



Minutes of the Standards Committee Meeting held on

Wednesday 7 February 2018 at 8.15am

held in the Board Room, City Campus

Present: Anne Brennan (Chair)
 Peter Brammall
 Lee Barrett
 Ash Boon
 Chris Cooper
 Stewart Fergusson
 Peter Matthews

In Attendance: Sharon Dowling, Vice Principal, Curriculum and Learning Standards
 Clare Hatton, Assistant Principal, Employer Engagement and Growth
 Sue Noyes, Chair of the Corporation
 Jo Lawrence, Assistant Principal, Student Experience
 Elise Scotford, Clerk to the Corporation
 Debbie Wright, Assistant Principal, People Services

Apologies: Charlotte Bosworth

		Action
1)	<u>Welcome and Apologies</u>	
	The Chair welcomed all present to the meeting. Apologies were received from Charlotte Bosworth (personal commitment) and were accepted by Governors.	
2)	<u>Declarations of Interest</u>	
	Chris Cooper declared an interest in connection with his work with organisations delivering apprenticeships, only one of which falls within the College's sphere of influence. Anne Brennan declared an interest as an employee of Coventry and Warwickshire local authorities.	
3)	<u>Minutes of the previous meeting held on 22 November 2017</u>	
	The minutes were agreed as a true and accurate record and were signed by the Chair.	
4)	<u>Matters Arising</u>	
	There were no matters arising.	
5)	<u>KPIs (DOCUMENT 2)</u>	

	The VP, Curriculum & Learning Standards, presented the KPIs. Discussion took place with key areas highlighted:	
5.1	<p>Attendance – is an issue although there has been an improvement since the start of term with English and maths attendance rising by 1%. Incentives are in place to encourage learners to attend. Governors queried why the actual attendance varied so much from the original target of 85%. SD explained that it was a difficult target to achieve. Governors noted that attendance issues were broader than just English and maths and attendance was likely to suffer a dip in the summer term, questioning what steps the College had in place to address this risk. SD explained that it was planned that learners would have sat their English and maths exams by Easter. Positive incentives would also continue. Incentives are due to be evaluated with the possibility of being widened out.</p> <p>Discussion took place on the benefits and drawbacks of using various incentive schemes for attendance with some Governors believing that a conscientious attitude to attend was a better motivation and was likely to have a longer term positive impact and better prepare learners for the world of work. Consultation with learners to understand the reasons for non-attendance is also important.</p>	
5.2	<p>Work experience – remains a challenge. It was acknowledged that it needs to be planned systematically with the curriculum and linked to a bigger employment network. Year-end forecast is 80%. Governors expressed concern that the original target had been 97%, now reduced to 80%, and asked why it had been set so high at the start of the year. CH said this reflected the previous year's figure and that a remedial plan was in place and a more accurate prediction would be available within the next 2-3 weeks.</p> <p>In response to a Governor's query, SD acknowledged work experience provision had been an issue for Ofsted.</p>	
5.3	Teaching – good and outstanding teaching practice has been identified. 77% of observations demonstrated good or better practice. Two key areas of development were: TLA activities and personalisation.	
5.4	Applications update – an additional 500 applications had been received since the report was issued meaning that numbers were 290 behind for 16-18 compared to the same point last year. An analysis was being undertaken to identify reasons for the reduction.	
5.5	Survey results were received on Friday with a review by SLT scheduled. A report would be given to the next Standards Committee meeting.	
5.6	In response to a Governor's query, SD explained that late February/March was the earliest the College could provide accurate predicted achievement data.	
5.7	Governors took assurance of the steps in place and were assured with the present results.	
5.8	Governors monitored the KPIs.	
6)	<u>College Quality Improvement Plan (QIP) (DOCUMENT 3)</u>	
	The VP, Curriculum and Learning Standards presented the QIP. Governors reviewed and thoroughly interrogated the QIP. Key points highlighted included:	
6.1	Teaching, learning and assessment – work underway to assess the current position and where support is needed. 4 x 4 x 4 system explained by SD.	

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6.2	A number of (ungraded) learning walks are taking place this term by the new management team.	
6.3	Governors welcomed the clear and succinct QIP which replaces the more detailed SAR.	
6.4	In response to a Governor's query, SD confirmed that the national averages for 2017/18 do not differ much to the previous year.	
6.5	Governors asked how aware the College was of any trends relating to vulnerable groups: ethnicity, SEND, etc. SD explained that neither campus showed any strong trends around these groups as both had improved significantly so there are few achievement gaps. The achievement rates associated with the white British male category was a national issue.	
6.6	Governors queried if there were any issues with different vulnerable groups. CH pointed out that this would be revealed from the results of the learner's survey.	
6.7	Governors recommended a refinement of the QIP to include impact and follow up action and a linking of risks to the risk register as well as giving consideration to RAG rating issues.	
6.8	Governors monitored the QIP.	
7)	<u>Standards Committee cycle of business</u>	
7.1	<p>The cycle of business will be reviewed along with the review of the Committee's terms of reference and the meeting dates schedule. Initial thoughts included:</p> <ul style="list-style-type: none"> • An additional meeting in September • 1st meeting of the academic year – review previous year's achievements – SD explained that this was usually in November to tie in with availability of achievement data. • 2nd meeting – March instead of February – around Easter – the information would not be available any earlier • The meeting date schedule and any additional meetings should be planned around the academic cycle of business • Twice per term meetings – meetings could have a single area of focus for 'deep dives' if academic data was not available for review 	
7.2	Further suggestions from Governors were welcomed.	Govs
7.3	Governors reviewed the cycle of business.	
8)	<u>Policy updates</u>	
8.1	The T level consultation closes tomorrow, the College's response will be submitted. Copy to be circulated to Governors.	PB
8.2	Recommended reading links on government policy to be forwarded to Governors.	PB/SLT
8.3	Governors noted current policy updates.	

9)	<u>Committee Terms of Reference</u>	
9.1	SN explained the terms of reference were being thoroughly reviewed and welcomed suggestions from Governors.	Govs
9.2	Governors reviewed the Committee's terms of reference.	
10)	<u>Any Other Business</u>	
	There was no other business.	
11)	<u>Specific items for highlighting to Corporation</u>	
	<ul style="list-style-type: none"> • KPIs headlines • QIP 	
12)	<u>Exclusions from publication</u>	
	There were no exclusions	
13)	<u>Date and time of next meeting</u>	
	Additional meeting date in March to be arranged Wednesday 16 May 2018, 8.30am	

The meeting ended at 9.50am