

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF STANDARDS & PERFORMANCE MONITORING COMMITTEE TUESDAY 28 JUNE 2011

PRESENT:	Tony Jefferson	Governor
	Jeremy Moore	Governor
	Martin Penny	Principal
	Kayleigh Pitts	Student Governor
	Andy Tyers	Staff Governor
In attendance :	Charles Anderson	Deputy Principal
	David Jackson	Clerk to the Corporation
	Hazel Skwirzynska	Vice Principal Corporate Services

Given the importance Governors attach to this Committee the Chair of the Committee welcomed Tony Jefferson as Vice Chair particularly, in the absence of Julia Morris.

1. **APOLOGIES**

Apologies were received from Cedric Irankunda and Imogen Cork.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES OF LAST MEETING**

It was resolved **THAT:**

The minutes of the meeting held on 8 March 2011 be regarded as correct and signed by the Committee Chair.

4. **PRESENTATION BY CURRICULUM AREA MANAGER**

Clare King outlined to the meeting the changes to the Curriculum Area Management for Foundation Learning following Simon Rouch's departure to be the Commercial Director for Education and Training based at Cygnet Court. She outlined the main challenges for the new area, particularly in terms of staffing and budgets against a background of changing practices and with a strong desire to improve success rates. At the conclusion of the presentation the Chair thanked Clare for her presentation and looked forward to further reports in due course.

5. **MATTERS ARISING**

5.3 Management Review Feedbacks

The Deputy Principal reported on the Management Review meetings which had been held early in June. Whilst it was too early to know the results of achievement, retention, particularly for Maths and Science was up on previous years and there were some significant improvements in Engineering and Construction. Carpentry remains a cause for concern for 2010/11.

The Chair asked whether the College was likely to receive an NTI next year for Engineering and Construction to which the Deputy Principal responded no and that various scenarios had been modelled

It was resolved **THAT:**

The committee look forward to improved success rates for 2010/11.

5.4 Learner Mentors

The Vice Principal Corporate Services reported on the interviews that had taken place recently for Mentors. She indicated that there had been an excellent response to the advertisement with good quality applicants both internally and externally and that it has been possible to appoint to all of the 8 posts. A training session was planned for 4 July and the candidates will take up their duties on 30 August.

It was resolved **THAT:**

The Committee look forward to receiving a report on improved success rates and positive comments from students on these changes to working practices.

6. INTERNAL REVIEW

The Deputy Principal presented the Internal Review of the Performing Arts area which had been assessed as a Grade 2. The Deputy Principal went on to state that by the end of the Academic Year this area should self assess as Grade 1 as the issues raised in the internal review could be easily addressed and he considered a degree of complacency had set in. He stated there was some genuinely outstanding work. The Chair explored with the Deputy Principal the matter of Lesson Observations and how confident he was that this was not a problem replicated in other areas. The Deputy Principal commented that at the last inspection he considered that the comment of the inspection team that Lesson Observations may be overstated was flawed given the selection process involved in identifying for the team which lessons to inspect. Whilst he had some concern the Deputy Principal felt that these would be addressed in training which was scheduled for the Staff Development Week. He concluded by repeating that the issues identified within the internal review should be resolved before any inspection. The Chair commented that the Committee were exceedingly disappointed that given the comments of the Curriculum Area Manager at the last meeting this area had assessed at Grade 2.

It was resolved **THAT:**

The Committee record their concern that the Curriculum Area Manager had assessed Performing Arts as Grade 1 at the last meeting and within a month it had moved to Grade 2 and asked that this be drawn to the attention of all Curriculum Area Managers with a view to ensuring that Lesson Observations are robust.

7. ATTENDANCE REPORT TO DATE 2010/11

The Attendance Report for 2010/11 was presented by the Deputy Principal. He stated that the target was 90% which the College was currently working to, although there were no national benchmarks. After discussion,

It was resolved **THAT:**

The Committee note the improvement in attendance rates which appear to have been consistent throughout the year, which was pleasing.

8. RETENTION/ANALYSIS OF WITHDRAWALS 2010/11

The Deputy Principal reported that the retention rates had risen from 89% to 95% which put the College ahead of the national benchmarks. He explained that much work had gone into retention by Curriculum Area Managers following which,

It was resolved **THAT:**

- a) The Committee express their pleasure at the improvement in retention rates;
- b) Move to whole course retention reports for the next Academic Year.

9. TEACHER OBSERVATIONS

The Chair sought confirmation that the data in the Internal Review had been incorporated into this report. The Deputy Principal undertook to clarify this and report back. He went on to say that he was concerned that there were fewer lessons observed in 2010/11 and referring to the discussions earlier on the Internal Review of Performing Arts he was concerned as to how consistent and tough the observations were across College and this would be addressed in the forthcoming training sessions. The Committee viewed Lesson Observations as an important piece of quality control and the targets should be met which the Deputy Principal agreed with. The Student Governor queried how accurate a reflection of teaching they actually are, to which the Deputy Principal responded by saying that one aspect was the actual Lesson Observation, there were other factors that fed into the overall grade, which then fed into the annual appraisal process.

After further discussion,

It was resolved **THAT:**

The Committee record its concern at the potential for overstatement and requested a report on the training sessions to be undertaken in the summer. In addition the Committee requested the Deputy Principal to report back as to whether or not the Internal Reviews were included in lesson observation figures.

10. COLLEGE CHARTER

The Committee reviewed the proposed College Charter for 2011/12 and noted the intention to make further final revisions to the document before it was put in place. The Vice Principal Corporate Services responded to a number of questions, after which,

It was resolved **THAT:**

- a) The Committee delegate approval to the Chair to agree the College Charter for 2011/12;
- b) The Committee recommend that responsibility for the Charter transfers to the General Purposes committee with effect from 1 September 2012 as it is consistent with the work of that Committee;
- c) The Committee recommend that in future only major revisions of the Charter go to the Committee and that College Management have delegated authority to approve the annual revision.

11. LEARNER CONFERENCE REVIEW

The Vice Principal Corporate Services presented the review of the Learner Conferences which are much appreciated by students and those Governors attending. She drew particular attention to the comments on equality and diversity and safety. As a result of comments made the tutorial enrichment had been revamped and a number of other comments and observations made at learner conferences had now been implemented. There remained an outstanding issue around celebration slips and that was being progressed further with the Senior Management Team. Governors felt it would be particularly beneficial for all Governors to attend the Learner Conferences and the Clerk to the Corporation confirmed that the Learner Conference dates would be published in the Annual Calendar of College Business.

It was resolved **THAT:**

- a) Learner Services Team be congratulated on the work done on the quick turnaround on taking actions;
- b) All Governors be encouraged to participate in the Learner Conferences.

12. IQER DEVELOPMENT REVIEW

The Deputy Principal presented the HE review which was currently taking place and circulated a supplementary letter which had recently been received and the Committee were pleased to note that a significant amount of good practice had been observed. One advisable and two desirable recommendations had been made by the review team and an action plan will be drawn up shortly. The Committee considered that given the potential for development in the HE area the report is good news.

It was resolved **THAT:**

The Committee were pleased to note the content of the interim report and look forward to the full report in due course.

13. VALUE ADDED RESEARCH REPORT

A report from the School Performance Section of Warwickshire County Council was presented to the Committee by the Deputy Principal in relation to Value Added. There were no patterns or obvious reasons that had been identified behind the Value Added scores. Other Colleges in Warwickshire were similar. The Chair commented that Ofsted do not use DfE data or ALIS but relied on the LAT for its Value Added information to which the Deputy Principal responded that the College ceased using Alice and were now using the LAT. After further discussion,

It was resolved **THAT:**

The report be noted and as further information emerges around these value added scores the Committee be kept informed of the progress.

14. REVIEW WORK AND EFFECTIVENESS OF COMMITTEE

The Committee reviewed its work and effectiveness over the year in relation to its Terms of Reference. The Chair expressed some concern that membership of the Committee was currently an issue, especially given the secondment of one member during the course of the year. All present recognised the critical role the Committee has and considered that despite the temporary reduction in membership the Committee had done a good job in challenging staff and not letting matters go.

It was resolved **THAT:**

- (a) The attention of the Search Committee be drawn to the need to appoint an additional member to the Committee.
- (b) The Committee had been effective in meeting its terms of reference.

15. ANY OTHER BUSINESS

There was no other business.

16. DATE OF NEXT MEETING

It was resolved **THAT:**

The Committee meet again on **Monday 7 November 2011** to consider the SAR and **Tuesday 22 November 2011**. No additional matters were identified outside of the normal work programme.