

Minutes of TRC Corporation Quality and Standards Committee Meeting held on Monday 1 July 2013 at 7.00pm

Present

Mr D Fitzgerald (DF)(Chairman); Dr R J G Bloomer (RJGB); Mr J F B Clark (JFBC); Dr M A Khan (AK);
Mrs A Todd (AT); Dr P R Williams (RW)

In attendance

Mr T Dowling (TD) VP Teaching and Learning
Ms A Oaks (AO) Clerk to TRC Corporation
Mr S Kirk (SK) Governor – Observer

DF welcomed AO to her first meeting of the Q&S Committee, following her recent appointment as Clerk to TRC Corporation. He also welcomed SK to the meeting as an observer following his recent appointment as a member of TRC Corporation.

	Actions
<p>1 Apologies for absence Cllr C Barron (CB); Mr D Suter [DS]; J Powell (JP) (Meeting quorate)</p>	
<p>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.</p>	
<p>3 Minutes dated 13th March 2013 The minutes of the meeting held on 13th March 2013 were signed without amendment .</p>	
<p>4 Matters Arising Members noted that the action point 6 – Inclusion of A2 projected grades in future exam result reports would be actioned at a future date.</p>	RW
<p>5 Letter from improvement HMI's visit RW referred to the letter distributed prior to the meeting and provided feedback on the HMI visit that had taken place on 11 June 2013. DF raised questions on various aspects within the letter particularly progress in relation to the Grade Book system. RW was comfortable with progress, commenting that there were some adjustments which might be made to reflect more accurately the performance in teaching and learning at A2. DF reported that during consideration of the Risk monitoring action plan at Audit Committee, it had been agreed to refer Governors' concerns regarding the current lesson observation system and the policy regarding grade 3 observations to the Q&S Committee for further discussion. Referring to the lesson observation grade profile, DF recognised that it had been an extremely challenging year for staff and asked TD to explain the process for bringing about improvements in initial grades received, particularly the level of support for staff who were re-observed. Further discussion took place with regard to the process. RW stated that grade 3 observations led to support and re-observation and that it was also important to correlate data for student outcomes alongside the grade for observation before reaching conclusions on that member of staff's performance.</p>	

<p>It was proposed that given the need to respond rapidly to Ofsted’s views, management review the approach towards grade 3 observations for Governors’ consideration, report back and present any revision to the performance management and lesson observation policies to the next meeting.</p> <p>Governors raised additional questions relating to Governor monitoring and of the information presented to them to enable them to challenge. The issue of reporting on the impact of actions raised in the HMI letter was discussed. RW emphasised that the College would aim to report on impact as far as possible to Governors on a regular basis where outcomes were tangible. DF emphasised that Ofsted had raised the matter of training for Governors in terms of monitoring quality information and asked if there were any arrangements to address this. RW commented that Paul Jagger had attended a recent NORVIC training event for Governors and would disseminate his feedback. RGJB commented that it had been agreed at the Chair’s sub group that a programme of Governor training should be developed for 2013/14. The Clerk was requested to explore options for training in this area. DF commented that he would find it helpful to meet with the Clerk to review the content and format of information being presented to Governors on quality issues, and subsequently with the Principal to determine future reporting arrangements.</p> <p><i>AK joined the meeting.</i> The committee noted the letter as presented.</p>	<p>RW</p> <p>AO</p> <p>DF/ AJO</p>
<p>6 PIAP & 21012 / 13 QIP Update</p> <p>RW referred to the paper distributed prior to the meeting and drew attention to the projected outcomes for 2013, based on the Grade book data. RW confirmed that improved results were expected and that attendance had been good; AS results were significantly better in January 2013 building on a set of results which were positive overall last year – there was also more consistency across subjects. DF made reference to value added and commented that he was looking forward to receiving the actual data once the results were known. High grades in terms of cohort expectations were generally on course at AS. Plans for the longer-term had been put in the minority of areas where high grades were still expected to fall below expectations despite this year’s actions.</p> <p>The Report was noted and received.</p>	
<p>7 Teaching, Learning and Assessment Strategy</p> <p>TD referred to the paper distributed prior to the meeting. In terms of the key priorities, improvement actions, dates and progress in respect of implementation were noted. He added that many of the improvement actions marked as ‘part completed’ were now fully implemented. TD advised that the document would be shared with staff to enable them to prepare for the re-inspection. RW said the Development Plan would be cross referenced to this TLA strategy and that it would be presented to the Corporation for approval. Governors agreed the report was a useful tool from which to measure progress and suggestions were made with regard to improving the format. Further to a question from JFBC regarding the frequency of presenting the Strategy to Governors, it was agreed that it was essential for the Committee to receive it at each meeting.</p> <p>DF made reference to the Risk Register in respect of the teaching and learning support group that had been established. TD provided a summary of progress, commenting that staff had been involved in collaborative projects, sharing of good practice or in training, which had been targeted at particular themes and teachers following the Inspection.</p> <p>The committee accepted the paper as presented and recommended it to the full Corporation for approval.</p>	

8	<p>Work Experience – Impact of funding changes RW referred to the paper distributed prior to the meeting. It was noted that one third of students following A level usually went onto employment and that it was therefore key to develop and maintain strong links with employers. 308 placements had been arranged in 12/13. RW commented that the College was developing good links with the Chamber of Commerce and in response to questions said that numerous placements had been arranged with Rotherham Hospital and that attempts were being made to improve links in this area with the Local Authority. Members noted the information regarding BESY and the College’s response. RW undertook to keep Governors informed . The committee noted the paper as presented.</p>	
9	<p>Retention data 2012 / 13 RW referred to the paper distributed prior to the meeting, summarising the data which was significantly improved. The committee noted the paper as presented.</p>	
10	<p>Lesson observations TD referred to the paper distributed prior to the meeting which provided a detailed grade profile. 90 lessons had been observed to date. He advised members that the priority was to ensure staff were supported through the process, particularly new staff in the new academic year. In response to a question from AK, TD explained certain aspects of the process for clarification. Governors were mindful of the need to bring about more rapid improvement to the grade profile The committee noted the paper as presented.</p>	
11	<p>Learner Voice TD gave a verbal update on developments regarding Learner Voice, reporting that the College was pleased with the response to the recent learner survey, the results of which indicated high levels of satisfaction.</p>	
12	<p>Q&S Committee Annual Assessment AO referred to the assessment form paper distributed prior to the meeting and asked all committee members [excluding those members ‘in attendance’] to return their completed form to her by no later than Monday 15th July 2013 [the date of the next full Corporation meeting].</p>	All
14	<p>Date of next meeting To be confirmed</p>	AO

Signed D Fitzgerald (Chair). **Date** 7 October 2013

ACTIONS – Q&S Committee Meeting 1st July 2013

Item	Action to be taken	By whom	By when
12	Completion of Q&S Committee Annual Assessment form	All	15 th July 2013
5 & 10	Performance Management and Lesson Observation Policies	RW	October 2013
5	<i>Governor training in monitoring quality data to be arranged</i>	AJO	Autumn 2013
5	Review format of reports and information provided to members of the Q&S Committee	DF/AJO/RW	Autumn 2013