current summary of Full Time (FT) stood at 90% and Part Time (PT) at 86%. This summary was supplemented by individual area weekly attendance performance RAG rated for each week since the start of the year. Similarly, detailed information for retention numbers was included. Classroom based retention was currently at 95% and for apprentices 77%, the latter was challenged and assurance was given that all withdrawals were monitored by the SLT to inform corrective action. Detailed information on these areas was contained in the report and was fully discussed and the improving trend, although pedestrian was welcomed.

The information was received.

21/15 LESSON OBSERVATIONS

The observation process was now focused more on student progress and individual progress was being mapped; Pro-Monitor was invaluable for this. A verbal update to the paper indicated that 76 graded observations had been completed since the start of the academic year and the tabulated grade profile was noted (Outstanding 10, Good 42, Requires Improvement 5 and Inadequate 1). Members were reminded that the Inspection Report had suggested that the gradings may have been optimistic and this had been noted by the observation team and the observation process would now be re-focused more on student progress. The system continued to provide a robust challenge and reflected a realistic Ofsted environment and to this end, mirroring current inspection practice less formal observations “Dipping in and out” during learning walks had continued, responsibility for completion of these walks had now been extended to Curriculum Managers, consequent positives and negatives had emerged during the process and were included in the paper; these were discussed and some ways forward were considered. Detail of the report now included: breakdown by curriculum area; comparative information from the previous year and information on action instituted on staff graded 3 or 4. A recent moderation exercise had evidenced that the system was robust (although regard must be given to the Ofsted comments). It was suggested that Corporation Members would benefit from participation in the observation process, either in the walks or jointly in observations; a list of general questions for use by Members was being compiled. Members would be canvassed for their opinions.

- a. **The information was received and noted.**
- b. **Members would be canvassed re participation in observations.**

Claire Temprell left the meeting.

22/15 SURVEYS

- a. Full Time. (FT). The FT Student Survey results (24 questions in 3 categories, all listed with results) had been completed by 629 students and the information had been drawn into a comprehensive paper, which included fully analysed results by category. The information was considered and discussed and it was noted that there were significant improvements over the 2014.15 results, which was welcomed but it was agreed there was still room for improvement. The format of the paper, which included a succinct conclusion and nominated improvement actions, was welcomed.
- b. Part Time. (PT) The PT Student Survey results (19 questions in 3 categories, all listed with results) had been completed by 212 students and, in a similar format to the FT report, the

information had been drawn into a comprehensive paper, which included fully analysed results by category. The outcomes were generally satisfactory although there had been a small reduction in Quality Assurance results, attributed to a small group of engineering students, which would be rigorously followed up by curriculum managers.

- c. Higher Education. (HE) The FE Survey results based on University of Bedfordshire (UoB), Bishop Grosseteste and Grantham College (GC)) had been completed by 19, 7 and 25 students respectively and the information had been drawn into a comprehensive paper similar to the FT & PT versions, which also fully analysed results by category; the information was then studied and discussed. The disappointingly lower satisfaction for GC students had been identified as resulting from relatively few participating students and communication in a newly introduced delivery area; assurance was sought and received that remedial action had been taken.

The information was received and noted.

23/15 HE UPDATE

Members were reminded that the HE Quality Assurance Agency (QAA) inspection had been completed during week commencing 1 February 2016. The draft (confidential at present) outcome had been received and confirmed that all requirements had been met and 3 good practice areas had been identified; there were also 4 recommendations for consideration and an action plan would be derived. This was a positive outcome and report, which gave comfort to the Committee. Thanks were recorded to all concerned.

The information was received, noted and welcomed.

24/15 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 focus must be maintained on challenge regarding progress against the PIAP since this would directly affect the student body.

25/15 URGENT BUSINESS

There had been no urgent business requested.

26/15 DATE OF NEXT MEETING

For members' convenience future Committee meetings would be held on Wednesdays. Accordingly, the next meeting would be at 1630 on 27 April 2016.