



Minutes of the Standards Committee Meeting Held on Tuesday 21 October 2014 – Room 128

Present:	Carol Skewes (Chair) Jamie Spracklen	Nick Spenceley (Principal)	Chris Humpage
Apologies:	Shri Footring Sarah Chamberlain	Linda Maynard	Liam Purnell
In attendance:	Theresa Cope (Clerk to the Corporation)	John Driver (DP Curriculum & Quality)	Eileen O’Gara (Director of Commercial Development)
	John Revill (VP Information Systems)	Justine Selman (AP Quality Improvement)	

01/14 Apologies for absence

The apologies were noted & accepted.

02/14 Eligibility & quoracy

All members were eligible & the meeting was quorate.

03/14 Declaration of interests

No declarations of interests had been received.

04/14 Election of Chair & confirmation of committee membership for 2014/15

In the absence of an elected Chair, CS had kindly offered to chair the meeting on this occasion.

05/14 Minutes of previous meeting (10 Jun '14) & progress against matters arising

The minutes of the previous meeting held on 10 June 2014 were agreed & signed as an accurate record.

There were no matters arising.

06/14 Report of actions taken by the Chair on behalf of the Corporation

There were no actions to be reported.

07/14 Overview of results

JD gave an overview & updated position on the paper that was due to be submitted to the committee on the 30 September 2014. The paper had also been presented to a special meeting of the Corporation held on 7 October 2014.

Referring to Appendix A, given that further results had been received since the report had been compiled, JD gave a verbal update on the position.

Whilst not included within the report, JD advised that Apprenticeship success rates were

measured in 2 ways – an overall success rate & a timely success rate. Last year's results had been slightly above the national average (NA) whilst this year's results were expected to be around the NA.

Appendix B highlighted the ranking of individual course success rates compared to the NA.

JD advised that there was a robust tracking system with regards to student progress on BTEC L2 courses. The first deadline for submission of BTEC coursework was yesterday (20th) & for those students who had failed to comply, there were processes in place to deal with this. .

08/14 Ofsted action plan

JD advised that at the time of the next meeting, the College would be in receipt of the new action points from the inspection in September 2014.

JD gave an overview of the action points.

JD drew particular attention to Punctuality & Attendance which had been recognised in the inspection as a key strength.

Appendix B referred to 'At Risk' courses.

Management were asked as to how governors could be confident that the data being presented was a true reflection of the circumstances? This concern was acknowledged & the committee were advised that whilst Ofsted had been comfortable with the reports presented to them, the data could be presented in different ways in order that the committee could be confident in the data presented. It was agreed that reports would be also be presented from Proachieve.

The committee were also assured that internal audit had reviewed progress & monitoring earlier this year (February). Furthermore, internal audit could be directed to particular aspects in order to give governors confidence that the judgments being made were robust.

Management were asked if governors could be linked to particular curriculum areas & the committee were advised that this was something that was being currently looked at with further details to follow.

NS highlighted that Ofsted had been particularly complimentary with regards to the new management structure.

09/14 Enrolments 2014/15

JTR provided the committee with a verbal update given that the position had changed since the paper had been compiled.

In summary, the College had several key funding streams, for which the Educational Funding Agency (EFA) was the largest. It was noted that this worked on 'lagged numbers' methodology (i.e., the total number of students recruited this year would determine the total amount of funding for next year).

There had been significant external influences on enrolments for 2014/15.

The current projection of enrolments against allocation was discussed although these

numbers were not the final census point values & learner attrition rates were being monitored on a daily basis.

Current 16-18 numbers were slightly below the allocation. Referring to Table 2, JTR advised that trends had remained similar since the paper had been published. Applications to date were at the level they were at for 2012/13 which was a significant increase on last year.

10/14 Lesson observation impact

JMS gave an overview of the report.

The lesson observation process had had a positive impact. The ATPs would be providing intensive support to teachers, particularly those who were new to the college.

The lesson observation process was only one of the quality improvement measures being undertaken in the college which had the most impact when combined with other related measures, such as the enhanced observation scheme & the support of development to both individuals & teams.

11/14 Employer Responsive provision

Please refer to the tabled papers. EOG gave a brief verbal update.

12/14 Terms of Reference for committee

The ToR needed to be revised in light of changes to the committee structure.

The Clerk proposed the following amendments:

3. (b) to change the committee membership to 8 members which would also include the 2 staff & 2 student members and the Principal.

In attendance, the VP Employment & Skills was to be removed with the AP Quality Improvement & AP Head of 6th Form to be added. The AP Information Systems job title was to be changed to Vice Principal.

The committee also requested that the ToR include reporting on student celebrations to be included under 5(c) (vi).

The Clerk would make the necessary amendments & the ToR would be submitted to the next meeting for ratification.

13/14 Urgent AoB

There were no items of AoB for consideration

14/14 Confidential matters

There were no confidential matters for consideration.

The meeting finished at 15:31

The next meeting will be held on Tues 18 November 2014.