

**Minutes of the Standards Committee Meeting held on
Thursday 14 February 2019 at 3.00pm**

Present: Christine Bampton
John Clarke - Principal
Veronica Fell
Mark Grutters
Anita Holt
Mo Kundi
Kathy Passant - Chair
Ian Raikes
Carol Reid

In Attendance: Gareth Catterson – Clerk to the Corporation
Anne-Marie Francis – Vice Principal Curriculum & Quality
Nicola Hurst – Director of Teaching & Learning and Sixth Form
Caroline Jenkinson – Assistant Clerk to the Corporation
Jesamine Kelly – Assistant Principal Curriculum & Quality

Action

S.19.90 The meeting commenced with a Curriculum Presentation from the Head of Higher Education, Martin Kerridge. It was agreed that future presentations be included on the committee agenda.

S.19.91 Item 1: Apologies for absence

Apologies for absence were received from Liam Gaskell, Lily Irvine and Suzanne Knowles.

S.19.92 Item 2: Declarations of Interest

A standing declaration of interest was received from Veronica Fell as she is married to John Fell

S.19.93 Item 3: Minutes of the Previous Meeting – 29 November 2018

The Board resolved to approve the minutes as an accurate record subject to a typographical error in paragraph 72.

S.19.94 Item 4: Matters arising

The absence of an action list was noted, the Clerk agreed to check the outstanding actions from the previous minutes and present them to the next meeting.

Clerk

The Chair drew attention to the action outlined in paragraph 63 regarding an example of a departmental SAR being circulated to members. The Vice Principal confirmed she would forward this.

**Vice
Principal**

S.19.95 Item 5: Confidential Business

No agenda items were considered to be confidential.

Item 6: Quality Issues

S19.96 6.1 Performance Measures Report 2017/18

The Director of Teaching & Learning and Sixth Form Studies presented the Performance Measures Report 2017/18. She summarised the College's data in relation to the 5 Performance Measures published by the Department for Education and emphasised the College's focus on high grades and early intervention to improve grades. Attention was also drawn to the report's annex which provided an overview of the internal tracking of achievement at the College and how this compared to the achievements of other colleges and sixth forms within Sefton.

The Director outlined the report and confirmed the Value Added score for Southport College showed a significant increase in comparison with the previous year and was above the national average. The report reiterated what had previously been identified regarding the decline at KGV for both Applied General and A Levels and confirmed actions to address this were already established. An overview of the internal tracking of achievement at Southport College was contained in the annex, which showed where students were up to in relation to the minimum expected grade and how this had improved in every area when compared to 2016/17.

Governors challenged the achievements compared to the previous year and against those of the other educational establishments within the region. The Chair particularly noted the higher achievement rates for A Level at Hugh Baird College when compared to KGV. The Director agreed that the A Level results at Hugh Baird had improved, even when taking into account their lower qualifications on entry requirements which can result in more significant progress being shown. She emphasised the focus on high grades at KGV and the interventions undertaken to improve grades.

The members present resolved to accept the report.

S.19.97 6.2 Destinations Report 2017/18

The Assistant Principal Curriculum & Quality presented the Destinations Report 2017/18. She explained that the report contained information relating to the destination of full time FE and HE students who completed programmes in June 2018 and included data from both Southport College and KGV.

The Chair stated it would aid governors understanding of the data if it was broken down between Level 1, Level 2 and Level 3 and clearly showed students progressing from one level to another within the College. The Assistant Principal agreed to expand the table currently used.

**Assistant
Principal**

The Chair questioned what happened when students could not be contacted and who chased these students. The Assistant Principal confirmed this was carried out by a combination of staff including progress tutors, curriculum leaders and careers advisors. The Chair asked for this information to be encapsulated within future reports. The Assistant Principal agreed to include this.

**Assistant
Principal**

The members present resolved to accept the report.

S.19.98 6.3 Quality Development Plan (QDP) 2018/19

The Vice Principal presented the College Quality Development plan which had been updated following the production of the College Self Assessment Report (SAR) in November 2018. She outlined the findings of the report explaining that there were 12 areas for improvement which had been fed through from the SAR and described how these were being addressed moving forward.

Reference was made with regards to T-Levels with the Vice Principal confirming herself and the Assistant Principal had drafted the programme for the T-Level in Construction earlier that day. She stated the closing date for submission was 28th February 2019, with an anticipated decision approximately three months following this date.

The Vice Principal informed members that there had been positive progress with the achievement gap and they had been able to identify the particular learners requiring assistance. The Assistant Principal added the welfare work for students had increased throughout the year which had also helped close the achievement gap.

The Chair stated it would be helpful in future if hard data could be included alongside each target to allow for comparison. This would clearly show monitoring was taking place and also enable governors to monitor that progress. The Vice Principal agreed to add this information to the report.

**Vice
Principal**

Discussions took place with regards to the QDP and the Vice Principal's report and the need to ensure information is not duplicated between the two reports. The Chair stated the importance of reporting on the specific targets within the QDP, this being the key document. The Vice Principal agreed to update the QDP with information from her VP Report.

The members resolved that, subject to the amendments suggested, the Board be recommended to approve the Quality Development Plan 2018/19.

S.19.99 6.4 Learner Feedback Report – Semester 1

The Director of Teaching & Learning and Sixth Form Studies introduced the Learner Feedback Report for the first semester of 2018/19. She explained a full review of the Leaver Voice mechanisms at both Southport College and KGV had been undertaken at the end of the 2017/18 academic year. This had resulted in the production of the Learner Voice Cycle.

The Director of Teaching and Learning confirmed the Start of Year Survey had been completed by students from both colleges and good response rates had been achieved. The results were drilled down to course and subject level and those showing low levels of satisfaction had a bespoke Student Focus group to investigate further and identify appropriate actions. Additionally, as a result of student representative meetings at both colleges, a 'You Said We Did' poster had been produced showing improvements made in response to student feedback.

The Director stated that during semester 19 compliments and 7 complaints had been received. All complaints had been addressed and actions put in place to remedy. The Chair requested that a column be added to the complaints table showing what the complaint was and how it had been resolved. The Director agreed to add this.

Ian Raikes left the meeting at 4.20pm.

With reference to the Employer Survey governors questioned the actions undertaken to improve the response rates. The Assistant Principal confirmed a working group had been set up under her lead to consider more effective ways of gathering employer information and this would ultimately result in a new Employer Survey which would be brought to the next meeting.

Governors referred to the Annex showing the summary of feedback from the student representative meetings and asked for a column to be added to the table to show if the areas identified for improvement had been resolved and if improvements were still outstanding a timeline for completion to be included.

The members present resolved to accept the report.

Item 7: Curriculum Issues

S.19.100 7.1 Curriculum Report

The Vice Principal presented the second report of this academic year on curriculum issues which included a review of Departmental Performance against targets for 2018/19. She confirmed the information within the report had been cross-referenced with that contained in the QDP.

Governors challenged the impact of low attendance in English and maths and how they could be delivered in future with the aim of improving attendance. The Vice Principal confirmed a working group had been set up to look at attendance in these areas and this had resulted in a number of recommendations for next year, including the introduction of the 'Right Start' Plan which is due to be considered by CET after half term. She explained that significant staffing difficulties had been experienced in both subjects since the start of the year but that these were very close to being resolved now.

The Vice Principal informed the committee that since the last report enrolments had moved on and were now slightly ahead of the same point last year at both sites. Numbers were being closely monitored on a weekly basis. Additional work was also being undertaken with a number of high schools, including meetings with head teachers. The Principal confirmed he would update the enrolment data contained in his Corporate Performance report.

Principal

The Director stated that mock A-Levels were taking place this week. Following this a mini results review would be undertaken for individual students.

A governor challenged the Vice Principal with respect to the enrolments for 2018/19 which showed a decrease of 20 at Southport College and asked if this figure could be broken down to show enrolments from each feeder school and for this same information to be included for the previous two years so comparisons could be made. The Vice Principal agreed to include this and confirmed she would liaise with Marketing to gather the relevant information. The Chair added she wanted to see trend changes in the College's market share and for this information to be included in the Corporate Performance Report. The Principal agreed to include this.

**Vice
Principal**

Principal

The members present resolved to accept the report.

S.19.101 7.2 Work Experience Report

The Assistant Principal presented a Work Experience Report which outlined the work related activity undertaken by students in 2017/18 and key developments for 2018/19. She confirmed that there had been a slight drop in the number of work placements and this was now a target area for improvement this year. Governors congratulated management/staff on the successful application to the Capacity Delivery Fund for an increase in extended industry placements

A governor stated that Ofsted would want to know how many students had undertaken work experience. The Assistant Principal confirmed that there was a tracking sheet showing this and the information was also recorded in learning plans. She confirmed she would include a paragraph regarding the tracking sheet in her next report.

**Assistant
Principal**

The Assistant Principal referred to the College's successful achievement of the Matrix standard for careers education. She highlighted the College's use of Gatsby best practice benchmarks to help engage students to help prepare them for the workplace.

Reference was made to a typographical error in paragraph 3.1 of the executive summary which the Assistant Clerk agreed to amend.

**Assistant
Clerk**

The members present resolved to accept the report.

S.19.102 Item 8: Higher Education Annual Monitoring Report 2017/18

The Assistant Principal presented the Higher Education Annual Monitoring Report 2017/18. She explained progress against those targets contained in the College's Higher Education Strategy for 2015/16 had been reviewed within the report alongside an overview of HE provision for 2017/18 and actions for the year ahead. She also confirmed that the College's HE Strategy was due for full review in 2018/19.

Governors discussed the report with the Assistant Principal who explained that the HE QDP was a live document containing objectives such as increasing recruitment to HE and increasing continuation rates of students progressing from FE to HE within the College. Students not achieving the benchmark attendance rate of 85% were identified and reasons behind the low attendance investigated. She confirmed the HE Strategy and HE Recruitment Strategy were to be reviewed by the Board at their meeting in March.

**Assistant
Principal**

The Chair raised the issue of intellectual stimulation as a potential area for concern and asked for it to be addressed in the QDP going forward. The Assistant Principal agreed to include this.

**Assistant
Principal**

The members present noted the Annual Monitoring Report 2017/18. The Committee resolved that, subject to the addition above, the Board be recommended to approve the HE QDP 2018/19.

S.19.103 Item 9: Support for Students

The Assistant Principal presented the Safeguarding and Welfare Report for Semester 1 2018/19. She explained that the introduction of the Early Help pathway had contributed to the decrease in statutory safeguarding referrals and referrals made to external agencies.

The Chair noted the very positive approach taken by the College with regards to Safeguarding and queried if an audit of recordkeeping took place. The Assistant Principal confirmed all data was recorded on Pro-monitor and a recent audit of Safeguarding and Safeguarding staff had been carried out. All information was documented and any trends spotted straightaway.

The Principal added that the College were working towards a Kitemark for Safeguarding.

The members present resolved to accept the report.

S.19.104 Item 10: Items to be reported to the Corporation

The Chair thanked everyone for their contributions to the meeting and summarised the outcomes which would be reported to the Corporation at its meeting on 19th March 2019:

- Significant focus on attendance where there have been slight improvements
- Responses to student feedback 'You Said We Did'
- College QDP on track, have asked for direct reporting against targets
- HE including a presentation, a focus on recruitment and retention and approval of the annual report

S.19.105 Date of Next Meeting

Wednesday 19th June 2019 at 3.00pm - KGV