

<b>Minutes of the Standards Committee Meeting Held on Tuesday 3 February 2015 – Staff Room</b>
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<b>Present:</b>	Shri Footring (Chair) Linda Maynard Jamie Spracklen	Craig Davidson Liam Purnell	Chris Humpage Natalie Tickle
<b>Apologies:</b>	Sarah Chamberlain (AP Head of 6 <sup>th</sup> Form)  Nick Spenceley (Principal)	Carrie Gibson	Carol Skewes
<b>In attendance:</b>	Theresa Cope (Clerk to the Corporation)  John Revill (VP Information Systems)	John Driver (DP Curriculum & Quality)  Justine Selman (AP Quality Improvement)	Eileen O’Gara (Director of Commercial Development)

**31/14 Apologies for absence**

The apologies were noted & accepted.

**32/14 Eligibility & quoracy**

All members were eligible & the meeting was quorate.

**33/14 Declaration of interests**

No declarations of interests had been received.

**34/14 Minutes of previous meeting (18 Nov '14) & progress against matters arising**

The minutes of the previous meeting held on 18 November 2014 were agreed & signed as an accurate record.

**Matters arising:**

21/14 – JD gave a verbal update & advised that whilst an appeal had been lodged against the Ofsted report on 4 points, only 1 of these had been upheld. The grade profile remained unchanged.

23/14 – JTR would re-circulate the link to the website to enable governors to access attendance for individual courses.

**35/14 Report of actions taken by the Chair on behalf of the Corporation**

There were no actions to be reported.

### **36/14 Ofsted Action Plan**

JD reminded the committee that some key actions had been identified by Ofsted in the last inspection carried out in September '14. These were identified in Annex A as OAP 1-7. Further, it had been suggested at the last Corporation meeting (16 Dec '14) that monitoring of the previous action points from the inspection carried out in April '13 also continued.

JD gave an overview on each of the action points to update the committee on the latest position.

Referring to Appendix B, JD gave a brief overview of the action points highlighted in the 2013 inspection.

### **37/14 Learner Responsive Applications**

The College had several funding streams, the most significant being from the EFA. Applications for 2015/16 are up 26% & currently stood at the highest since records started. AS applications are up 45%. Applications for Essential Skills (ES) had increased by 26% but as advised by JTR, as of this afternoon, this had also increased 46% overall.

Applications from the Basildon & Thurrock post code areas are showing a 56% increase

A significant increase (275%) in applications from 2 Basildon schools was noted.

### **38/14 College Dashboard**

In the absence of the Principal, JD gave a brief overview.

There had been a restructure within the curriculum areas.

Retention was slightly up on last year at 98% compared to 97% for December 2014. The student survey results were 'like for like' on last year. At the student conference last week, there had been a significant increase in the number of students who would recommend the College.

LP reported that the student enrichment programme was having a positive effect on students.

### **39/14 Curriculum Progress Report**

Please refer to attached appendices for detailed data analysis.

Overall attendance up to the end of December 2014 was comparable to last year. Significant increases in attendance were particularly noted in BTEC Level 2 & BTEC Level 3 Subsidiary Diploma.

The retention rates provided a measure of the best possible success rates that could be achieved at the end of the academic year. Overall retention had improved compared to last year. There had been significant improvement in BTEC Level 3 Extended Diploma which was as a result of the change in the BTEC Level 3 delivery structure.

(CLD left the mtg @ 17:37)

Referring to Appendix I ('At Risk' courses), JD advised that there were a number of courses being closely monitored for a number of reasons.

The changes to BTEC submission criteria was questioned as this was presenting some difficulties to students. The changes were mandatory & were externally imposed to bring in line with GCSE's & 'A'-levels. The majority of work had been submitted to deadline & there was a thorough process in place whereby students were given receipts for the work that was submitted.

#### **40/14 Employer Responsive provision**

(JD left the mtg @ 17:49)

Please refer to the paper. Whilst the claim target would certainly be achieved, it was hoped that this would be exceeded.

Referring to the final overall success rates, it was noted that the 24+ age band success rates were lower than the national average (NA). Although predicted, this was disappointing.

Formal observations were due to commence Feb/Mar '15.

Performance monitoring reviews of partners was rigorous. There were robust quality assurance processes in place.

Systematic monitoring, reviewing & reporting on the continuing progress & performance of both approved partners & departmental work would continue.

#### **41/14 Teaching & Learning update**

An outline calendar of development of T&L 2014-15 (otherwise known as the Roadmap) was given. The formal lesson observations (Spring 1) had commenced this week. These would have a focus on team strengths and areas for improvement. These would conclude with identification of team action points.

Formal lesson observation data was provided in Appendix 1.

Twenty out of the 21 teachers appointed since Easter 2014 had been observed.

A total of 13 teachers who had previously attained either a grade 3 or 4 in lesson observations, had been re-observed during this academic year.

Please refer to Appendix 2 for details of enhanced lesson observations since September 2014.

#### **42/14 Community Learning**

There was a substantial amount of funding available that was to be used for community projects.

There would be a DIY course starting after half-term which would deal with practical based issues.

The overall aim of the Sensory Garden project was to develop a community sensory garden for community use & to provide opportunities for local people & the wider community to be involved in the design, development & running of the garden.

The project would support healthy living, recycling and environmental education & training and hopefully, by engaging the wider community, it would also support the College strategy in breaking down barriers of prejudice & misconceptions.

**Governors were asked to become involved with the project & further information could be obtained from JTR.**

(AD joined the mtg @ 18:07)

#### **43/14 SEN Advisory Board - feedback**

The Heads of the local schools together with representatives from Castle Point Borough Council (CPBC) & Essex County Council (ECC) had been invited to the inaugural meeting of the SEN Advisory Board on 20 January '15.

JTR presented the PP presentation that had been given to the meeting.

ECC had divided the county into 4 quadrants & the College was the lead for the south quadrant.

(JD rejoined the mtg @ 18:15)

The proposed membership of the Board included:

- Up to 8 representatives of the local community
- 1 staff member
- 1 student member
- 1 governor from the College's Corporation
- The Principal, Vice Principal & Head of SEN and Foundation Learning

Members would be appointed by invitation from the Principal at Seevic College with the terms of office of an appointed member normally being 3 years.

**Any governor interested in joining the Board was asked to contact JTR.**

#### **44/14 Urgent AoB**

- **Student governor conference – LP**

LP had recently attended a student governor conference in Manchester where he had met some very interesting, friendly, passionate & experienced delegates. The conference had proved to be extremely useful & had covered topics such as how to ask appropriate, challenging questions in the boardroom & time management skills.

As this was LM's last committee meeting before her term of office expired, the Chair wished to extend her thanks to LM for her support to the committee over the last 4 years.

**45/14 Confidential matters**

There were no confidential matters for consideration.

**The meeting finished at 18:31**

**The next meeting will be held on Tues 10 March 2015.**