

Quality & Standards Committee

Minutes of the meeting held on Wednesday 8 March 2017

Present: David Cooper, Chris Gurevitch, Diana Hoskins, Pat Mould, Diana Palmer, Jon Richardson

In attendance: Karen Ashman (Assistant Principal), Stephen Brown, Alan Foster, Colin Peaks (Vice Principal), Vikki Reeve (Interim Clerk), Ben Wallis (Assistant Principal)

The Chair welcomed Stephen Brown, new Parent Governor, to the meeting as an observer.

31. Apologies for absence

Resolved: Donna Fitzgerald on leave of absence for this meeting (maternity).

32. Declarations of interest

Resolved: There were no declarations of interest.

33. Minutes of the previous meeting: 23 November 2016

It was agreed that minute 33 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

Resolved: The minutes of the meeting held on 23 November 2016 were accepted as a correct record and signed by the Chair.

34. Finalised Self Assessment Report 2015/16

David Cooper presented the finalised Self Assessment Report for 2015/16, which has been updated to incorporate the Committee's recommendations (at the last meeting) and the latest data from the Performance Tables and MiDES. David Cooper noted that the latest additions don't change the original view, but confirms that internal systems give a true picture in September. The finalised Self Assessment Report for 2015/16 has now been submitted.

Resolved: The finalised Self Assessment Report 2015/16 was received.

35. Performance Tables 2015/16

It was agreed that minute 35 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

36. Lesson observations outcomes and TLA plan

Lesson observations and learning walks:

Karen Ashman presented her report on the outcomes from lesson observations and TLA plan. She noted:

- Round one of the observations saw 17 members of staff being observed. Outcomes were predominantly 'Good', with one member of staff graded as 'Requires Improvement'. This member of staff has been working with the TLA Co-ordinator, Head of Department and TLA coaches, and having undergone a 'dummy observation', will be formally re-observed week commencing 13 March 2017.
- There has been a focus on developing skills of staff and quality assuring through learning walks. Up to this date, 366 learning walks have been undertaken, with 18 requiring follow-up actions (examples noted in the report).
- Round two of observations will take place over a two-week period, week commencing 27 March 2017. A risk analysis is being undertaken following Assessment 4 to identify any classes, courses, departments or staff members that require further scrutiny.
- The senior team have reviewed this model and agreed that whilst this has given staff the opportunity to develop professional practice, next year the college will move to a more formal programme of lesson observations.

TLA plan:

Karen Ashman presented the TLA plan and noted:

- The TLA plan focuses on the five key action points identified at the last Ofsted inspection.
- The change in meeting structure allows staff more time to develop and share good practice. TLA themes, so far, have included mental toughness, British Values, stretch and challenge.
- TLA sessions have continued to run, with 13 sessions held in the autumn term and 12 so far in the spring term. Attendance at sessions is not compulsory, but have been well attended.
- There is more collaboration with and across departments, including two rounds of peer pairing this year.
- The college is hosting a Teachmeet this month, with speakers from Wilberforce and other local colleges.
- In addition to all the internal developments, there have also been 40 instances of external CPD this year so far.
- 15 members of staff have shown interest in undertaking specialist subject training; two members of staff have already participated in this for Maths, which allows them to provide additional support to those teaching GCSE and Functional Skills Maths.

Referring to the staff undertaking further training in Maths, Governors asked if this was to provide extra teaching and reduce class sizes. Karen Ashman said it was to give existing Maths teachers additional support in lessons, not to replace the specialist teaching.

Governors asked which three courses are not yet at Silver level on Moodle. Karen Ashman noted that this is: GCSE English, due to some changes in course content that means new resources need to be added; Functional Skills English, due to access levels not being reached – however, this should be supported by the next Student Voice activity that requires students

to access Moodle; A Level French, due to being taught by an external member of staff and the course only having two students. Karen Ashman stressed that Bronze is still a very strong standard.

Referring to courses with small enrolments, Governors asked if departments are being encouraged to look more closely at recruitment. Karen Ashman described how departments are involved in recruitment and promoting the college, and gave an example of an event at a local school the previous week that fourteen staff attended in their own time.

Governors asked if the college was seeking feedback from external events, such as surveys. Karen Ashman said staff are speaking with pupils and getting verbal feedback, and will consider getting feedback formally at future events.

Governors referred to the TLA plan focusing on the five key actions points identified at the last Ofsted inspection and asked when the plan will adjust to what we need to do for the next Ofsted inspection. David Cooper noted that the college was inspected on the cusp of the introduction of the new inspection framework, and that the latest inspection reports are not dissimilar to the college's in 2015. He also noted that the senior team are constantly reviewing trends in inspection reports.

Governors noted that the target for 50% of courses to be at Moodle Gold by January had not been met and asked what extra courses have to do to get from Silver to Gold. Karen Ashman noted that Gold standard requires 90% access, which can be difficult, especially for the smaller courses; however, the upcoming Student Voice activity will boost access numbers for the courses that need it. She noted that other issues are around the inputting of work placement and destinations data, which departments are currently working on.

Governors commented on the good work that is clearly being undertaken by staff in college. It was agreed that a letter of recognition will be sent to staff from Governors.

Resolved: The update on lesson observations and learning walks, and the TLA plan was received.

37. In-year progress

It was agreed that minute 37 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

38. Performance management update

It was agreed that minute 38 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

39. Student voice update

Karen Ashman presented her report and update on Student Voice activities. She noted:

- SV2 is ongoing and completes this week.
- SV2 is qualitative and focuses on teaching and learning and progression routes.
- To build upon the 'You said, we did, impact for you' posters introduced previously, 'Thanks for your comments' posters will highlight positive feedback received as well.
- SV2, a larger quantitative survey, is scheduled for April.

- The Student Voice button continues to be available on Moodle so students can provide feedback at any time on any subject they wish. There are currently around five or six received each week and they are reviewed by the Student Voice Co-ordinator and actioned as appropriate.
- In previous years, much of the feedback from students focussed on gaps in the timetable and having nowhere to sit in social areas. There have been hardly any on those topics this year.

Governors commented on how valuable it has been for them to have opportunities to speak to students themselves, through visits to departments and events in college.

David Cooper noted that Student Voice was considered a strength at the previous inspection and developments since have only improved it further.

Resolved: The update on Student Voice was received.

40. ILT and Independent Learning Report (e-learning month)

Karen Ashman provided a verbal update on ILT. She noted:

- E-learning month took place throughout January, at which staff were encouraged to try something new in the classroom, and this has been evidenced in Learning Walks and Department TLA minutes (e.g. Plickers, Kahoot, Moodle quizzes, Apps). Nine courses have trialled H5P, a tool that allows staff to create interactive content with videos and YouTube clips – feedback has been good.
- Positive feedback has been received from SV1 and usage data shows that 643 assignments were submitted electronically last week, over 1,500 files have been accessed, a quarter of all access took place outside college time, access over the Christmas period was 12 on Christmas Day, 20 on Boxing Day and 38 on New Year's Day.
- 22% of courses are now at Moodle Gold standard, 76% at Silver and 2% still at Bronze. Three departments are at Gold standard: Health, Caring & Early Years, ICT and Public Services.
- Box of Broadcasts, on demand TV and radio that can be used in lessons, has been used particularly well in Media, Humanities, English, Art, Science and Spanish.
- 215 students have already started to build Kloodle Employability Passport profiles and this will increase dramatically in the summer term, like last year when it reached 700.
- Social media is used well across college. The college has 3,374 followers on Facebook and 3,482 on Twitter. The college posts an average of two times a day. The most popular post was the 'mannequin challenge' with over 12,000 views. All departments have Twitter accounts and these are linked to the Moodle page.

Resolved: The ILT and Independent Learning Report was received.

41. Governor scrutiny

It was agreed that minute 41 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

42. Any other business

42.1 Information for the next meeting

For the next meeting, Governors requested:

- Information on the impact of T-levels and how this will affect the college in terms of vocational provision
- Information on the value of being in a Federation, in terms of quality and standards

Resolved: It was agreed that the information requested will be included in the next meeting.

43. Date of next meeting

Resolved: The next meeting of the Quality & Standards Committee will take place on 17 May 2017.

44. Confidential items and reports

It was agreed that minutes 33, 35, 37, 38 and 41 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

45. Learner impact

The Committee scrutinised and provided appropriate challenge in the following areas, all of which helped to improve student performance and achievement:

- Ensuring student outcomes that are positive and enable progression through effective curriculum management and support.
- Ensuring a framework that quality assures teaching, learning and assessment and provides appropriate quality improvements to increase the number of 'outstanding' lessons.
- Undertaking Governor Scrutiny activities to provide further challenge and review of teaching, learning and assessment.
- Ensuring students have a forum in which they can give feedback to the college.
- Continuing development of the College's Performance Management to ensure greater accountability throughout the college.

Action schedule

Minute no	Title	Action by	Action
36.	Lesson observations outcomes and TLA plan	Clerk	Draft and send a letter of thanks to staff about the level and quality of work being undertaken in college.
37.	In-year progress	Colin Peaks	Provide data on results with the lowest performing courses removed from the data.
41.	Governor scrutiny	All	Committee members to review the sample Governor Scrutiny document and provide any feedback to Colin Peaks.
		Visual Arts Scrutiny Panel	Finalise the formal report of the Governor Scrutiny visit to Visual Arts and submit for the next meeting.
42.1	Information for the next meeting	David Cooper	At the next meeting, provide: <ul style="list-style-type: none"> • Information on the impact of T-levels and how this will affect the college in terms of vocational provision • Information on the value of being in a Federation, in terms of quality and standards