



St Helens College

**ST HELENS COLLEGE CORPORATION**

**MEETING OF THE STANDARDS AND CURRICULUM COMMITTEE HELD AT  
9.00 am ON MONDAY 8 JUNE 2015  
IN THE BOARD ROOM, TOWN CENTRE CAMPUS**

***MINUTES***

**MEMBERSHIP:**

- \* Mrs E Brocklehurst (**Chair**)
- \* Dr J Burford
- \* Mr N Gribben
- \* Mrs S Jee
- Mr J Middlehurst
- \* Mr P Round

**IN ATTENDANCE:**

Mr B Dean, Deputy Principal  
Mrs C Lascelles, Director of Contracts and Data Analysis  
Mrs C Jones, Clerk to the Corporation

**801 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**802 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr J Middlehurst and the Committee wished Mr Middlehurst a speedy recovery.

**803 NOTIFICATION OF URGENT BUSINESS**

- a Matrix reaccreditation (**Deputy Principal**)
- b 14-16 Academy: OFSTED Monitoring visit report (**Deputy Principal**)

**804 MINUTES OF THE PREVIOUS MEETING HELD ON 11 MAY 2015**

The Minutes of the above meeting were **agreed** and signed as a correct record, subject to the following adjustment:  
Minute 788b p2 – Matters arising – Teaching, Learning and Assessment: Observation Profile: The reference in this minute to ‘Learning walk’ should read **‘Teaching, Learning and Assessment observation’**.

## 805 MATTERS ARISING

- a Minute 790 p2 – Committee’s Terms of Reference: Proposed change of quoracy arrangements  
The Clerk would present the proposals about the change of the Committee’s quoracy arrangements at the next meeting of the Corporation.  
**ACTION: Clerk – previously identified action**
- b Minute 794 p4 – ‘A’ Level Academy: progress report  
The Deputy Principal reported that, in relation to the reported 64% predicted to reach their ALPS targets, this target was considered subsequently to be too low and should be at 70% or above, which was endorsed by the Committee. This would be included as an appraisal target for ‘A’ level Academy staff. Confidence was expressed in being on target for achieving positive outcomes in the Academy.
- c Minute 795 p5 – SAR: Quality Improvement Plan: progress report  
The Deputy Principal reported that the Level 3 retention figures had been clarified within the updated QIP, which would be presented as a separate agenda item at today’s meeting.

## 806 SELF-ASSESSMENT

### 806.1 SAR: Quality Improvement Plan: Progress report

The Deputy Principal, presented the updated SAR: Quality Improvement Plan: progress report.

With regard to Teaching, Learning and Assessment lesson observations, it was noted that some peer moderations have been held with Hugh Baird College, which has demonstrated consistency in grading. Work with Knowsley College in respect of an OFSTED activity ‘through the lens’ had also shown the same consistency. 27 staff have recently been recognised as facilitating grade 1 lessons at a corporate lunch and the receipt of a small token.

Some joint observations were undertaken at the 14-16 Academy as part of the recent OFSTED visit, which also demonstrated correct grading. One identified performance management issue has been resolved.

It was reported that the level 3 16-18 retention was improving. OFSTED had recently indicated at an MCA principal’s meeting that they would not favour the 1+1 Diploma model as all 16-18 students who were capable should be studying on a 2-year programme equivalent to ‘A’ levels. Following a question from the Committee it was confirmed that the 16-18 L3 retention had improved this year, apart from two curriculum areas which were under review.

The projected point scores for ALPS results were included in the QIP, with the teams currently working to improve the final position through additional monitoring of performance, stretch and challenge and assessment practice.

The position with regard to student attendance was discussed with the Committee acknowledging that attendance in English and maths is lower and this had affected the overall attendance figures which is similar in 2014/15 to last year.

An exercise to exclude English and maths attendance was requested by Governors to assess the comparative position with the previous year.

**ACTION: Deputy Principal to review the attendance figures without English and maths**

The SAR: Quality Improvement Plan progress report was accepted by the Standards and Curriculum Committee.

#### **806.2 SAR timeline for 2015**

The Deputy Principal reported that the programme team self-assessment documentation has been reviewed, with the details outlined. This includes changes to Safeguarding to include Prevent and British Values. Governor involvement will be invited to serve on the SAR panels.

The SAR timeline for 2015 has been mapped against the Corporation meeting cycle and the format of the self-assessment data sets may also need changing to meet OFSTED requirements.

It was reported that graded lesson observations will no longer be undertaken by OFSTED as part of the inspection process. This will be replaced by joint learning walks. However, the College plans to continue to undertake observations with an 'over time' approach to be applied, which will be more reflective and encompass a more rounded approach, and to continue to ensure consistently high standards in teaching, learning and assessment, which was endorsed by the Committee. This was the model deployed in many schools which was identified as good practice.

Standards for how students present their work in workbooks are being developed as part of improvement strategies.

The SAR timeline for 2015, and the changes to the Teaching, Learning and Assessment observations processes, were approved by the Standards and Curriculum Committee.

### **807 LEARNER PERFORMANCE REPORT**

The Director of Contracts and Data Analysis presented the latest Learner Performance Report.

As requested by Governors, the report now included some additional retention information to the year-end, some additional information about the performance of functional skills, and also more detailed information about the performance of one external contractor. The performance of English and maths will be supported by a separate commentary in future reports.

The Committee discussed the retention strategies that were deployed by the College. The 'Moneyball' approach to develop effective retention strategies was agreed as a way forward in identifying any correlation/patterns that were emerging. A report about Progress Coaches will be presented at the next meeting.

**ACTION: Debbie Sloan to be invited to the next meeting to present a report about Progress Coaches**

It was confirmed that a 'live' attendance report has been developed to enhance the process of speedily contacting absent students.

A difference in some of the apprenticeship information on the two presented tables will be clarified.

**ACTION: Director of Contracts and Data Analysis to review the two presented tables to ensure consistency**

The Learner Performance report was accepted by the Standards and Curriculum Committee as presented.

## **808 ENGLISH AND MATHS PERFORMANCE: PROGRESS REPORT**

The Deputy Principal reported that the significant amount of work undertaken thus far is continuing with regard to Functional Skills. The projected success rates were reported, along with the reasons for the projected outturn position. The structure of the English and maths provision was currently under consideration. The recent GCSE examinations included a number of students who had not attended, and these students were being followed-up. English and maths had been discussed in detail with the NW OFSTED HMI at the recent MCA principals' meeting.

The progress report relating to English and maths performance was accepted by the Standards and Curriculum Committee as presented.

## **809 PROGRESS REPORTS AGAINST SMART TARGETS**

Mr N Gribben, Vice Principal, presented the following progress reports against SMART targets:

**809.1 English and maths:** There were few changes to report since the last meeting of the Committee. The identified areas of concern continue to be actively addressed. Central timetabling for English and maths is underway which includes a more robust approach to delivery of these two subjects. Following a question from the Committee about the difficulties of the examination papers, it was confirmed that some elements were more difficult but nothing had been too problematic in the views of the College staff, particularly with regard to the English papers.

**809.2 Hairdressing and Beauty Therapy:** The predicted outturn position was currently being analysed in the Department, with some early predictions reported.

**809.3 Arts FE:** The retention of Arts FE students has improved, although some legacy data remains.

The progress against SMART targets reports were accepted by the Standards and Curriculum Committee.

## **810 STRATEGIC PLAN: GOVERNOR INVOLVEMENT**

The Principal reported that the Strategic Plan was currently being updated before presentation to the Corporation for approval at the September 2015 meeting, and the proposed corporate targets would be presented at the July 2015 Corporation meeting for approval. The following proposals for inclusion in the plan were endorsed by the Committee:

- a culture shift with regard to English and maths, including standards and consistency – to provide a focus on the ‘outside classroom’ activities - blended learning is also a key development with Wamedu to replace other social media networks;
- applying the ‘Moneyball’ approach to overall student retention;
- staff utilisation and class sizes;
- continuous improvement drive with regard to the ‘A’ level and 14-16 Academies;
- to include enrolment and quality targets for traineeships, apprenticeships and higher apprenticeships;
- Employability;
- Progression and Destinations.

## **811 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 803 ABOVE)**

### **a Matrix re-accreditation (Deputy Principal)**

The College was last week successful in achieving the Matrix re-accreditation for information, advice and guidance, which was congratulated by the Committee. Particular thanks were forwarded to those directly involved.

### **b 14-16 Academy: OFSTED Monitoring visit report (Deputy Principal)**

The Governors had received the 14-16 Academy OFSTED Monitoring visit report, which was well received, with all staff involved congratulated by the Committee. The content remained confidential to the College at this point in time.

## **812 DATE AND TIME OF NEXT MEETING: 1.00 pm on Monday 7 September 2015.**

## **KEY OUTCOMES:**

**SAR: QUALITY IMPROVEMENT PLAN: PROGRESS REPORT:** The SAR: Quality Improvement Plan progress report was accepted by the Standards and Curriculum Committee.

**SAR TIMELINE FOR 2015:** The SAR timeline for 2015, and proposed changes to the SAR processes, were approved by the Standards and Curriculum Committee.

**LEARNER PERFORMANCE REPORT:** The Standards and Curriculum Committee continues to closely monitor and scrutinise the Learner Performance position.

**ENGLISH AND MATHS: PROGRESS REPORT:** The Standards and Curriculum Committee continues to closely monitor the progress of English and maths.

**PROGRESS REPORTS AGAINST SMART TARGETS:** The Standards and Curriculum Committee reviewed the following three SMART Targets reports:

- English and maths
- Hairdressing and Beauty Therapy
- Art and Design FE provision.

**STRATEGIC PLAN: GOVERNOR INVOLVEMENT:** The Committee endorsed the inclusion of a number of key priorities within the Strategic plan, with recommendations to be presented to the Corporation at the July 2015 meeting.

**MATRIX RE-ACCREDITATION:** The Committee congratulated the College on achieving the Matrix re-accreditation for information, advice and guidance.

**14-16 Academy: OFSTED Monitoring visit report:** The Governors had received the 14-16 Academy OFSTED Monitoring visit report, which was well received. The content remained confidential to the College at this point in time.