



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

**MONDAY 24 MARCH 2014**

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**PRESENT**

Ms M Allen; Mr D Fitzgerald (Chair); Mr J Ellis; Mrs A Todd; Dr P R Williams; Mr C Richardson

**In Attendance:**

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

**APOLOGIES**

14.01 Apologies were received from Mr P Jagger MBE; Dr M A Khan; Dr R J G Bloomer.

**DECLARATIONS OF INTEREST**

14.02 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**

14.03 The Minutes of the meeting held on 2 December 2013 were agreed as a true and accurate record and were signed by the Chair.

**MATTERS ARISING**

14.04 Members received a list of actions arising from previous meetings which had been completed.

**OUTCOME OF OFSTED INSPECTION JANUARY 2014**

14.05 The Ofsted Inspection had taken place 14 – 17 January 2014. The College had received a grade of Good, and the report, once published, had been circulated to all members of the Corporation. The Principal referred to the headlines within the report, which highlighted why the College was Good, and three areas where improvements were required for it to become Outstanding. The Chair stated that on behalf of the Committee he would like to convey thanks to all the staff at the College for achieving such an excellent outcome.

14.06 Referring to the areas for improvement the Principal informed the Committee that the College continued to address areas where there were low success rates and to bring about continuous improvement in respect of the lesson observation profile. Governors sought further information of actions being undertaken by management. The Principal added that the College had been very accurate in its SAR, and that this had been confirmed by the inspection outcomes and that the amendments to the document specified by Ofsted were very easily effected. Following questions from Governors regarding marketing plans, the

Principal provided details of the marketing strategy that was in place to attract more students from the local and wider area.

The Report was noted and received.

#### **COLLEGE DEVELOPMENT PLAN 2013/14**

14.07 The Principal presented members with an update on the whole College Development Plan, highlighting the areas where significant progress had been made. The recent Ofsted report had endorsed the College's success in achieving a Good overall standard and given clear direction on the further improvements required to become Outstanding. These areas had been incorporated into the Plan and would be the focus for the coming year, with updates being provided to each Committee meeting.

14.08 The Chair referred to the targets in the context of management capacity. The VP T&L reported that a working group involving all HoDs had been established to take this forward during the autumn to discuss workload. He agreed to report back to the Committee later in the year. Ms Allen commented that the role of the Head of a Department had changed significantly in recent years in a positive way, in that managers were now leading as well as managing. She added that whilst staff recognised this as challenging, it had been embraced and was far more effective as could be seen by the improved outcomes for learners and leadership and management.

The Report was noted and received.

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

14.09 The Committee received a report detailing year on year comparative data on retention. An overall drop out of -3.1% between 1 November 2013 and 1 March 2014 was the lowest reported since 2005, which was very impressive. Retention of first and second year students remained strong. Noting the drop out on the small L2 cohort which was high, Governors asked further questions of how this was being addressed. The Chair commented that he was satisfied that the College was addressing the issue and that no additional written information was required in this respect. In terms of future recruitment, the Principal was pleased that there were already good indications for 2014/15 though conversion of applicants to enrollers was always the crucial final component and that the Ofsted report would be to the College's advantage.

The Report was noted and received.

#### **TEACHING, LEARNING AND ASSESSMENT STRATEGY**

14.10 The Committee received the Teaching, Learning and Assessment Strategy which was coming to the end of its two year cycle. Good progress had been made in all areas, which was evidenced by the report, and the VP T&L reported that a new Strategy document for 2014 – 2016 would be produced in the summer for monitoring purposes going forwards.

14.11 Relevant feedback from the Ofsted inspection report had been incorporated into the priority areas and a greater number of areas were now highlighted 'green' due to the initiatives being fully embedded or fully tested. The Ofsted style approach to capturing the lesson observation profile during the year had brought rigour to the process which had been well tested during inspection. It was the intention to continue the practice and maintain the momentum. The Chair commented that he looked forward to receiving a renewed strategy document later in the year.

The Report was noted and received.

#### **LESSON OBSERVATION UPDATE**

14.12 The VP T&L presented a report highlighting the lesson observation profile. The Report indicated that as of 10 March 2014 79% of lessons observed during the 2013/14 cycle were graded good or better. The VP T&L was pleased to report that since the report had been circulated, this had increased to 83%. Commenting on the joint observations undertaken with Inspectors he was pleased to confirm that the consistency of Inspectors' grades with the lesson observation team's grades on these lessons demonstrated the rigour of the process. He added that observations continued to take place within the stronger departments, and as a result it was likely the final grade profile would be above the 85% target.

#### **LINK GOVERNOR UPDATE**

14.13 The Committee were informed that seven link governor visits had been undertaken to date, all well received with positive feedback that had been shared initially with the Principal and Chairman. The Feedback sheets had been appended for Governors' information. The Chair had undertaken a link visit to Psychology and Sociology earlier in the day and discussion took place with regard to his feedback, focusing on IT issues.

14.14 Due to its success it was agreed to continue with the link governor programme and to extend it to allow Governors to participate in 'walk throughs'. The Principal proposed the Protocol for the visits be extended to ensure there were clear guidelines on feedback, as in the absence of this the approaches taken varied. The Clerk undertook to provide an update of those curriculum areas that had not had a Governor linked with them for further discussion on the next steps with the Chair of Q&S outside of the meeting.

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

14.15 The next meeting would be held on Monday 23 June 2014 at 6.30 pm, subject to confirmation of the timing of the Audit Committee which was schedule to be held earlier the same evening.

Signed \_\_\_ P Jagger \_\_\_\_\_ Chair

Date \_\_\_ 23 June 2014