

BARTON PEVERIL COLLEGE
Standards Committee
 Minutes of Meeting held on
 Monday, 22 February 2010 at 5.30 pm

Present:

Prof R Brown (Acting Chair)
 Mr P Broderick
 Miss S Campbell to 7.02 pm
 Mrs N Carcone to 6.40 pm
 Mr M Mossadaq
 Dr D Ridley

In attendance:

Mr J Prest (Principal)
 Mrs P Mullins (First Vice Principal) to 7.00 pm
 Mr M Chart (Assistant Principal (Quality))
 Mr M Henderson (Assistant Principal (Students))
 Miss A Wood (Assistant Principal (Curriculum))
 Mrs R Medd (Clerk)
 Mrs J Miles (PA to the VPPR and Assistant to the Clerk)
 Mr D Quinney to 6.02 pm
 Mr A Renwick to 6.02 pm
 Mrs S Weavind to 6.02 pm
 Mrs K Everett
 Mr N Groves (Vice Principal (Planning and Resources))

Apologies:

Mrs C McNulty (Chair)
 Mr P Boote

Absent:

Miss N Dowland

		Action
504	Preliminaries	
	The Acting Chair, Prof Brown, welcomed Mrs Karen Everett, potential new Governor, together with Governors who were attending as observers and also Mr Groves, who was giving the presentation on Safeguarding with Mr Henderson.	
505	Presentation from Mr Henderson and Mr Groves on Safeguarding	
505.1	Mr Groves, the Vice Principal (Planning and Resources) (VPPR) and Mr Henderson, the Assistant Principal (Students) used a Powerpoint presentation to illustrate Safeguarding in the College. A paper copy was distributed. Miss Campbell, who had been appointed the Corporation's 'Lead Governor' on Safeguarding, made the following points: 1 some aspects of policy were not appropriate to post-16 year-olds so the College should continue to concentrate on the things that were relevant to that age group 2 Safeguarding was a statutory requirement and while it was good to have a Lead	

- Governor, every Governor should have regard to the subject
 3 both parents and Ofsted were concerned about safety on school trips

505.2 Members were reminded of:

- the process for College trips, including: hazardous pursuits guidelines, risk assessments, advice obtained from Hampshire County Council, research undertaken, assessment of sites and staff training
- the advantages of the move to a one-to-one Tutorial Programme
- having trained counsellors on College staff
- links with, and communication between, agencies
- 'reasonable care'

505.3 Members asked questions about:

- cultural exchanges
- when the College's responsibilities start and end
- links with safeguarding bodies

Agreed Action

There was a need to reflect on how Governors could be kept informed of progress in this field – SC recommended learning more about off-site activities at future meeting; one possibility was for each committees to have it on its agenda as a Standing Item like Equality and Diversity

Clerk

- 505.4** *Mr Quinney, Mr Renwick and Mrs Weavind left the meeting at this point.*

506 Declaration of Interests

No member of the Committee had anything to declare relating to the items on the agenda.

507 Minutes

- 507.1** **The Minutes of the Meeting held on Tuesday, 17 November 2009** were reviewed and the incorrect date of the next meeting at minute 503 was corrected manually by the Acting Chair. The remainder of the document was confirmed as a true record and was duly signed by the Acting Chair, who also confirmed that these minutes could be placed on the College Intranet and on the website.

507.2 Matters Arising

Matters Arising had been actioned or were ongoing. The updated record of the Action Points from the meeting is contained in the Committee file.

508 Verbal Feedback on Inspection

- 508.1** The Principal advised members that a draft report had just been received, on which the College was to perform a factual accuracy check. It was a positive, well-written report which recognised the College's self-assessment. The final report should be published six weeks after the visit, so hopefully before the next Corporation meeting.

- 508.2** Members offered congratulations to both staff and students.

509 Quality Performance Indicators (QPI) Report – COMMERCIALY SENSITIVE PAPER

509.1 The Assistant Principal (Quality) (APQ) presented his Paper and stated that the biggest issue arising was attendance, with all bars below the target (dotted) line. No clear reason had yet been identified.

509.2 Members were informed that attendance was 91.7% last year so a target of 92% was set for the current year. However, it transpired that the attendance rate for the previous year was actually slightly lower (88.8% for all classes and 89.4% for main academic classes). Further monitoring would take place. The APQ tabled a paper proposing ways of improving the QPI Report and asking if Governors wanted to change the target for attendance. Some concern was expressed about the attendance position. The Principal stated that the College's attendance was not poor for a Sixth Form College but there had been a statistical error and this needed to be flagged up to Governors.

509.3 Members discussed re-setting the target, particularly:

- the merits of including the whole student experience, not just classes
- whether a target based on erroneous information should be changed
- the fact that the College measures attendance by every session (schools measure half days)

509.4 The APQ also suggested a refinement in the presentation of the Enrolment Data to put the fixed data ie the number of students the College is funded for (which does not change after being set by the Funding body) onto page 3 of the QPI Report.

Agreed Actions

- **A paper would be presented at the next meeting to indicate the reasons for a reduction in attendance and the remedial actions being taken; in the meantime, it was agreed not to set a fresh target for 2009-2010**
- **The previous year would be added to future reports for comparison**
- **The fixed data on enrolments would be on page 3 of the QPI reports**

APQ
APQ
APQ

509.5 *Mrs Carcone left the meeting at this point.*

510 Destinations Report

510.1 The APS presented his Report, highlighting:

- a higher number of students going into Higher Education (HE)
- a decline in numbers going to Russell Group universities
- more students received offers Oxbridge
- more ethnic minority students were going into HE
- the continued difficulty in obtaining information on students going into employment
- the work being done to raise aspirations

510.2 Members asked questions on:

- under-matching (when students were qualified to attend more selective universities than those at which they enrolled)
- the downwards trend of applications to UCAS

Agreed Action

A summary of this information would be included in the Chair's report to Corporation

Chair

511 Survey of Early Leavers and Students at risk of non-completion

The report was tabled. The APS stated that the results were very similar to the previous year other than the numbers going into employment (16 compared to 61 the previous year). The number of students who had left because they felt they were on the wrong courses had risen to 21 (from 9 the previous year). This aspect was the subject of monitoring.

512 Adult Education Enrolment and other issues

The VPPR presented his Paper and the contents were noted.

513 Internal Quality Review Report and Monitoring Areas of Concern – CONFIDENTIAL PAPER

Members noted the content of the report. The Principal added that the College had an exemplary system in place.

514 Equality and Diversity Self-Assessment Review and Single Equality Duty Annual Action Plan – COMMERCIALLY SENSITIVE PAPER

514.1 The APQ presented his Paper, adding that the Ofsted Inspectors were complimentary about the College's Equality and Diversity Self-Assessment. The other two important documents in relation to this subject were the Equality and Diversity Policy, which was in the process of being revised and the Single Equality Scheme. Part of the College's duty was to undertake an annual review and create an action plan.

514.2 *Mrs Mullins left the meeting at this point.*

514.3 The use of the phrase 'in progress' in the 'By when' column of the Action Plan was questioned, with the suggestion made that more specific timescales should be used.
Agreed Actions

- **Timescales in the Action Plan would be reviewed and 'in progress' avoided in future**
- **A check would be made on the accuracy of the last line of text before the last table on page 7**

APQ

APQ

514.4 *Miss Campbell left the meeting at this point.*

515 College Action Plan update – CONFIDENTIAL PAPER

The updated Action Plan was noted.

516 Student Senate Report

Members noted the content of the Report which had been provided by Student Governor, Paul Broderick.

517 Strategic Initiatives on the horizon

- Members were reminded that strategic issues would be discussed at the Awayday in March
- The Learning + Skills Council was coming to an end and consideration was being given to the future funding of courses – this could have implications for courses students were currently studying that might no longer be funded
- The College’s Mission Statement would be discussed at the next meeting, following its consideration at the Awayday

Clerk

518 Committee Business

There was nothing to consider.

519 Standing Items

519.1 Retention

Retention had been discussed earlier in the meeting.

519.2 Equality and Diversity

The new Equality and Diversity Scheme would be presented at the next meeting, with the hope that it would subsequently be recommended to Corporation for approval.

Clerk

519.3 Safeguarding

This subject had been covered earlier in the meeting.

519.4 Strategic Issues on the Horizon

There was nothing further to add.

520 Information Exchange

Members were advised that Mr Mossadaq would be providing some training for the College’s Equality and Diversity Group on 18 March 2010.

521 *Date and time of next meeting: Tuesday, 8 June 2010 at 5.30 pm in the Conference Room*

The meeting closed at 7.10 pm.