



**WEST NOTTINGHAMSHIRE COLLEGE
STANDARDS COMMITTEE**

Minutes of the Standards Committee meeting held in Room 505 at Derby Road on Thursday 15 November 2012 at 6.00 pm

BOARD MEMBERS Kate Allsop
PRESENT: Diana Gilhespy
Marie Oakton

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Patricia Harman, Deputy Principal Teaching & Learning
Nikki Witham, Head of Quality & Performance

		ACTION by whom	DATE by when
13.19	<u>DECLARATION OF INTEREST</u> The Chair reminded those present to declare any interests that they may have on any agenda items to be discussed. No interests were declared.		
13.20	<u>WELCOME, INTRODUCTION AND APOLOGIES FOR ABSENCE</u> Apologies were received from Asha Khemka, Adrian Harpham, John Holford and Dawn Stewart. The Clerk to the Corporation confirmed that the meeting was quorate with three Committee members present.		
13.21	<u>MINUTES OF THE MEETING HELD ON 4 OCTOBER 2012 & ANY MATTERS ARISING</u> AGREED: to approve the minutes as a true and correct record, these were signed by the Chair. There were no matters arising.	Chair	15 Nov 2012
13.22	<u>COMMITTEE ACTION PROGRESS REPORT</u> Members reviewed the updated schedule of actions required and agreed that matters were progressing appropriately. AGREED: to note the update provided.		
13.23	<u>DEPUTY PRINCIPAL'S REPORT</u> The Deputy Principal introduced this item and drew members' attention to a number of matters detailed in her report:		

Signed : _____ Chair

Date:

1) Ofsted Learner View

It was noted that Ofsted has launched Learner View, a website which will be open all year for students, parents and employers to contribute their views on colleges and other providers. It was noted that student and employee satisfaction information is already collected and nationally validated by FE Choices (formerly Framework for Excellence). However, Ofsted's view regarding FE Choices is that:

- a) It is out of date when published.
- b) Has no free text boxes.
- c) Excludes some providers who will be inspected, eg, sixth form colleges.

To address this they have launched Learner View.

Members' attention was drawn to paragraphs 2.3 and 2.4 which explains Ofsted's rationale and aspirations for Learner View and also includes the questions contained on the open website. It was confirmed that the questions asked on the website are already included within the College's own Learner Survey questionnaire and that, as a result, there will be the ability to compare and contrast and identify any mismatch in relation to comments made. The Deputy Principal confirmed that it was the intention of the College Senior Team to continually check the comments made on the website to ensure that they are representative, particularly in terms of percentage students who have responded. It was confirmed that when a meaningful response rate has been reached, then the results will be brought back to this Committee for review.

The Deputy Principal confirmed that the website and its role will be discussed at the next Executive Team meeting and the intention is to agree how its existence will be communicated to students and students encouraged to utilise the facility.

2) Post Inspection Improvement Plan

Members' attention was drawn to Appendix A, which details actions identified. It was acknowledged that some areas have already moved from 'red' as activity is undertaken and actions implemented. It was pleasing to note that not all areas are now red. The Deputy Principal confirmed that, in terms of monitoring, she has taken a very cautious approach to actions identified and will not move them to green until she is fully confident that they have been completed. In reviewing the action plan, the following was specifically commented upon:

- Page 15 action 2 – the Executive Team have agreed that the collation of the statistics will be undertaken monthly and not weekly.
- Page 18 action 1 – following review of student abilities, it has been agreed that training is not required in relation to the implementation of Pro-Monitor. Feedback from all students is that the system is very easy to use and navigate.

Deputy
Principal

2012/13

Signed : _____ Chair

Date:

- Page 20 action 3 – in setting the dates for this action, the Executive Team have been overly ambitious and as a result have failed to hit target dates set. A review of the dates is ongoing to provide a more realistic timescale for completion of the target setting and review.
- Page 25 action 1 – data definitions agreed and understood in Executive Team reports. It was explained that, going forward, the Executive Team will produce a ‘corporate dashboard’ with high level statistics provided. Work to finalise the format and content of this is ongoing but not yet finished.

AGREED: to note the update provided.

13.24 SELF ASSESSMENT REPORT (SAR) 2011/12 - DRAFT

The Deputy Principal introduced this item and confirmed that the first draft of the self-assessment report had been presented to the Executive Team and amendments made following robust discussions. The second phase of validation was external review, which included Kate Allsop the Committee Chair and John Holford, Committee member. In addition, the College obtained an external individual to attend with experience in the FE sector to comment and advise. All changes and suggestions made were implemented and then presented again to the Executive Team for a second review. What is presented today is the results of the three phase review process.

Members` attention was drawn to the following:

- Page 6 – the schedule of Business Support areas 2011/12 – it was noted that ‘Finance’ as a Business Support area has been omitted from the table, it will now be included with a grade 3. Members expressed some surprise regarding a grade 3. It was explained that this relates to the service that the Finance Team feel that they are offering the College, and that because some improvements can be introduced a cautious grade 3 has been made.
- Quality, Teaching & Learning Performance should be a grade 3, not a 2.
- Page 13 – the date should read 9/10 and 10/11.

It was explained that the SAR is supported by a Quality Improvement Plan, which can be found at page 59 of the pack. It was noted that page 60 summarises the key areas for improvement to come out of the SAR, these are:

- Improved retention across all levels and ages.
- Improve A* - C at GCSE level, specifically in English, Mathematics and Psychology.
- Improve achievement rates and high-grade performance in the ‘A’ Level provision.
- Improve apprenticeships and advanced apprenticeships in overall success rates and timely success rates.
- Improve the promotion of healthy lifestyles for work-based students.

Signed : _____ Chair

Date:

- Improve the quality and consistency of Teaching, Learning and Assessment.
- Improve the language, literacy and numeracy skills of students.
- Embed Equality & Diversity into work-based learning and partner provision.
- Improve the rigour of the self-assessment process.
- Improve the quality of College based Hairdressing provision.

It was noted that these are overarching improvement areas, and that sitting below these are School specific, much more detailed actions required. It was confirmed that at three points in the year, this Committee will have an update against progress made against the QIP. These are already scheduled into the Committee work plan. The Committee acknowledged that the draft document presented at validation had been robustly reviewed by both the Committee Chair and John Holford as part of the external process. It was noted that this took a full morning, over three hours, with any recommendations incorporated.

Members took the opportunity to review the document again in detail and made the following comments:

- Page 7 – the reference to ‘consistency’ as a culture was questioned and in particular cross-referenced with the Audit Committee reports regarding register marking where, quite clearly, inconsistencies in practice were evident.
- Pages 8 and 9 seem to have paragraphs that contradict. Whilst it is accepted that the College may consistently promote its expectations, there was evidence that they were not yet fully embedded.
- Page 25 – members questioned whether all governors have been subject to CRB checks. The Clerk to the Corporation confirmed that yes they had and that this was undertaken on appointment.
- Page 27 – members questioned how staff are valued and in particular the mechanisms in place. The Deputy Principal confirmed that staff views and their perception of their value and role within the organisation are collated through the staff survey. It was, however, acknowledged that this was not done every year. It was confirmed that a staff survey was not done in 2011/12, which is why there is no real reference made to it in the SAR as there is no 2011/12 data available. It was noted that the staff survey for 2012/13 is actually ongoing at the current time and therefore, in the 2012/13 SAR, there will be a summary of staff responses/views.

Members, having reviewed the document in detail, were happy to approve it and put forward its recommendation to the Board with the minor amendments requested.

AGREED: to recommend that the Board approve the Self-Assessment Report (SAR) 2011/12.

Signed : _____ Chair

Date:

13.25 **IMPROVEMENT FRAMEWORK UPDATE (STANDING ITEM)**

The Deputy Principal introduced this item and confirmed that it was presented following an action point from the last meeting, particularly in relation to 'A' level improvements. It was noted that the improvement framework for 'A' levels has been developed by the Head of School for Academic, Public Service and Sports Studies. The framework continues to be developed as new initiatives are implemented. Challenging targets for success rates have been set for 2012/13, these were summarised at page 72. All acknowledged that they were very stretching.

Members reviewed the table at page 74 and noted that data for 2010/11 and 2011/12 evidences that the outcomes for both AS and A2 continue to fall and that significant improvement is essential. Following the restructure effective August 2011, students were recruited against previous initial advice and guidance criteria and working practices have been established. However, a limited number of initiatives were implemented throughout the last academic year, and working practice was reviewed. Clear guidance and structure was implemented throughout the last academic year to inform and drive further improvement that could not be implemented in year in preparation for September 2012. Key issues identified were:

- a) Recruitment with integrity – aimed at improving success rates and outcomes.
- b) Improved Teaching & Learning to improve success rates and outcomes.
- c) Improved Learner wide experiences and opportunities.

Members reviewed the number of initiatives and improved working practices summarised and felt that they were comprehensive and that it was pleasing to see that there was not simply one focus. The hope is that the breadth of initiatives will have a real impact and that this is evidenced at the end of this academic year.

AGREED: to note the update provided.

13.26 **AOB**

There were no items of additional business.

13.27 **DATE OF NEXT MEETING**

The Clerk to the Corporation reminded governors that the next meeting was scheduled for Thursday 17 January 2013 at 5.00 pm.

Meeting closed at 6.35 pm.

Signed : _____Chair

Date: