

GRANTHAM COLLEGE

Minutes of a meeting of the Standards Committee held on 28 June 2017 at 1630hrs.

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|---------------|-------------------------------------|-----------------------------------|--|
| Present | Paul Cartwright | Declan Curzon-Hepworth | Simon Curzon-Hepworth |
| | Paul Deane (Principal) | Sally Macpherson | Graham Hayton-Hill |
| | Des McHugh | Steve Parsons | Steve Welton (Chairman) |
| In Attendance | Janet Cannon (DP) | Devereux (Clerk) | Mos Kalbassi (Corporation Chairman) |
| | Tracy Scarborough (Dir Qual Imp) | Linda Houtby (Chief Executive) | |

The meeting was preceded by an electronic presentation (Attached to the file copy of these minutes) **by the newly appointed Curriculum Manager** (English and Maths) (EAM) **Sara Aillsop. The comprehensive presentation was interactive and included a Q&A session and it was well received. It was agreed to circulate the electronic version of the presentation. (Action 1) Sara was thanked for an informative and well delivered presentation.**

33/16 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

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

34/16 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 29 March 2017 were confirmed and signed.

35/16 MATTERS ARISING FROM THE MINUTES/NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising from the minutes.
- b. It was agreed to consider an item from a student member as urgent business.

36/16 POST INSPECTION ACTION PLAN

The monthly update on the PIAP was fully explained and considered, 2 supplementary informing attachments were listed:

- a. College Quality Improvement Plan (QIP); and
- b. Attendance Summary.

The recent Support and Challenge Inspector's (SCI) visit (14 June) had been positive, the post-visit letter (attached at Annex) highlighted several specific issues which would assist in assessing the impact on individual student's progress and commented favourably on improvements in areas and detailed agreed next steps. A full Ofsted inspection could still be expected in the Autumn. Good progress continued to be made in all areas, evidenced by the SCI positive comments and members indicated reassurance with progress; key points were individually addressed. Increasing use continued with Pro-monitor and staff were becoming increasingly adept with an associated increase in

confidence in the available information. Work experience performance continued to improve and the target of achieving 100% was restated and would be emphasised to staff (**Action 2**). The Key Points were individually considered and of particular note was the c99% attendance at the GCSE EAM examinations; other positives were also noted. Both Full Time (FT) and Part Time (PT) attendance data was tabulated by curriculum area and was discussed and noted.

- a. **The information was received and noted.**
- b. **Action had been identified.** (See Table at 44/16)

37/16 KEY PERFORMANCE MONITORING

An update on predicted year end outcomes, using the present retention performance and pass rate data, was discussed; numbers highlighted in yellow indicated an increased performance over the previous year and could be compared with the annual target highlighted in red. As well as classroom learning, apprenticeship data was included and all numbers were welcomed as showing strong performance. There was some discussion on the attendance numbers and the strict observation of authorised absence was explained. These were positive predictions but a strong caveat was given that they were just that.

The information was received.

38/16 LESSON OBSERVATIONS AND LEARNING WALKS

Lesson observation data was discussed and the reduction in “Good or Better” percentage from the previous year (86%) to the current year’s 81% resulted from more rigorous standards including joint observations and specific training from an HMI. Full data, tabulated by curriculum area and compared with the previous year was then discussed. Performance by the Construction area in particular was challenged and it was accepted that Teaching Learning and Assessment (TLA) was in need of improvement and remedial action was in hand. It was confirmed that off-site curriculum areas were also observed and that HE performance would be brought back into the scope for the next academic year. There was some specific discussion regarding moderation and it was confirmed that the current arrangements were working well. The value of Learning Walks was discussed and it was unanimously agreed that Corporation Members should complete at least one to widen understanding and raise their profile within college. Reports were raised at the completion of each walk and the format had recently been updated, it was agreed to forward a copy of the revised form to the Committee Chair (**Action 3**). Tabulated data based on the revised format was discussed and welcomed. Remedial work for new or staff requiring support was explained.

- a. **The information was received.**
- b. **Action had been identified.** (See Table at 44/16)

39/16 STUDENT SURVEY

Data from the recent mid-year student surveys (FT, PT, Levels and HE) had been tabulated in separate papers by question areas, also by curriculum areas, age, gender and ethnicity, the former also compared with the previous year. All areas, excepting one, showed a marginal increase although only 2 showed ratings higher than to average. Whole college results were noted as concerning and assurance was given that the reasons were being researched, the Anglian Water returns indicated a considerably lower level, this was discussed in particular and was under constant attention by senior

management. A survey focused on EAM indicated a lower satisfaction level than the previous year however the recent appointment of a new curriculum head was confidently expected to have a positive effect.

The information was received.

40/16 HE UPDATE

- a. Annual Provider Review (APR). The APR process allowed the HEFCE to complete an HE quality assessment for each provider. As a result of this year's data the HEFCE had informed of some concerns and required a response by 9 March. That response had resulted in confirmation that the College now met all expectations.
- b. Partnerships. The re-validation by Bishop Grosseteste University (BGU) had led into the final stages of accreditation for a series of Foundation Degrees (FdA), all were clearly detailed and discussed. Also HNC/D engineering courses, formerly delivered in partnership with University of Bedford (UoB), could possibly be delivered through Pearson and the necessary approval visit was set for 7 July. Details of all current HE courses had been tabulated for start and completion data and were discussed and noted to inform the Corporation in order to allow completion of the annual satisfaction statement.

The information was noted and received.

41/16 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.

42/16 URGENT BUSINESS

Guided Learning Hours. One of the student members had raised an issue regarding the allocation of guided learning hours for teaching of students. He delivered a short electronic presentation analysing and comparing with other colleges and some interesting questions arose. The answers were involved and technically complex and were not dealt with in the meeting and they would be addressed personally between the Principal and the student outside of the meeting. **(Action 4)**

- a. **The information was received.**
- b. **Action had been identified.** (See Table at 44/16)

43/16 DATE OF NEXT MEETING

The date of next meeting would be advised.

44/16 ACTION TABLE

| Table | sp | ate |
|---|----|-----|
| Circulate EAM presentation to committee members. | rk | sap |
| Emphasise importance of work experience to staff. | D | |
| Copy of Learning Walk recording form to Chair. | D | |
| GLH discussion between PD/DC-H | D | |