



Minutes of TRC Corporation Quality and Standards Committee Meeting held on Monday 4th February 2013 at 5.00pm

Present

Mr D Fitzgerald (DF)(Chairman); Miss V Allen (VA); Cllr C Barron (CB); Mr J F B Clark (JFBC); Mrs A Todd (AT); Dr P R Williams (RW)

In attendance

Mr T Dowling (TD) VP Teaching and Learning
Mr N Candy (NC) Acting Clerk to the Corporation

Actions

1 Apologies for absence

Dr R J G Bloomer (RJGB); Dr M A Khan (AK); Mrs J Powell (JP); Mr D Suter (DS)

(Meeting quorate)

DF welcomed AT to her first Q&S Committee meeting following her recent nomination as a Parent Governor. Members noted that Mrs J Bolton, a Q&S Committee member, had resigned from TRC Corporation wef 17th December 2012. It was also noted that Mr J C Wainwright, TRC Corporation Vice Chairman, had left the Q&S Committee to concentrate on his role as Acting Corporation Chairman.

2 Declaration of interests

No interests were declared in respect of agenda items; however, members reserved the right to declare an interest at any stage of the meeting.

3 Minutes dated 26th November 2012

The minutes of the meeting held on 26th November 2012 were approved without amendment.

4 Matters Arising

None

5 2012 Inspection report

DF referred to the Quality Improvement Plan 2012 – 13 distributed prior to the meeting. JFBC referred to a recent LSIS paper [Challenges for FE College

Governance and priorities for development] which had commented on Corporation's tendency for business to drive out education ie to concentrate on finance, estate and associated matters at the expense of teaching and learning. He asked for a more straightforward approach for 'non educationalists' with regard to 'education' reports. RW answered questions from members about specific aspects of the paper including meaningful timescales and effective discussions with staff.

RW

There was considerable detailed discussion around the use of the gradebook system [item 6 refers] and the benefits accruing from it. TD commented that the positive spin offs from gradebook were significant including the ability to drive down to class – groups – individual students. RW commented that there were still a few developmental issues with the system which would be resolved in the near future.

RW referred to the targets on the front page of the Quality Improvement Plan 2012 – 13. The results for 2012 were already in line with or above SFC averages figures in many cases. DF suggested that the High Grades target for Level 3 A level without GS [shown as 48] should be amended to 48.1 to reflect the bench figure. Members accepted that the targets were 'stretching' ones which, if achieved, would represent progress.

RW

6 Academic targets

(CB arrived during this item)

RW and TD gave a joint demonstration of the Gradebook system which had been developed by TRC staff to provide comprehensive performance information for each student. They highlighted specific aspects of the scheme including the ability within the system to show a number of important aspects including value added performance by subject and class, individual attendance and retention levels and the number of letters sent to parents. There was considerable discussion around the benefits of the system in terms of monitoring individual student's progress, and progress of the college generally in individual subject areas. VA commented that some staff were maintaining two systems until they were fully familiar with 'gradebook'. In response to a query from DF about backup facilities, RW commented that sufficient back up resources were in place. DF also asked if any specific resources were required to ensure continued development of the system; RW replied that none were required at this stage.

Members expressed their gratitude to college IT staff and teachers in developing a very impressive system. It was apparent that a great deal of work had gone into **its** creation, and the committee wished to recognize such efforts. The committee also thanked staff for their commitment and positivity during a difficult time.

7 Staff appraisal

RW referred to the paper distributed prior to the meeting. All staff had been appraised apart from the SPHs. He explained the background to the traffic light

system for data sheets which had now been implemented. JFBC asked whether the TUs were satisfied with the processes being employed; RW confirmed their acceptance of them. He commented that the system does need refining and that this will occur in the new round in 2013-14. Staff are given their data score, and provided with appropriate support where necessary. Members discussed the effect of a possible climate of fear which is almost inevitable with such a process. It was noted that the January exam results due out on 7th March 2013 will be very important in assessing progress being made in teaching and learning.

The committee noted the paper as presented.

8 Lesson observations

RW referred to the paper distributed prior to the meeting and updated the grade 1 – 2 figures to 66% [from 59%]. RW commented that the target of 80% for grade 1-2 teachers looked achievable with observations of departments graded 1 and 2 to follow. TD described the basis of the lesson observation system, and discussed aspects of the three criteria involved. AT asked about the support provided for teachers whose lessons were graded 3; RW replied that a variety of types of support were being utilised eg support from teachers with some ring-fenced time, specific training, peer observation.

The committee noted the paper as presented.

9 Any other business

9.1 Performance tables

RW referred to the paper which had been distributed prior to the meeting, and to the link to DFE Local Authority results which had been sent to all governors on 29th January 2013, He remarked on specific aspects of the data provided, commenting that TRC performance as anticipated from earlier data had fallen on points per entry and per candidate but that it had held up well against local and national averages on the new measures such as AAB in ‘facilitating subjects.’

9.2 Post Inspection Actions flyer [additional item].

RW referred to the paper distributed prior to the meeting. It was being sent to 11-16 schools to show the positive actions being taken in light of the recent Ofsted inspection. He also commented that press coverage about the inspection results had been balanced. Applications for next year were at a good level and the signs were encouraging, though the need to convert these applications to enrolments was as ever paramount .

10 Date of next meeting

Wednesday 13th March 2013 [time tbc]

NC

Signed.....*D Fitzgerald*.....

Date.....*13th March 2013*.....

ACTIONS – Q&S Committee Meeting 4th February 2013

Item	Action to be taken	By whom	By when
5	Adopt a more simplistic approach to 'educational' reports for governors	RW	Immediate
	Amend High Grades target for Level 3 A level without GS [shown as 48] to 48.1.	RW	Immediate