

**Minutes of the Standards Committee Meeting held on
Tuesday 10th September 2019 at 3.00pm**

Present: Christine Bampton
John Clarke - Principal
Veronica Fell
Anita Holt
Suzanne Knowles
Mo Kundi
Lisa Owens
Kathy Passant - Chair
Carol Reid

In Attendance: 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
Martin Kerridge – Head of Higher Education

Action

S.20.01 Item 1: Apologies for absence

Apologies for absence were received from Gareth Catterson, Clerk to the Corporation. In his absence Christine Bampton acted as Clerk.

The Chair welcomed Lisa Owens to her first Standards Committee meeting.

S.20.02 Item 2: Declarations of Interest

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

S.20.03 Item 3: Minutes of the Previous Meeting – 19th June 2019.

Lisa Owens was a member of the Committee at the time of this meeting, to be added to the apologies.

Asst Clerk

The Board resolved to approve the minutes as an accurate record.

S.20.04 Item 4: Actions Summary

The Assistant Clerk presented the Actions Summary from the meeting of 19th June 2019:

19.110 The Chair questioned if the employer survey was still ongoing. The Assistant Principal confirmed the external survey was now complete, however, the internal survey was ongoing. Results would be presented at the Standards Committee meeting in February 2020.

**Asst
Principal**

19.112 A governor questioned which report would include the

information relating to Value Added. The Vice Principal confirmed it would be in the next VP Curriculum Report.

With reference to retention figures and ALPs scores the Vice Principal confirmed this was shown in Annex 3 of today's Curriculum Report.

In response to a governor request, the Director of T&L confirmed access to Moodle would be available from Friday 13th September 2019.

The Vice Principal informed the Committee the SAR process had been updated and was now underway. The Curriculum Review process would be included in the Quality Strategy.

S.20.05 Item 5: Matters arising

There were no matters arising.

S.20.06 Item 6: Confidential Business

No agenda items were considered to be confidential.

Item 7: Outcomes for 2018/19

S.20.07 7.1 Headline Results 2018/19

The Vice Principal presented her report which summarised the initial predicted achievement rates for Southport College for 2018/19 compared to 2017/18 and for KGV A Level results for 2018/19 compared to 2017/18. She confirmed collation of learner data for L1 was ongoing.

A governor questioned whether the dip in Level 2 achievement rates referred to Level 2 students or qualifications. The Vice Principal confirmed leavers in the table referred to qualifications. Retention had been lower this year for a range of reasons which will be addressed in departmental QDPs. Heads of Departments were currently reviewing QDPs for next year.

The Principal noted that adding overall retention had been beneficial and moving forward it would be useful to ascertain a picture of retention on first and second years for both Southport College and KGV. The Vice Principal confirmed she would produce a paper to accompany the report showing raw retention figures, explaining who had left and why.

**Vice
Principal**

The Chair asked for vocational data to be included in the report to the Corporation and requested that it contain year 1 to year 2 progression data. The Vice Principal confirmed the details, including the factors affecting retention, would be reflected in the SAR.

**Vice
Principal**

The Chair referred to point 3.3 of the report and congratulated the College on the overall improvement in Alps scores, however, the significant issue of the scores dipping into the bottom 25% was of concern. It was noted Annex 3 contained a detailed report on special measures but didn't refer to the subjects included in the special measures. The Vice Principal confirmed those subjects with scores of 5-9 Alps would be considered as in scope for Special Measures moving forward.

**Vice
Principal**

The Chair informed the meeting that she had attended meetings in these subject areas to listen to teachers and had found it very useful. She explained the overall issue was with regards to declining Alps scores, the aim for which should be 3 or above. It was suggested a three year strategy be put in place for each subject area to move Alps to 3 or above.

**Vice
Principal**

The Principal explained that current reviews went beyond courses and special measures and would continue to be monitored. The new Teaching & Learning Strategy was the focus for improvement involving the use of KPIs.

In response to a governor question, the Vice Principal confirmed the special measures report had been to ensure a process could be followed for subjects identified as requiring improvement.

A governor suggested the production of a flowchart detailing the special measures process and who is responsible for what and where it goes within a timeframe. The Vice Principal agreed to incorporate into the strategy.

**Vice
Principal**

The members present resolved to accept the report.

**S.20.08 Item 8: Higher Education – Quality Assurance Agency (QAA):
Quality and Standards Review Briefing**

Due to time constraints Item 8 of the agenda was brought forward. Martin Kerridge, Head of HE, joined the meeting at 3.35pm to present his report.

The Head of HE confirmed the Quality Standard Review from the QAA was due to take place the following week. During the summer a plethora of provider evidence and student submissions (including contributions by our HE student governor) had culminated in 65 key pieces of information being sent to the QAA. Southport College are one of the first colleges to be reviewed in this way, the review being undertaken by a panel of 3 senior academics over a period of 3 days. The review would culminate in a private meeting followed in due course by a private report sent to the Principal. The College will subsequently be shown to have either met or not met the standards of the Core Practices within the scope of the review.

The HE student governor explained her and three fellow students' involvement in the process to date which had been based around the different positive experiences each had encountered whilst at the College.

A governor asked how the College had evidenced the criteria set out in page 17 of Annex 2. The Head of HE explained evidence submitted to the QAA included an example of the photography department working with a particular company and examples of work undertaken with the NHS. He added progression to highly skilled employment was an area currently under focus.

In response to a governor question the Assistant Principal confirmed HE were implementing a scheme whereby existing HE students visit local schools to speak to potential students.

The Chair asked when the feedback from the Review would be received. The Head of HE confirmed it would be in the form of a letter by the end of September 2019. Any areas identified as deficient would result in an action plan to address the issues. The Principal added the results would be included in his Corporate Performance Report.

Principal

The Chair congratulated the Head of HE for the work undertaken to date, as outlined in his report and noted the College and Board were proud of the HE provision and the difference it made to people's lives, particularly those from the local area.

The members present resolved to accept the report and submissions (Annexes 1&2)

The Head of HE left the meeting at 3.50pm

Item 7.2: GCSE English & Maths 2018/19

S.20.09

The Vice Principal presented her report updating the Committee on the provisional results and student progress with regards to GCSE English and maths in 2018/19.

It was confirmed there had been an improvement in the percentage of students attaining a higher grade in maths, with English maintaining the same level as the previous year. All the recommendations of a working group which had been formed to review the English and maths provision had been implemented.

The Chair referred to paragraph 3.2 (and Annex 1) regarding the high grade pass rates for 16-18 students and asked if information for this was presented in the same way nationally. If so, she suggested it would be beneficial to include a national comparator in the report that goes to the Board. The Principal confirmed this could be done by taking information from MIDES. The Vice Principal C&Q agreed to investigate further and include this in their reports to governors.

**Vice
Principal**

Governors discussed the options available for those students who had not achieved a Level 2 in English and/or maths.

The Chair of Corporation advised that she had recently visited the refurbished and redesigned English and maths classrooms in the Pennington Building and noted how well they were working.

The members present resolved to accept the report

Due to other commitments the Assistant Principal left the meeting at 4.05pm.

Item 9: Policies

S.20.10 9(i) Admissions Policy

In the absence of the Assistant Principal the Vice Principal presented the policies

The Chair noted the emphasis in the Admissions Policy on the difference between an appeal and a complaint.

With regards to the policy the Chair referred to the bottom bullet point at paragraph 4.2, page 3 and asked if it included students who would otherwise go from Y1 to Y2. The Vice Principal confirmed it did and agreed to add "... or cannot progress in a course" to the sentence as suggested by the Chair.

**Vice
Principal**

The Chair queried how the entry requirements compared with other local colleges and emphasised the importance of keeping these up to date. She requested a comparison table be compiled to show each college's requirements in order to identify any differences. The Vice Principal agreed to include entry criteria in the competitor analysis section of the marketing strategy.

**Vice
Principal**

9(ii) HE Admissions Policy

The Chair referred to the third bullet point of paragraph 5.3 and the use of the term "Non-native". The Principal confirmed he would check where this term had come from and the document would be updated accordingly, if required.

Principal

The Chair of Corporation referred to the Key Aims on page 3 and asked how applications from under-represented groups were encouraged. The Director of T&L&SF explained that the E&D Committee reviewed admissions against groups of learners. The Vice Principal advised that work was currently being undertaken with regards to widening participation from outside the College, ensuring an inclusive agenda.

**Vice
Principal/**

9(iii) Freedom of Speech Policy

The Vice Principal confirmed this policy had received a lot of scrutiny upon its introduction the previous year and confirmed the HE Research Act 2017 had since been added in.

The Chair referred to Item 7 page 6 with regards to the use of College premises by other organisations or individuals and queried who authorises the use. The Vice Principal was unsure and agreed to follow this up with the Assistant Principal.

**Vice
Principal/
Asst
Principal**

The members present resolved to accept the policies and recommend approval by the Board.

S.20.11 Item 10: Terms of Reference & Schedule of Business

The Chair queried the Chair's action as outlined at 1.2 of the Terms of Reference. The Principal confirmed it was correct, the Chair was able to invite people to attend the meeting by way of a Chair's action.

A governor noted the year of the Teaching and Learning Strategy on the Calendar of Business should be 2019/20. Assistant Clerk to amend.

Asst Clerk

The Chair stated the need for every meeting to look at an Actions Summary and asked the Assistant Clerk to add it as a fixed agenda item to the Schedule of Business. It was also agreed, where possible, to commence each Committee meeting with a governor training session. Vice Principal/Assistant Clerk to follow up.

**Vice
Principal/
Asst Clerk**

It was also noted the Employer Survey was not included on the Schedule of Business, Assistant Clerk to add to February's business.

Asst Clerk

The members present resolved to accept the Terms of Reference & Schedule of Business and recommend approval by the Board.

S.20.12 Item 11: Committee Self-Evaluation

This item was deferred until the next meeting.

S.20.13 List of Acronymns

The Chair thanked the Vice Principal for compiling the document and asked if governors could think of anything else they thought should be included, removed or if they had any general comments. A staff governor suggested CACHE/NCFE to be included. The Director of T&L&SF agreed to add this.

**Dir
T&L&SF**

S.20.14 Item 12: Items to be reported to the Board

The Chair summarised the items to be reported to the Board:

- i. Updated Outcomes Report to go to Board
- ii. Special Measures Report
- iii. QAA QSR Review
- iv. English and maths results – further information required
- v. Recommend for approval Admissions, HE Admissions and Freedom of Speech Policies, subject to minor amends

S.20.15 Date of Next Meeting

Wednesday 27th November 2019 at 3.00pm