

BARTON PEVERIL SIXTH FORM COLLEGE
Standards, Curriculum and Learning Committee
Minutes of Meeting held on
Tuesday, 14 November 2017 at 5.38 pm

Present:

Miss D Knight (Chair)
Dr A Glaze
Mrs Y Hussain
Mr D Mosaddeghi
Dr D Robinson
Mrs L Webb
Miss A Wilson

In attendance:

Mr J Prest (Principal)
Mrs Z Smallman (Assistant Principal (Quality and Student Progress))
Mrs J Miles (Clerk)
Mr M Baker (IT department)

Apologies:

Ms K Dagwell
Mr R Temple (Assistant Principal (Schools and Community))
Miss A Wood (Assistant Principal (Teaching and Learning))

Absent:

None

		Action
365	Preliminaries The Chair welcomed the two new Student Governors to their first committee meeting and Mr Thorpe who was going to provide technical support to members.	
366	Declaration of Interests No member of the Committee had anything to declare relating to the items on the agenda.	
367	Equality and Diversity The Chair reminded members to take into account Equality and Diversity issues when considering items on the meeting's agenda.	
368	Training session on paperless meetings	
368.1	Mr Baker, gave an overview of Google Docs, helped new members to log on to the system and gave guidance on accessing papers and saving papers to a personal area so that notes could be made.	

368.2 Mr Baker left the meeting at this point.

369 Minutes

369.1 **The Minutes of the Meeting held on Tuesday, 13 June 2017** were approved and duly signed by the Chair.

369.2 Matters Arising

Matters Arising had been actioned or were on the agenda. The updated record of the Action Points from the meeting would be kept in the Committee file.

369.3 The Assistant Principal (Quality and Student Progress) (APQS) apologised for the lack of a report on Learning Walks which had been requested. A verbal report was given and an appendix with the full information would be added to the College Self-Assessment Report (SAR) for the Corporation meeting.

APQS

369.4 The APQS provided some background information for the new members to explain the move from Lesson Observations to Learning Walks. Currently, Directors and Assistant Principals (APs) were doing 'snapshot' Learning Walks more regularly. In the last academic year, Directors were taken off timetable for two days so that good practice could be observed and shared. It was noted that in many cases, observation and follow up discussions had focussed on whole College areas for improvement including independent learning, teachers issuing and following up on pre-work and issues being discussed in Teaching and Learning meetings. Instances of good practice identified included:

- independent learning
- teachers issuing pre-work in eight out of ten departments
- issues being raised in Teaching and Learning meetings

369.5 It was pointed out that department Directors were focussing on priorities and picking up any issues and that APs were doing more Learning Walks with their Directors. Also, this year departments have produced Quality Improvement Plans (QIPs) and future Learning Walks would focus on actions identified in the QIPs. Staff were encouraged to participate and the remit was wide – such as observing how a problematic student was being dealt with. Members were reminded that departmental SARs were produced as well as the College SAR.

370 Proposed changes to the Standards Curriculum and Learning Committee – CONFIDENTIAL PAPER

370.1 The Principal reminded members that at the June meeting it was agreed that the cycle of reports would be reviewed to improve efficiency and effectiveness. The Principal, APQS and the Quality Manager met to discuss the cycle and the number of reports and it was felt that several separate reports could be amalgamated into the SAR to keep all the information together. The Chair of the Committee came into College to discuss the proposals which included the suggestion that the Autumn term meeting focussed on the SAR and the next two meetings would monitor progress. There was also some adjustment to the dates of the meetings to facilitate the reports. The proposals would streamline the meetings and focus them on scrutiny and support. The revised draft Committee Schedule of Business and Terms of Reference (TsoR) to take account of the proposals had also been issued with the agenda.

370.2 It was proposed that the report on Appraisals would go to the Finance and Employment Committee in the future but it was pointed out that some of the information eg whether people were achieving standards to climb up the pay spine would still be useful for the Standards Committee. The Appraisals Report would still be available for Standards Committee members to read. Newly Qualified Teachers and Probationary staff would be included.

APFR

370.3 Members went on to consider the Committee's Schedule of Business and TsoR.

Agreed Actions

Members unanimously AGREED:

- **the consequent format of the SAR**
- **to change the cycle of the Standards Committee meetings with effect from January 2018**
- **to recommend the revised Terms of Reference to Corporation for approval subject to the following changes:**
 - **paragraph 1.2; Autumn would be changed to Summer**
 - **paragraph 2.3; to include information on areas of excellence**

Clerk

371 College Self-Assessment Report (SAR) for 2016-2017

371.1 The APQS presented her report which included reports and information in the appendices, as described in minute 370, so that they could be monitored through the year. The introduction included mention of sharing of good practice. Areas for concern and areas of improvement were included.

371.2 In answer to a question on how the information on improvement was going to be monitored the APQS said that the College had signed up for ALPs Connect which would provide an in-year value added measure.

371.3 Members were pleased with:

- the positive messages within the SAR
- the confirmation that the content would be sufficient for Inspectors in an Ofsted visit
- the improvements Modern Foreign Languages, Biology and Chemistry
- improved attendance (marked not by days but by lessons) and retention

371.4 The following question was asked and answered:
 Question: whether underperformance of the black and minority ethnic students making up 10% of the College population was an issue across all subjects?
 Answer: It was not but the small sample size when looking at performance of BAME students in individual subjects makes drawing reliable conclusions difficult. Previously, the male/female differential produced a more glaring equality and diversity issue although this seemed to be narrowing. The underperformance of boys and BAME students in particular would be a focus of attention.

371.5 Discussion moved on to homework performance and the differences students find between school and College. New specifications came into place for Maths and English this year and it was hoped these would have a positive effect on students' performance at Advanced Level. The APQS acknowledged the help from the Quality Manager in pulling together all the data for the SAR.

Agreed Actions

Members unanimously AGREED to recommend the SAR to Corporation for approval

372 **Annual Equality, Diversity and Inclusion (EDI) Report – CONFIDENTIAL PAPER**

- 372.1 The APQS presented a very positive report, highlighting:
- the hard work of the College's EDI Committee
 - the narrowing of the gap between male and female success rates
 - the use of Tutor Groups to publish bulletins and promote activities
- 372.2 Members noted the content of the report.

373 **Annual Safeguarding Report – CONFIDENTIAL PAPER**

- 354.1 The APQS reminded members that the report was in a prescribed format. Safeguarding was very strong at College and peer mentoring was very good. There were no significant actions required. The APQS had undertaken her annual training. Work on e-safety was continuing.
- 354.2 Members noted the content of the paper.

374 **Policy Review**

Student Admissions Policy

The APQS advised members that the proposed revisions came about as a result of difficulties experienced by a Grammar School who had removed students from the school because of poor performance in their Year 1 summer exams. With modular Advanced Levels this was legally acceptable but with the new linear Advanced Levels it was not. The College therefore needed to update the policy to:

- ensure that its progression provisions were appropriate for the new linear Advanced Level courses
- have the flexibility to refuse or withdraw offers of places if students demonstrated that they were not fully committed to study
- to reserve the right to decide, for financial reasons, that a course might not be available to a student if numbers were low or to limit a student's programme size

Agreed Action

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

375 **Standing Items**

375.1 **Safeguarding**

There was nothing to add other than some new monitoring software had been introduced to see what students were searching for on the internet.

375.2 **Strategic Initiatives on the horizon**

There was nothing to report.

376 **Committee Business**

There was nothing further to discuss.

377 Information Exchange

- The Principal stated that sadly Mrs Sunita Auger would be leaving the College in December and he thanked her for the work she had done on quality and previously as Head of Maths. She was tremendously able and clear-thinking and would be a loss to the College.
- The College had decided to be a part of the Advanced Level Directory of Good Practice for grade 4 or above so consistently good performers. The data received should be useful.
- The Student Governors wanted to represent student views such as improving food in the canteen. It was noted that the issues would be discussed at the next Senior Leadership Team meeting on 12 December and that several of the student issues had been picked up already by the leadership team.

378 *Dates and times of next meetings:*

- ***Tuesday, 23 January 2018 at 5.30 pm in the Akehurst Room***
- ***Tuesday, 15 May 2018 at 5.30 pm in the Akehurst Room***

The meeting closed at 8.02 pm.