



**MINUTES OF THE TRC
QUALITY AND STANDARDS COMMITTEE MEETING**

MONDAY 7 OCTOBER 2013

PRESENT

Dr RJG Bloomer; Mr JFB Clark; Mr D Fitzgerald (Chair); Mr P Jagger MBE; Dr M A Khan; Mrs A Todd;
Dr P R Williams.

In Attendance:

Ms A J Oaks, Clerk to TRC Corporation
Mr T Dowling, Vice Principal Teaching and Learning.

APOLOGIES

13.01 Apologies were received from Mrs J Powell.

DECLARATIONS OF INTEREST

13.02 Members were reminded of the need to declare any 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.

MINUTES

13.03 The Minutes of the meeting held on 1 July 2013 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

13.04 Members received a list of actions arising from previous meeting. With regard to the lesson observation policy the Principal and VP T&L provided an update to the Committee. Governors made reference to the discussion at the previous meeting relating to the process particularly in respect of observations graded a 3 and whether there were links to capability procedures. Following questions from Governors, the Principal stated that there was no direct link between a grade 3 lesson and capability but that in reviewing a member of staff with unsatisfactory outcomes for student the lesson observation grade was taken into account in determining future actions. The VP advised that he had produced a position statement on teaching and learning that gave a clear demonstration of how performance was being addressed, with follow-up actions on all grade 3 observations and that this had been shared with the Chair of the Committee who had found this very helpful. He confirmed that the process was aligned to Ofsted standards.

13.05 Whilst Governors had been informed of the intention to observe new staff in the first term, they had not been aware that these initial lesson observation of new starters would not be graded. Following a question from the Chair, the Principal explained that developmental observations had been introduced and that it was the intention that all new staff once observed would fall into the normal procedure of graded lesson observations in the latter

half of the first term. This would allow any early issues to be identified. Further to discussion regarding the procedure for new staff, the Chair requested the Principal provide an update to the Committee clarifying the Lesson Observation procedure and to reflect the action being taken with regard to new staff. The Principal undertook to provide this to the Committee via email as soon as possible.

RESOLVED 13.06 to circulate the Lesson Observation policy and additional procedure for new staff to the Committee at the earliest opportunity.

13.07 The action point referring to the format of reports had not yet been addressed. The Chair and Clerk agreed to move forwards on this before the next meeting.

TERMS OF REFERENCE

13.08 The Terms of Reference for the Committee were reviewed and it was agreed to amend the wording of the duties to reflect the implementation of the Teaching, Learning and Assessment Strategy and other relevant Action Plans. It was also proposed to move point 5, regarding the SAR, up to (2). The wording of point 6 was amended to remove the word 'staff'.

RESOLVED 13.08 To recommend the amended Terms of Reference to the Corporation.

CYCLE OF BUSINESS

13.09 The Cycle of Business for the year was considered and minor amendments proposed. Governors requested a key be added to make the purpose of reports clear.

EXAM RESULTS

13.10 The Committee received a report from the Principal showing the outcomes for 2012/13. Appended to the report was the ALIS report providing a graphical presentation of value added at A/AS and BTEC. A further, '6 Dimensions of performance' report had been circulated to Governors to provide further detail on every AS/A level subject.

13.11 The Principal was pleased to report that for the second year the results showed strong performance at AS. High grades at A level had risen significantly to be within 2% of the SFC average when General Studies was included (previously 9% adrift), closer to it (2% below) when GS was excluded (previously 5% below) and to all but match the projection of high grades for the A level cohort. The seriously underperforming areas had all shown improvement though Law was still borderline 4/3. The Principal reported that there were still several grade 3 departments, especially in science and that actions were in place to bring about improvement. Pass rate at A level had remained the same without GS, at 98%. With retention factored into the results, the College was 1.5% below the SFC average success rate at A2 and 1% below the projection for the cohort. Governors asked several questions with regard to the data both in the summary report and in the ALIS report, including the subjects of Environmental Studies which had since been discontinued at AS. The Principal explained that particular attention had been given at enrolment at L2 students this year to ensure the relevance of GCSE equivalences, and that the GCSE Psychology course had been removed.

13.12 The pass rate and high grades at AS had also increased, the former by 2%, the latter by 1%, to be 2% above and 3% below the SFC average respectively. Though below the SFC average, the percentage of high grades was 1.7% above that expected for the cohort, the success rate

was 1.6% above. The combined success rate for AS/A level including GS rose by 2% to be 85%, 1% below the SFC average. Without GS, the success rate went down by 1% to 85%. BTEC and CACHE outcomes were also strong success rate was 85%, ranging from 87% in Law, to 100% in Science, IT and Sport Sub diploma. Governors spent a considerable time asking questions with regard to the data, particularly the under achieving areas to seek assurance that these were being addressed.

- 13.13 In response to a question regarding a comparative analysis, the Principal emphasised that the official value-added data would be published on 1 November 2013 and that this would enable the most appropriate comparisons locally and nationally. He added that he expected the Value added scores to be above the average scores at AS and A level for Sixth Form Colleges graded 2 last year.
The Report was noted and received.

POST INSPECTION ACTION PLAN

- 13.14 The overall College PIAP was presented showing final review position against success criteria. The target to achieve a grade 2 in 75- 80% of departments had not been met, but 60% of departments were grade 1 and 2 and the average departmental grade had improved from 2.5 to 2.2 on the provisional SAR gradings. Of the 9 departments provisionally graded 3, two had moved up from a 4 and one would have been a grade 2 for L3 outcomes and its level 2 provision had now been removed. The Principal commented that in the one department provisionally graded 4, Law, there had been a significant reorganization of staffing with a view to bringing further and decisive improvements. The Principal provided further information as to the support being given to staff in underperforming areas. The Chair noted the position and suggested that it would be helpful for members to compare the grades for each of the departments over the last 3 years to see the trends and asked if this could be provided for the next meeting.

RESOLVED 13.14 to circulate a list of departmental grades over the past 3 years to the Committee as soon as possible.

TEACHING LEARNING & ASSESSMENT ACTION PLAN

- 13.15 The VP Teaching and Learning presented the report, advising that the College continued to assess the impact of teaching, learning and assessment initiatives undertaken to date with rigour. The TLA strategy was bringing about positive progress in most areas. Referring to the paper, the VP T&L summarised the progress that was being made, the ALPS teaching score revealing an exceptionally small number of courses at AS where outcomes for learners suggested teaching was weak. Together with the greater consistency of outcomes across most subjects in 12/13, the data indicated that teaching, learning and assessment was now good. The College acknowledged the need to work towards outstanding outcomes. Governors reviewed the document in detail, noting and asking for further information from management in areas where targets had not yet been met. The VP T&L emphasised that a huge amount of work and effort had been undertaken by staff in the last year and that the document provided a snapshot of the position. Where items were flagged up as red and not completed this was, a matter of timing, rather than not having succeeded in implementing an action.
- 13.16 Governors commented that it was reassuring to see such progress being made and that it was helpful to have an annotated update included where the issue was one of timing. The

VP accepted Governors comments and would include such comments in future reports. The Value added data when broken down into categories of students was very positive, showing that the gender and ethnicity gaps were closing. At the end of 2012/13, 78% of observations were good or better, with a target of 85% for 2013/14. The Chair thanked the VP for the report, commenting that it provided a very clear position statement.

The Report was noted and received.

LEARNER SURVEY 2012/13

13.17 The Committee received an analysis of the annual learner satisfaction survey. The Principal asked the Committee to note thanks to Assistant Principal Andy Amery for producing the report. Overall 73% of learners had completed the online survey. The analysis showed a high level of satisfaction in all areas covered. The full analysis had been circulated to Governors to allow them to see the levels of satisfaction. The traffic light format of the report showed the areas where more attention was required; however in the majority of areas a very high yardstick of 90% satisfaction had been met. Governors commented that it was very pleasing to see remarks from learners that tutors had been helping them to succeed. The Chair congratulated the staff on an impressive set of results, commenting that it added a different dimension to the learner voice. The VP T&L commented that the learners were asked to make a positive input and they had responded well, providing the college with some excellent qualitative data. He added that they had not lost sight of the challenge to staff throughout the past year to achieve such levels of satisfaction and that everyone had worked extremely hard.

The Chair asked that the Principal and VP convey the Committee's thanks to all staff.

The Report was noted and received.

COMPLAINTS 12/13

13.18 The Annual report on Complaints highlighted nine complaints in total. All complaints had been formally and quickly investigated and satisfactorily resolved. No further follow up action had been required. Governors commented that it was pleasing to see the College had dealt with the complaints rapidly and professionally.

The Report was noted and received.

RECRUITMENT 2013/14

13.19 The Principal presented the report which indicated actual (1484) and forecast (1540) enrolments in September 2013. A six week drop out figure of 45 had been predicated, but it was noted this could be lower or higher. The current predicted scenario was a shortfall of 56 which would result in a loss of £235,000 in funding for 2014/15. The Principal emphasised that everything was being done to try to retain the students to generate full funding. The report had been presented and discussed at the Resources committee in the context of the financial implications, where it had been agreed management would come back with proposals for a cost reduction exercise to address the shortfall once accurate numbers were available.

The Report was noted and received.

LINK GOVERNOR PROGRAMME

13.20 A discussion had taken place at the last Full Corporation meeting around the potential for Governors to have more involvement in the college and to link with curriculum areas. The Principal had suggested the Q&S Committee was an appropriate starting point to discuss matters. The Chair proposed that he meet with the Clerk outside of the meeting to discuss options and ideas for further discussion at the next meeting.

RESOLVED 13.20 **that the Chair and Clerk discuss the potential for a Governor link programme and report back to the next meeting.**

DATE & TIME OF NEXT MEETING

13.20 The next meeting would be held on Monday 25 November 2013 at 7.00 pm.

Signed D Fitzgerald (Chair)

Date 2 December 2013