

<b>Minutes of the Standards Committee Meeting Held on Thursday 24 November 2016 – Board Room</b>
--

<b>Present:</b>	Chris Humpage (Chair) Natalie Tickle Jamie Spracklen (staff)	Dan Pearson (Principal) Carol Skewes	Andrew Frye Daniel Potter (student)
<b>In attendance:</b>	Theresa Cope (Clerk to the Corporation)	Lynda Brown (Interim DP)	John Revill (Vice Principal)
	Sarah Chamberlain (AP, Head of 6 <sup>th</sup> Form)	Justine Selman (AP Quality Improvement)	Jan Burton (HE Development Manager)
	Stuart Coussins (HE Development Manager)		
<b>Apologies:</b>	Shri Footring		

**APPROVED DRAFT**

Attendance: 87.5%

**15/16 Apologies for absence**

The apology was received & accepted as above

**16/16 Eligibility & quoracy**

All members were eligible & the meeting was quorate.

**17/16 Declaration of interests**

No declarations of interests had been received.

**18/16 HE Student Feedback**

The HE Student Representative was unable to attend.

**19/16 HEFCE Annual Quality Assessment Return**

[Taken as agenda item 18/16]

This is a new quality assurance process that has been brought in by the QAA. The committee are asked to agree the SAR which is to be signed by the Principal in the capacity of the Chief Accounting Officer. The submission deadline is 1<sup>st</sup> Dec '16.

The committee had noted, in particular, the areas of development identified and *questioned the progress that has been made.*

(JMB & SJC left the mtg @ 17:15)

### **20/16 Performance Appraisal Scheme**

The paper was presented by the Principal.

A senior member of staff has now been appointed. A comprehensive appraisal system is now online and will be launched cross-college shortly.

Annual appraisals of staff will be completed by the end of the month with a review of targets to be undertaken in March '17.

(CLW & HLA joined the mtg @ 17:27)

### **21/16 New Lesson observation process**

The Head of Teaching & Learning presented an overview of the new lesson observation process.

The process has been developed by incorporating Ofsted's Common Inspection Framework, ETF and our own professional standards.

*The committee asked how they could be assured that teaching staff are performing at "good or better" levels?*

*Governors are invited to participate in learning walks.*

(CLW & HLA left the mtg @ 17:58)

### **22/16 English & Maths (standing item)**

[Taken as agenda item 19/16]

The profile of M&E has been raised through marketing and branding. Attendance at lessons is robustly monitored.

Following on from recent lesson observations undertaken by external Ofsted inspectors, there is some good embedding of M&E skills within lessons.

***A summary of the SE categories to be presented to the committee.***

### **23/16 Applications - strategy**

[Taken as agenda item 22/16]

- **ER Quality Improvement**

The DP P&F presented a PP presentation.

*The committee asked how the quality was now different and how it would further be improved?*

*The DP P&F was asked if there is to be a change of focus to apprenticeships and the types of provision that is offered?*

The DP P&F confirmed that there is to be no change of focus and the provision type will change in line with the College strategy to focus on 5 key specialisms.

#### **24/16 Quality Improvement Plan**

[Taken as agenda item 23/16]

The QIP is supplementary to the Self-Assessment Report (SAR) and is presented in a different format.

The Interim DP presented a PP presentation on the QIP. Termly updates will be provided to the committee.

Grades are independently validated by moderation and standardisation.

#### **25/16 Compliments & Complaints 2015/16**

[Taken as agenda item 24/16]

The number of compliments in 2015/16 increased by 43% compared to 2014/15. The number of formal complaints in 2015/16 increased by 26% compared to 2014/15. The number of informal complaints decreased by 36% for the same period.

There had been no safeguarding issues or LADO reports.

#### **26/16 Minutes of previous meeting (13 Oct '16) & progress against matters arising**

[Taken as agenda item 25/16]

The minutes of the previous meeting held on 13 Oct '16 were agreed as an accurate record and signed by the Chair.

#### **27/16 Report of actions taken by the Chair on behalf of the Corporation**

There were no actions to be reported.

#### **28/16 Revision of statutory policies**

- **Whistleblowing**

The policy was received.

#### **29/16 Consideration of any confidential matters**

There were no confidential matters to be discussed.

The Clerk advised the committee that this was the last meeting for the AP Head of 6<sup>th</sup> Form and the AP Quality Improvement. The Principal, on behalf of all committee members, thanked them both for the hard work and support of the college. The committee wished them all the very best for the future.

**The meeting finished at 19:10**

**The next meeting will be held on 23 February 2017**