

BARTON PEVERIL COLLEGE
Standards Committee
Minutes of Meeting held on
Tuesday, 8 June 2010 at 5.30 pm

Present:

Miss S Campbell (Acting Chair)
Prof R Brown
Mr C Gunby
Miss J Knox Langford
Mr M Mossadaq
Dr D Ridley

to 7.30 pm

In attendance:

Mr J Prest (Principal)
Mrs K Everett
Mr S Gardiner
Mr D Quinney
Mrs S Weavind
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 N Groves (Vice Principal (Planning and Resources))

to 6.20 pm
to 6.20 pm
to 6.20 pm
to 6.20 pm

Apologies:

Mrs C McNulty (Chair)
Mrs P Mullins (First Vice Principal)

Absent:

None

		Action
522	Preliminaries The Acting Chair, Miss Campbell, welcomed the new Student Governors who were attending their first Standards Committee meeting and Governors who were attending as observers.	
523	Presentation from the Assistant Principals on the new Structure and the Faculties	
523.1	The Assistant Principals, Quality, Students and Curriculum (APQ, APS and APC) used a Powerpoint presentation to illustrate the effects of the new management structure in College.	
523.2	The APQ explained the changes made and then each AP spoke about their own roles and responsibilities.	
523.3	The Principal commented on the fundamental improvements in communications	

which contributed to the College achieving an grade of Outstanding for Leadership and Management in the recent Ofsted Inspection.

523.4 Members asked about:

- the student experience
- the link between communications and a change in culture
- staff feedback
- what effect there had been on teaching

523.5 The Student Governors commented on the impact of the one-to-one Tutor sessions but there was a need for consistency of implementation.

523.6 The Acting Chair thanked the APs for their presentation, for their commitment to the College and for the huge amount of effort needed to facilitate the change.

523.7 *Mrs Everett, Mr Gardiner, Mr Quinney and Mrs Weavind left the meeting at this point.*

524 Declaration of Interests

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

525 Equality and Diversity

The Chair reminded members to consider Equality and Diversity issues when considering items on the meeting's agenda.

526 Minutes

526.1 **The Minutes of the Meeting held on Monday, 22 February 2010** were reviewed and confirmed as a true record and were duly signed by the Acting Chair.

526.2 Matters Arising

Matters Arising had been actioned, were ongoing or were on the agenda for the meeting, other than item 510.2: the inclusion of a summary of the information in the Destinations Report in the Chair's report to Corporation. The updated record of the Action Points from the meeting is contained in the Committee file.

527 Quality Performance Indicators (QPI) Report – CONFIDENTIAL PAPER

527.1 The APQ presented his Paper and pointed out the new format for reporting on retention.

527.2 Members discussed:

- retention
- whether Barton Peveril's retention rates could be compared with other colleges
- Standard Learner Numbers
- how busier students tend to achieve more
- the possibility of a correlation between those students not completing work to a good standard, those with poor attendance and those not completing courses

- the quality of work being set
- the peaks in work set by different subjects at similar times
- reasons for students leaving and how data was useful in considering whether they would be allowed to return
- the flow of students moving on to courses at Eastleigh College

527.3 The Student Governors were asked about the setting of homework and they agreed that sometimes they get a lot of homework in more than one subject at a time but they commented that it helped them to see all their homework listed on-line in Studio.

Agreed Actions

- **Queen Mary’s College would be asked if they would share their retention rates for comparison**
- **A paper on improving grades would be presented to members**
- **The QPI Report would be presented to Corporation for information**

APQ
APQ
Clerk

528 Attendance: An Analysis and Actions Arising – CONFIDENTIAL PAPER

The APQ presented his Report which had been requested by Governors and members noted the content, asking questions on:

- whether there were any Equal Opportunities issues
- authorised absences

529 Complaints

529.1 The Vice Principal (Planning and Resources) (VPPR) tabled a revised version of the Paper that had been circulated with the agenda following some useful comments from the chair of Corporation. Members were given a few minutes to read the document.

529.2 The VPPR stressed that the Policy and Procedure had not changed but more detail had been put in to the Report for clarity. The categorisation of complaints was a new innovation.

529.3 Members noted the contents of the paper and welcomed the categorisation.

Agreed Action

Members agreed to recommend the Complaints Policy and procedure to Corporation for approval

Clerk

530 Draft Safeguarding Policy and Review; Annual Child Protection Report – COMMERCIALY SENSITIVE PAPER

530.1 The APS presented his Paper and members discussed the Policy, particularly:

- the way monitoring would take place
- reporting via Action Plans
- whether Safeguarding should be a Standing Item on all agendas

530.2 It was noted that this subject would be monitored annually by this Committee as the Review would form part of the Annual Self-Assessment in future.

Agreed Actions

- **The Chair would e-mail a full list of issues to the APS from Section 14 of the Ofsted Guidance on Safeguarding**

Chair

	<ul style="list-style-type: none"> • More of the existing strengths would be mentioned • Include mention of monitoring safeguarding against such issues as race and gender so that it ties up with Equal Opportunities • Members agreed to recommend the Safeguarding Policy and Report, subject to the above amendments, to Corporation for approval 	<p>APS</p> <p>APS Clerk</p>
531	Draft Equality and Diversity Policy and Single Equality Scheme – CONFIDENTIAL PAPER	
531.1	The Draft Equality and Diversity Policy and the Single Equality Scheme were circulated prior to the meeting as had been previously requested but were subsequently slightly amended so were therefore re-issued with the agenda. The APQ stated that the other important Equality and Diversity document was the Equality and Diversity Self-Assessment Report which the Committee would see later in the Autumn term.	
531.2	<p>The APQ explained how the documents had evolved and members discussed the contents. The Equality Act 2010 Guidelines were due to be published in July but may be affected by the change in Government.</p> <p>Agreed Actions</p> <ul style="list-style-type: none"> • A timescale would be included for Impact Assessments to enable monitoring • Staff names would be removed from Paragraph 8.2 of the Single Equality Scheme and this section would be made into an Appendix to the Scheme • Paragraph 2.2 would be made into an Appendix • Members agreed to recommend the Equality and Diversity policy and Single Equality Scheme to Corporation for approval 	<p>APQ</p> <p>APQ APQ Clerk</p>
532	Draft Admissions Policy and Procedure – COMMERCIALY SENSITIVE PAPER	
	<p>The APS presented his Paper, stating that the changes made were for reasons of clarity. Good practice was being undertaken but was not always explicit in the Policy.</p> <p>Agreed Action</p> <p>Members agreed to recommend the revised Admissions Policy to Corporation for approval</p>	Clerk
533	Student Charter: Review and Proposals for Change	
533.1	<p>The Principal presented his proposals for the Student Charter, pointing out that it:</p> <ul style="list-style-type: none"> ▪ was supported by a separate Code of Conduct which comes under the remit of the Senior Leadership Team ▪ stated what the College offered and what was expected of the students <p>The Student Governors confirmed their approval of the proposals.</p>	
533.2	<p>Agreed Action</p> <p>Members agreed to recommend the revised Student Charter to Corporation for approval, thereafter to be reviewed every five years by the Standards Committee</p>	Clerk
533.3	<i>Prof Brown left the meeting at this point.</i>	

534 Committee Business**534.1 Self-Assessment and Review of the Schedule of Business**

The Self-Assessment Paper had been circulated previously and members discussed and agreed on the scores.

Agreed Action

- **The Acting Chair would complete the Self-Assessment form as discussed**
- **Members approved the Schedule of Business**

**Acting
Chair**

534.2 Suggestions for future Presentations

The suggested presentations were noted and members agreed that they would like to receive a presentation from the two new Heads of Faculty later in the next academic year.

Clerk

535 Internal Quality Review – CONFIDENTIAL PAPER

535.1 The APQ presented his Report and the Acting Chair commented on the clarity of the Languages report as it was set out in bullet points and the listing of key strengths and weaknesses made assessment easier.

535.2 The VPPR stated that an amount had been set aside in the budget to support development as a result of IQRs.

536 Feedback from Quality Group meetings

536.1 Members noted the contents of the minutes which were distributed with the agenda. The APQ stated that the Group was widening to include some Heads of Departments.

536.2 The Acting Chair commented on the value of attending College Quality Group meetings and asked members to advise the Assistant to the Clerk if they were able to attend the next meeting on 1 July 2010.

536.3 It was agreed that the minutes of the Quality Group meetings would be available on the Governors' area of the College website and a verbal report only given at the meeting.

Members

537 College Action Plan Progress Report – COMMERCIALY SENSITIVE PAPER

537.1 The APQ presented his Paper highlighting the updated right-hand column and confirming that safeguarding would feature in this report in future.

537.2 Discussion took place about the aspirations of students and the fact that more were capable of attending Russell Group Universities than apply.

538 Adult Education Enrolment and Future Plans

The VPPR presented an update on Adult Education Enrolment for information which was noted by members who commented on high retention rates, deducing that the courses were of high quality.

539 Report on Joint Committee of Eastleigh Consortium

The Principal presented his Paper and Mr Mossadaq noted the positive influence the College was having on diversity issues outside the institution.

Agreed Action

Members agreed to recommend to Corporation the College's continued membership of the joint Committee of Eastleigh Consortium for the academic year 2010-2011

Clerk

540 Standing Items**540.1 Retention**

Retention had been discussed earlier in the meeting.

540.2 Safeguarding

This subject had been dealt with earlier in the meeting.

540.3 Strategic Issues on the Horizon

It was noted that there was still a great deal of uncertainty following the General Election and the change of Government. The Budget would be announced within 60 days of the new Government taking office. Matters that were still in a state of flux included:

- Curriculum
- Partnerships
- New Diplomas for 2013
- Raising Participation 13-15
- Machinery of Government

541 Information Exchange

- Dr Ridley was thanked for all his contributions to the work of the Committee as this was his last Standards Committee meeting before the end of his term of office and Dr Ridley wished the Committee well for the future
- Members were invited to attend the Building Support Group meeting to be held on Monday, 28 June in the Akehurst Room
- Students from the College would be attending the Eastleigh Music Festival and Mela on 11 July 2010
- Student Governors were warmly thanked by the Acting Chair for attending this meeting in the middle of the exam period
- The Clerk thanked Miss Campbell for chairing the meeting

542 Date and time of next meeting: Thursday, 14 October 2010 at 5.30 pm in the Conference Room

The meeting closed at 8.03 pm.