

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS
COMMITTEE HELD ON MONDAY 6TH JUNE AT 2PM IN ROOM K021**

MEMBERS PRESENT:

Prof Pauline Odulinski – PO – Chair
Mr Phil Davies – PD - Principal
Prof Paul Brunt – PB
Ms Emma Maitland – EM
Ms Cheryl Powell – CP
Mr James Venning - JV

IN ATTENDANCE:

Mr Ben Manning – BM – Vice Principal Curriculum &
Quality
Mrs Julia Tindall-Jones - Clerk

P&S 16/11 Item 1 – Apologies

Apologies had been received from Nick Holman.

P&S 16/12 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 3rd May 2016 be approved and signed as a correct record.

P&S 16/13 Item 3 – Matters Arising

The Clerk informed the meeting that there were no matters arising not covered by the agenda.

P&S 16/14 Item 4 – Confidential Items and Declaration of Interests

RESOLVED that no items required to be treated as In Commercial Confidence or Part II.

The Chair informed the Committee that in her role as the AoC's Director of Specialist Support she may have to declare an interest but would ensure that it was formally noted in the minutes as and when it occurred. The Committee NOTED the Chair's comment as a standing declaration of possible interest. No other declarations of interest were made at the meeting.

P&S 16/15 Item 5 – Performance and Standards KPIs Dashboard

BM introduced the KPIs Dashboard and highlighted the changes since the last meeting. In particular BM detailed the results from the Learner

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Satisfaction Summer Survey where there had been an increase in response rate and an increase in satisfaction across all 10 questions. Governors then discussed the actions in place that had contributed to the rise in satisfaction and asked what the College would be doing to build on this success. BM responded that the survey results would be closely scrutinised and areas for further improvement identified. BM identified the area of careers advice as one which had improved by 5% but was still relatively low at 80%; BM informed Governors that the College was introducing a progression week and a reflective facility is being added to the new e-ipl system to encourage discussion and reflection with students and tutors regarding both future careers and progression. These discussions will then dovetail in with exit interviews and tutorials and the final destination survey.

BM then commented on attendance at English and maths sessions and said that significant effort had gone into identifying the reasons for low attendance and encouraging better attendance by introducing support sessions, intensive block delivery, posters, text reminders, home collection, 1-1 tuition, etc. The Chair asked a question regarding attendance rates at exams and BM responded that the College had been very pro-active in getting students to attend exams and this had been a college-wide priority over the last few weeks. As a result of this initiative, to date there had been 27 no shows for the English GCSE with a statistic of 89% attendance overall and 68 no shows for maths GCSE with a small percentage of these having extenuating circumstances. The final GCSE maths exam was due shortly and so the overall attendance for maths was not yet known.

The Principal confirmed that the College was doing as much as it could to ensure attendance and success in English and maths but he voiced a concern that the heavy resource load that this entailed might have an impact on students' main programmes. The Principal also commented that, nationally, there had been a significant drop in benchmarks as a result of the Government's requirement for students to continue with English and maths.

The Chair commented that she was impressed with the support offered and actions in place by the College and asked BM to pass on her and the committee's thanks to all staff concerned in particular the exams department and student services.

The Committee NOTED the Dashboard.

P&S 16/16 Item 6 – Post Inspection Action Plan Progress Report

BM then informed Governors that a Post Inspection Action Plan had been formulated to address the areas for improvement identified by the recent Ofsted inspection. Three areas had been identified: ensure

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that learners improve their attendance in maths lessons, teachers and tutors help 16-18 year olds to reflect on their work experience, tutors hold individual meetings for learners at risk of underachieving early enough to set high expectations for the year.

BM then detailed the progress made to date and the actions in place going forward into 2016/17. PB then asked whether the College had to report back to Ofsted on their progress. BM replied that no formal report was required as they would automatically see the College SAR when it was uploaded to the Gateway following its completion.

The Chair commented that it was obvious that the College had undertaken a significant amount of work over the last three months to address the issues raised by Ofsted and asked for BM's view of the progress to date. BM responded that the actions put in place to address work experience and the tutorial system were making good progress. He added that good progress had been made in increasing attendance at maths lessons but this would be an on-going challenge that would require continuous monitoring and action.

The Chair then asked what the emerging themes were for the coming academic year and BM responded that English and maths and the reflective process for learners (linked to work experience & tutorials) were key themes to be expanded upon in 2016/17. The Principal commented that we needed to ensure our QA & Improvement processes were truly 'risk-based' and therefore target resources where they were most needed.

The Committee NOTED the Post Inspection Plan Progress Report.

P&S 16/17 Item 7 – Teaching, Learning and Assessment Update Report 2015/16

BM proceeded to introduce his update on Teaching, Learning and Assessment (TLA) within the College. BM highlighted the increase in learner satisfaction regarding the quality of TLA, enjoyment of learning and feedback on work submitted and how to improve.

BM then detailed how best practice was being shared across the College by using peer observations, classroom walkthroughs and Teaching and Learning Coaches (TLCs). Governors discussed the usefulness of peer observations and agreed that these should be targeted at under-performing or coasting staff and that impact and focus was more important than the number of observations taking place. BM confirmed that peer observations in 2016/17 would be more targeted.

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Governors then discussed the impact of the governor learning walks and how it enabled them to focus on the core business of the College. PB commented that the walks contribute to governor knowledge and experience and allowed them to make value judgements of the effectiveness of TLA within the College and the overall impact of College leadership. JV confirmed that he had found his learning walk very insightful.

The Chair then commented that it was a governor's responsibility to bring challenging questions to the Board and learning walks and other contact with the College were essential in order to provide governors with the tools to provide the appropriate level of challenge. The Chair then suggested that the committee should recommend to the Board that a standing item for the agenda of Corporation meetings should be the opportunity for Board members to feedback and reflect on their recent contact with the College and any attendance at governor development events. The Committee agreed to this proposal.

- **Chair of P&S Committee to recommend to the Board that the Corporation agenda be amended to include an opportunity for governors to feedback and reflect on their experiences as a governor.**

The Committee NOTED the Teaching, Learning and Assessment Update Report.

P&S 16/18 Item 8 – Cycle of Business 2016/17

BM then referred to the current cycle of business and asked the Committee to consider whether it met their requirement for the next academic year. Governors discussed the number of meetings and the outline cycle of business and agreed that it would only need minor amendments to reflect the emerging priorities for the coming year which the SAR would identify. The Chair directed BM and the Clerk to liaise and draft the proposed changes for consideration and agreement via email before the next meeting in October.

- **BM and Clerk to draft proposed changes to the Cycle of Business.**

P&S 16/19 Date of the Next Meeting

The next meeting of the Performance and Standards Committee will take place on Tuesday 11th October 2016 at 4.30pm, in Room K021.

The Chair then thanked James Venning and Emma Maitland for their contribution to the P&S Committee and wished them well in their future careers.

There being no other business the meeting closed at 3.45pm.

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SIGNED _____ DATE _____