

GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 30 November 2016 at 1630hrs.

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|------------------------------|------------------------------------------|---------------------------------------------------------------------|----------------------------------------|
| Present | Stewart Boylan | Declan Curzon-Hepworth (06/16 on) | Linda Houtby (Chief Executive) |
| | Sally Macpherson | Steve Welton (Chairman) | |
| In Attendance | Ralph Devereux (Clerk) | Graham Hayton-Hill | Mos Kalbassi (Corporation Chairman) |
| | Tracy Scarborough (Dir Qual Imp) | Lydia Spenceley (Curriculum Manager HE) (Items 01-06/16 only) | Lara Steptoe (Dir Bus Dev) |
| Apologies (Members) | Declan Curzon-Hepworth (Late Arrival) | Susan Dench | Des McHugh |
| | Steven Parsons | | |
| Apologies (In Attendance) | Janet Cannon (DP) | Paul Deane (Principal) | |

09/16 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.

10/16 ELECTION OF CHAIRMAN

Stewart Boylan proposed and Sally Macpherson seconded Steve Welton as Chairman for 2016/17, there were no other nominations; carried unanimously.

Steve Welton was elected Chairman for 2016/17.

11/16 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 5 October 2016 were confirmed and signed.

12/16 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS

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

13/16 POST INSPECTION ACTION PLAN

The monthly update on progress against the PIAP, was considered, supplementary information would be covered in later items. Good progress continued to be made in all areas, (excepting the single Red at 4.1. which would improve after the now completed appointment of the CM) and key points had been identified to reassure members of this; these key points were individually addressed and comfort was taken from the RAG Rated table of progress, particularly with the Work Experience programme but, with the notable exception of English and Maths student attendance, reassurance was sought and obtained that this continued to be a focus and some improvement was apparent. Particularly welcomed was the appointment of an English specialist who had now taken up post and was introducing improvements, it was agreed that she would be invited to present to the next Committee Meeting. **(Action 1)**. The amount of IT and VLE interactive delivery was being increased; the teaching observation process had been strengthened and would be externally moderated early in the new year. In response to a challenge it was confirmed that senior management had confidence that sound progress was being made.

The information was received and noted.

Declan Curzon-Hepworth joined the meeting.

14/16 HE UPDATE

A presentation outlining the philosophy for a planned change of HE Sponsor was delivered, the intended change from the University of Bedfordshire (UoB), which had been a rewarding partnership but in need of refreshment, to the Bishop Grosseteste University (BGU), which was now able to offer greater return and flexibility in this important area. The increased return focused on the per capita fee reduction of 5%, together with the willingness to remain proactive on the curriculum offer was explained; the full reasoning was laid out in the presentation (Attached to the filed copy of these minutes) together with a table of critical dates for the process which should be completed by March 2017. The Committee welcomed the exciting plans which were fully endorsed. **(Action 2)**

The information was noted and received.

Lydia Spenceley left the meeting.

15/16 SELF ASSESSMENT REPORT – PROGRESS

The SAR was in the moderation process and validation was planned for the following week. The report was 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 that plan was underway. There was some discussion on whether the timing of the Report was appropriate with the academic year; the timing was currently dictated by the timing of the national data release to allow comparatives in the report; alternatives would be carefully scrutinised and the outcome brought to the next meeting. **(Action 3)**

a. The information was received.

b. Timing of the SAR would be considered at the next meeting.

16/16 QUALITY UPDATE

a. Role and Responsibility Changes. There had been considerable change in personalities, management roles and responsibilities within the SLT and it was agreed to circulate a clear organisational diagram detailing the current structure as soon as possible. **(Action 4)**

b. Quality update. The paper to update on quality aspects since the last meeting was discussed. The final observation profile for the previous years was tabulated and showed 88% "Good or Better" from 93 observations however these results had been audited in the light of the overriding criteria of "Students' Progress" and showed a more realistic 83% "Good or Better". Members were reminded in the paper of Ofsted comments regarding proper evaluation of progress and welcomed the specialist training in the area for all members of the observation team. Changes to the Lesson Observation Process including the inclusion of a personal development plan in the report were noted and welcomed. The current position for this year showed 62% "Good or Better" and the main emerging issues were identified and discussed. Learning Walks continued as a vital element of the overall assessment progress, to date 43 had been completed, some Corporation Members had been present on these walks and more would be welcome to complete/accompany and it was agreed to inform the Corporation Chair of detail on participation to date. **(Action 5)** Other initiatives which were considered included: refreshment of the Steering Groups organisation; surveys of FE & HE Student Inductions and employers' Surveys together with their associated results; staff CPD sessions on TLA and details of a comprehensive audit of marked students' work and the outcomes and finally analysis of the state of the Pro-Monitor Information.

c. External Quality Assurance (EQA). EQA Reports were monitored centrally to inform consequent necessary action and detail was provided for members to update on overall performance. There had been 83 external reports through 2015/16, of which 9 related to HE issues, the outcomes had been 81% "Good or Better" (2014/15 87%) there had been 4 areas of Good Practice and 9 areas for improvement, all clearly identified on the report

and individually considered; the 2 “Inadequate” assessed areas were particularly considered and the consequent robust action was noted and welcomed. Full comparative data for the previous year together with individual curriculum areas performance had been tabulated and was considered, members again noted the action taken to address concerns.

The information was received and noted.

17/16 STUDENT PROGRESS

An integral part of the move to a “High Expectation” college culture was the continuous monitoring of student progress to inform teachers when intervention was necessary. To this end the increasing use of the “Alps” programme was invaluable. Alps was a simple, student focused system designed to help students make the best possible progress. After enrolment a GCSE score was calculated for each student (based on the grades they achieved at GCSE) and this score was compared to a national database of A level results from students who achieved that same GCSE score, and how that group achieved at A level (Value Added. (VA)). Throughout the year comparison of completed work against their Alps grade should ensure they are on track to achieve their potential. Some students could and should aim higher than their Alps (High Expectation Culture) and accordingly all students would be set subject specific stretching targets. Monitoring of Alps was based on colour coding and 8 Key A Level and 7 BTEC indicators listed in the paper: in the colour codings, Red indicated the best possible progress, Black showed satisfactory and Blue was poor, within each grading there were sub-numbered elements. In year tracking, and the use of Progress and Risk Indicators was explained and discussed. Current gradings for each curriculum area had been tabulated and were individually considered. None of this valuable information would be of use unless the High Expectation Culture became endemic, and “Creativity/Enthusiasm/Drive” was now the mantra for management and robust action to ensure this was adopted throughout was progressing.

The information was received.

18/15 FUTURE MEETINGS – PRESENTATIONS

During the previous year the Committee had received presentations from individual curriculum areas, these had been a useful source of information and it was agreed that they should be reinstated; the length of each presentation was to be limited to 10 minutes maximum. A suggested programme would be brought to the next meeting. **(Action 6)**

19/16 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.

20/16 URGENT BUSINESS

There had been no urgent business requested.

21/16 DATE OF NEXT MEETING

The date of next meeting would be 29 March 2017 (1630 hrs)

| Action Table | | |
|-----------------|---------------------------------------------------------------------|-----------|
| Action 1 | re 13/16. New EAM CM to present to next Committee meeting | Dir QI |
| Action 2 | re 14/16. Plans for HE changes endorsed. | Principal |
| Action 3 | re 15/16. Timing of SAR to be considered at next Committee meeting. | Principal |
| Action 4 | re 16/16a. SLT management diagram to be circulated asap. | Principal |
| Action 5 | re 16/16b. Members participation in Learning Walks to the Chairman. | Dir QI |
| Action 6 | re 18/15. Presentation to Committee programme to next meeting. | Dir QI |