

BARTON PEVERIL SIXTH FORM COLLEGE
Standards, Curriculum and Learning Committee
Minutes of Meeting held on
Tuesday, 13 June 2017 at 5.30 pm

Present:

Prof J Longmore (Chair)
Ms K Dagwell
Dr A Glaze
Mrs Y Hussain
Miss D Knight
Dr D Robinson
Mrs L Webb

In attendance:

Mr D Blenkarn (Chair of Corporation)
Mr J Prest (Principal)
Mr M Chart (Assistant Principal (Finance and Resources))
Miss A Wood (Assistant Principal (Teaching and Learning))
Mrs S Auger (Quality Manager)
Mrs N Carcone (Acting Assistant Principal)
Mrs J Miles (Clerk)

Apologies:

Mr R Temple (Assistant Principal (Schools and Community))
Mrs Z Smallman (Assistant Principal (Quality and Student Progress))

Absent:

None

		Action
348	Declaration of Interests No member of the Committee had anything to declare relating to the items on the agenda.	
349	Equality and Diversity The Chair reminded members to take into account Equality and Diversity issues when considering items on the meeting's agenda.	
350	Minutes	
350.1	The Minutes of the Meeting held on Tuesday, 28 February 2017 were approved and duly signed by the Chair.	
350.2	Matters Arising Matters Arising had been actioned, were ongoing or were on the agenda. The updated record of the Action Points from the meeting would be kept in the	

Committee file.

350.3 Update on the second round of Quality meetings

The Quality Manager (QM) reported on meetings with the Directors of Curriculum in February/March at which the Directors were asked to reflect on how they spent their time. They acknowledged that they do a lot of administration tasks. Those needing support were receiving help and the Assistant Principals were working with their Directors. Quality meetings were held between the Principal, Quality Manager and Director.

350.4 Update on consideration of anonymous reporting of bullying/complaints

This matter had been discussed by the Senior Leadership Team (SLT). The law required a policy for staff but not for students. There were many ways for students to report a complaint or bullying and it would complicate the clarity of the staff policy to include students in the staff policy where anonymity might be required.

350.5 Members noted both of the updates.

351 Annual Complaints Report and Analysis

351.1 The Assistant Principal (Finance and Resources) (APFR) presented his report on complaints. The number of complaints was comparable with previous years and was considered to be low. Most were about staffing issues and the majority had been resolved. The latter two complaints were still being investigated.

351.2 The Chair noted some reassurance from the stability of the low number of complaints. Members noted the content of the report.

352 Proposed format of the College Self-Assessment Report (SAR) for 2016-2017

352.1 The QM reminded members that a change in the format of the SAR had been agreed the previous year following comments from the Ofsted Inspectors. The changes had freed up a considerable amount of time that had been focussed on improving value-added at Advanced Level to move the College towards outstanding. The simplicity of the new format was beneficial and the SLT would like to continue with this format for another year. Benefits included:

- the use of Learning Walks to share best practice
- staff development eg teachers also carrying out Learning Walks, observing independent learning and discuss their experiences at their next Teaching and Learning meeting
- two days dedicated to Directors and SLT pairing up in Learning Walks and focussing upon identifying aspects of individual teacher practice which could be further improved

352.2 Members asked about the slight tension between the two forms of SAR and the ability for Members to discharge their role eg how Governors were going to be advised of priorities being set and the link with the Quality Assurance Policy. It was pointed out that Learning Walks were not a Quality Assurance process but more about development. It was noted that they would underpin the 3-D Reviews and target setting would take place during appraisals. The main target should be to improve Value-added at A2 which would provide a consistent narrative should Ofsted visit the College again.

352.3 Discussion moved on to the large number of reports presented to this Committee which may need to be refined.

Agreed Actions

- **Members unanimously AGREED the continuation of the simplified SAR for another year and requested that a set of Priorities be presented to the Committee at its next meeting**
- **The schedule of reports to the Committee would be reviewed**

QM
Principal/
QM

353 External Quality Review and 3-D Reviews; Summer Term Report – CONFIDENTIAL PAPER

353.1 The QM advised members of the recent Reviews. Three EQRs had taken place, two of which were very useful. A challenge is that messages received are acted upon and follow through to the SAR. Also there were some concerns about some of the external reviewers so the SLT had decided to take a sabbatical from these reviews for two years to focus more on internal reviews (one day on a 3-D Review and one day to support another Director's 3-D review). This would also free some time to develop the College staff with four days of Wessex Group training to share good practice.

353.2 The QM went on to say that the benefits from the 3-D reviews had been mixed as the newer Directors were less experienced so in future a more experienced Director would work with a newer Director.

353.3 Members noted the content of the report.

354 Quality Performance Indicator (QPI) Report – CONFIDENTIAL PAPER

354.1 The QM reported slightly lower Retention and slightly higher or similar Attendance figures compared to the same period in the previous year. Therefore the Retention target had not been met. The difference was 22 students. Some students were struggling with linear Advanced Level courses and also the Student Progress Advisors were identifying problems earlier. Some students were going into apprenticeships.

354.2 A staff Working Group had been formed to consider Attendance.

354.3 Members noted the content of the paper.

355 Adult Education Annual Report

355.1 The APFR's paper had summarised the recent changes in the Adult Learning curriculum. At this meeting the APFR stated that after a period of decline the SLT had decided that continuing to offer Adult Education was not viable and that it should be removed altogether. A consultation process with the staff concerned was underway. Eleven students were half way through a two-year course and arrangements were being made for them to complete their courses.

355.2 Members noted the content of the report for 2016-2017.

356 Annual Curriculum Provision Report

- 356.1** The Assistant Principal (Teaching and Learning) (APTL) presented her report, highlighting:
- the last phase of the new linear curriculum would be in place in September
 - new vocational courses would be offered in September
 - agreements were being made with universities to allow Foundation students to enter their university courses in the second year
- 356.2** The APTL was thanked for her very interesting paper and the explanation of the balance between vocational and academic courses.

357 Policy Reviews**357.1 Student Admissions Policy**

In the absence of Mr Temple, the Principal explained the revisions to the Admissions Policy.

Agreed Action

Members unanimously AGREED to recommend the revised Student Admissions Policy to Corporation for approval

Clerk

357.2 Quality Assurance Policy

The QM pointed out that some of the proposed changes had been touched upon in the item earlier on the agenda about the SAR. Title changes had been updated. It was proposed to rename the Action Plans to Quality Improvement Plans. Given the work going on to raise aspirations it was suggested that:

- 'inspiring ambition in students as well as tutees' should be added
- Heads of Departments on page 17 should be changed to Directors of Curriculum
- 'to enable College staff to comply with changes required by Government' should be added to section 6

Agreed Action

Members unanimously AGREED to recommend the revised Quality Assurance Policy to Corporation for approval, subject to the suggestions above

QM/Clerk

357.3

There followed an in-depth discussion on how Quality Controls generally develop into a Quality Assurance system and then into a Quality Management system in any business. There were elements of all three in the policy with general aspirations for continual improvement. The Principal added that this policy is more a record of what was in place and there was a balance of compliance (Ofsted/Government) and making improvements.

357.4 Child Protection and Safeguarding Policy

It was suggested that a cross-referencing to the Complaints Policy and Procedure would be useful.

Agreed Actions

- **Members unanimously AGREED to recommend the revised Child Protection and Safeguarding Policy to Corporation for approval, subject to the suggestion above**
- **The Policy was reviewed annually so the option to leave it for three years would be removed from the Policy Management Schedule**

AAP/Clerk

Clerk

358 Standing Items

358.1 Safeguarding

There was nothing to report.

358.2 Strategic Initiatives on the horizon

There was nothing to report.

359 Compliance with letter from Peter Lauener, Chief Executive of the Education and Skills Funding Agency

Members noted the paper from the APFR which highlighted the evidence of scrutiny undertaken by Corporation.

360 Committee Business

Committee's Schedule of Business for the academic year 2017-2018
The Schedule of Business was noted.

Agreed Actions

- **Mention of the option to review the Child Protection Policy every three years would be removed**
- **The Annual Adult Education Report would be deleted**

Clerk

361 Information Exchange

- The Principal stated that Mrs Smallman would return to College from her maternity leave at the beginning of October and would be working for three days per week for one year. During that time Mrs Carcone and Mrs Auger would continue with their roles.
- The College had been nominated for SFCA awards in independent learning and for the outstanding pastoral team
- Nominations had also been made for the Daily Echo Awards in Maths and Support Staff categories

362 Election of the Chair

Miss Knight was willing to stand as Chair of the Committee and was unanimously elected unopposed.

363 Farewell to Mrs Longmore

This was Prof Longmore's last meeting before taking up her new post as Vice Chancellor at Chichester University. Both the Principal and the new Chair praised Prof Longmore for her contributions to the work of this Committee and the Corporation during her time as a Governor. The good tone of discussion and debate in this Committee was noted and it was ably informed by the SLT. Prof Longmore added that she had been very happy to work with Barton Peveril and had seen the

College go from strength to strength. She offered good wishes to the Principal and his team as well as thanks to the Clerk.

364 *Date and time of next meeting: Tuesday, 14 November 2017 at 5.30 pm in the Akehurst Room*

The meeting closed at 7.43 pm.