



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

**MONDAY 2 DECEMBER 2013**

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**PRESENT**

Ms M Allen; Dr RJG Bloomer; Mr D Fitzgerald (Chair); Mr J Ellis; 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.

The Chair welcomed new Governors Mr Jonathan Ellis and Mrs Melanie Allen to the meeting.

**APOLOGIES**

13.21 Apologies were received from Mr J F B Clark.

**DECLARATIONS OF INTEREST**

13.22 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**

13.23 The Minutes of the meeting held on 7 October 2013 were agreed as a true and accurate record and were signed by the Chair.

**MATTERS ARISING**

13.24 Members received a list of actions arising from previous meetings noting that the format of reports for future meetings was work in progress. With regard to 13.20 the Clerk reported that the Link Governor programme was underway with three visits being made to date. Staff Governor M Allen commented that the visit from J Ellis to her department had been very well received.

**HMI LETTER**

13.25 Correspondence from HMI Ruth James had been circulated to members following the HMIs visit on 23 October 2013. VP T&L commented that the rate of improvement in recent weeks had been rapid, which was reiterated by the Principal. The Chair commented that whilst it was clear from the report much good work had been done there were still some issues of uncertainty around some subjects. Following a question regarding external review, the VP reported that external review had been undertaken by a NORVIC Grade 1 College which had included lesson plans, teaching, learning and assessment with feedback to the Principal and VP T&L. He added that the process had been very helpful in validating the SAR grades, some of which it was proposed should be re-graded.

## **SELF ASSESSMENT REPORT**

- 13.26 The SAR was presented for consideration and discussion, with Self assessed grades of 2 for overall effectiveness. The Principal paid tribute to the Assistant Principal Andy Amery who had produced the SAR. The SAR highlighted the impact on learners by demonstrating a clear analysis of strengths and areas for development essential to the learner experience. Discussion took place with regard to the judgements within the report on each of the subjects. The Principal referred to the external moderator's proposal to re-grade some of the subjects and explained his reasons for this. The VP T&L agreed that improvement had been demonstrated in Psychology and Law, and the new Head of Law was demonstrating good curriculum practice and instilling confidence in the students, which he believed would have positive benefits in respect of retention. It was agreed that the judgements as amended: Maths from a 2 to a 3; Psychology from a 3 to a 2; and Law from 4 to 3 be accepted.
- 13.27 Members raised questions regarding the data, including the closing gaps shown in the analysis of equality and diversity success rates. In relation to support measures and percentages identified within the report, J Ellis asked how this compared to the previous year, commenting that following his link visit earlier in the week to CLASS, he was informed that learners felt very comfortable with the level of pastoral support provided.
- 13.28 The lesson observation profile showed a shift to the majority of teaching being good or better, borne out by the improved rigour of the Teaching and learning observation policy. The Chair referred to the data provided at Agenda item 9 which highlighted the profile for the term to date. Only 15 lessons had been observed to date, and the majority of these were in areas where that had been concerns, therefore it was difficult to make any direct comparisons. M Allen commented that due to the improved rigour staff now felt more secure with the judgement. The Chair suggested that it would be helpful for members to respond to Ofsted with key data to demonstrate improved standards. The VP T&L undertook to provide some key data for the Committee.

**RESOLVED 13.28 Subject to amendment to the grades for Maths, Psychology and Law, to recommend the SAR for approval.**

## **DEVELOPMENT PLAN 2013/15**

- 13.29 The Committee received an update to the Development Plan, noting improvements and work in progress. The Plan had been updated to incorporate actions following the HMI visit on 23/10/13.

## **UPDATE ON RETENTION 2013/14**

- 13.30 A report on the key performance indicator of Retention was provided highlighting year on year comparisons on monthly retention. The -1.3% drop out was in line with the sector for October. Drop out of second year students was reported to be very low but offset by higher drop out of new students compared to 2012. Following questions from Governors the Principal confirmed that exit interviews were always conducted and that it was hoped to provide some further data that might identify trends.

## **TEACHING, LEARNING AND ASSESSMENT: LESSON OBSERVATION PROFILE**

- 13.31 A report summarising the latest lesson observation profile indicated a total of 15 observation undertaken, 9 of which were graded good or better. The VP T&L reported that observations had been prioritised according to risk, e.g. departments graded 3 or 4 or for staff not observed last year due to illness. Following training, the observation process was

now aligned with the inspectorate requirements, which involved a much more rigorous process to bring out strengths. The target for good or better teaching for 2013/14 was 85%. 78% of lessons were judged to be good or better in 2012/13. Governors asked several questions about the process, the notice given to staff and the arrangements for re-observation and support to bring about rapid improvement. Governors acknowledged the process was far more rigorous. The Chair referred the observation of new staff, which had not been graded, to which the VP said these had been well received and positive.

The report was received.

#### **UPDATE ON PERFORMANCE MANAGEMENT**

13.32 Following the introduction of the Performance management system in autumn term 2012, an update was provided indicating comparative data with 2012. Performance was graded using a traffic light system. HMI monitoring visits had noted an improvement in this key area and it was essential this was maintained. The report indicated that the green/amber percentage has increased from 83% to 90%. In three cases the data had remained 'red' for 2 years, and following questions from Governors the Principal remarked that there were mitigating circumstances and the risk was being effectively managed. The upward trend in staff data reflected the upward movement in student outcomes for 2012/13.

The Report was noted and received.

#### **LINK GOVERNOR FEEDBACK**

13.33 Following the introduction of the link programme, Governors were in the process of selecting a subject area to 'link' with. A protocol for the visits and a feedback sheet had been produced, and three visits had already taken place. Further visits would take place in January. Feedback had been very positive, from Governors, staff and learners.

#### **KPI COMPARISONS**

13.34 The Principal circulated a paper highlighting comparisons on KPIs with average SFCs, and Rotherham Schools. The data and particularly the graphical representation showed healthy and steady progress of the College compared with its peers. In respect of AS the actual grades were higher than expected for all and were significantly above average.

#### **DATE AND TIME OF NEXT MEETING**

13.35 The next meeting would be held on Monday 24 March 2014 at 7.00 pm.

Signed \_\_\_D Fitzgerald\_\_\_\_\_ Chair

Date \_\_\_24 March 2014