



St Helens College

ST HELENS COLLEGE CORPORATION

**MEETING OF THE STANDARDS AND CURRICULUM COMMITTEE HELD AT
1.30 pm ON MONDAY 9 MARCH 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
- Vacancy

IN ATTENDANCE:

Mr B Dean, Deputy Principal
Mrs C Lascelles, Director of Contracts and Data Analysis
Mrs B Nolan, Director of Business Development (up to Minute number 776 only)
Mrs D Sloan, Head of Student Progress (up to Minute number 778 only)
Mr M Hodgetts, Teaching, Learning and Assessment Manager (up to Minute number 775 only)
Mrs C Jones, Clerk to the Corporation

Minute Numbers 775, 776 and 778 were taken as the first items, with the details recorded within agenda order

770 DECLARATIONS OF INTEREST

There were no declarations of interest notified.

771 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs S Jee.

772 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

773 MINUTES OF THE PREVIOUS MEETING HELD ON 30 JANUARY 2015

The Minutes of the above meeting were **agreed** and signed as a correct record, subject to the following adjustments:

Minute 761 p2/3 – Review of predicted ‘A’ level grades following Deember mock examinations: The final paragraph of this minute should refer to **2** (not a couple) of students.

Minute 764 p5 – 14-16 Academy: The numbering relating to the two items reported under this item should read **764** and not 743.

774 MATTERS ARISING

- a Minute 761 pp2 – Review of predicated ‘A’ level grades following December mock examinations

The review of predicted grades following the mock examinations will be forwarded to the Committee separately.

ACTION: Deputy Principal to forward the review of predicted grades following the recent ‘A’ level mock examinations

The Deputy Principal reported that the final ALPS report was awaited for internal correlation and action.

It was noted that the audit of homework is underway with support from the T,L&A team, with a plan for every ‘A’ level student currently performing below their target position in place.

775 TEACHING, LEARNING AND ASSESSMENT: OBSERVATION PROFILE

Mr M Hodgetts, Teaching, Learning and Assessment Manager, had been invited to attend today’s meeting to provide an update on the Teaching, Learning and Assessment observation profile. The current observation grades (as at 13 February 2015) were reported at:

Grade 1 = 26% (39)
Grade 2 = 68% (102)
Grade 3 = 5% (8)
Grade 4 = 1% (1)

It was requested that in future any grade profile comparison to prior years should include only observations done under the new process since inspection.

It was reported that details of the proposed Assessment Policy for 2015-16 had recently been discussed by SLT, with the proposals noted and commended by the Committee as a positive development. The proposed policy included a rigorous approach to closing the loop in respect of feedback and re-marking.

One of the governors questioned whether we might not include some of the new tools and techniques being demonstrated in the CPD programmes on the induction programmes for incoming students so that they could get a taste of what would be expected in their lessons.

The Intranet has been populated with information to support staff about ‘What makes teaching Outstanding’, with the presentation to be forwarded to the Committee to provide more background information.

The Governors discussed their involvement in the lesson observations/learning walks and the Clerk was requested to organise the arrangements.

ACTIONS: Clerk to circulate the T,L&A presentation to the Committee; Clerk to arrange Governor involvement in lesson observations/learning walks

It was reported that work scrutiny including student tracking and assessment practices is progressing well. The marginal gains approach is being applied by individual teachers, and within some departments, on a trial basis, to improve practices. The Committee discussed the grade 4 outcomes and were notified of the mechanisms that are in place to support any identified staff.

The Committee asked the Deputy Principal to follow-up on the decision made at the Planning Conference that teachers graded 4 should receive in-class support immediately.

ACTION: Deputy Principal to oversee that teachers graded 4 should receive immediate in-class support

The Teaching, Learning and Assessment observations profile progress report was accepted by the Standards and Curriculum Committee.

Mr M Hodgetts left the meeting at this point

776 PASTORAL CARE: PROGRESS REPORT

Mrs D Sloan provided a progress report about pastoral care developments. The pastoral care support team have been re-organised this year including a rationalisation of the personal tutors, from over 100 to 83 tutors, to provide a clearer focus in supporting students. The pastoral leads have been reduced from 5 to 2 dedicated staff and these staff work closely with the personal tutors. Following a question from the Committee about the length of time a student remains as 'high risk' and how this correlates with measuring effective pastoral care, it was reported that this is not an exact science and sometimes retaining a student at 'high risk' equates to improved success rates. The Committee concurred that the percentage of successful students who were at risk is probably one of the best measurements as evidence of effective pastoral care. The numbers of parents accessing Pro-portal had also increased, with statistics requested by the Committee as evidence of parental involvement.

ACTION: Debbie Sloan to provide details of parental involvement using Pro-Portal and to report on the success rates for students who have been at risk

Debbie Sloan left the meeting at this point

777 PERFORMANCE DASHBOARD (INCLUDING REVIEW OF TARGETS)

The Deputy Principal presented the revised Performance Dashboard, which followed and represented detailed discussion and scrutiny of the proposed targets held at the last meeting of both this Committee and also at the Resources Committee.

The Committee noted the headline targets which represents a proposed 2% success rate increase year-on-year with some of the individual group level targets noted as being reported incorrectly and therefore require further amendment before sending the report to the Resources Committee. It was agreed that the lesson observation grades should relate to post-inspection gradings only, and the percentages need to be amended to reflect a total of 100%. The progression targets are yet to be confirmed with Heads of Department working to progress these targets, which the Committee agreed could remain as to be confirmed.

After detailed discussion, the revised proposed targets for 2015/16 and 2016/17 were approved by the Standards and Curriculum Committee, subject to some individually identified amendments, and recommended for approval by the Resources Committee, which would be followed by full Corporation approval. The Committee requested that the amended report be forwarded to the Chair of Standards and Curriculum Committee for review before it is forwarded to Resources Committee. The Principal thanked the Committee for their patience and the Committee commended the progress made on presentation of this report.

ACTION: Director of Contracts and Data Analysis to amend the Performance Dashboard as agreed by the Committee and to forward the revised report to the Chair of Standards and Curriculum Committee before forwarding to Resources Committee

778 TAKING WORKPLACE LEARNING TO ‘OUTSTANDING’: PROGRESS AGAINST ACTION PLAN

The Director of Business Development presented progress of the Workplace Learning Action Plan, highlighting the progress which was detailed in ‘red’.

It was noted that the kit purchased through the GECT fund to support e-track had not been powerful enough to secure a successful pilot. The Head of Learner Progress gave an update on the position with Traineeships which is working positively as a preamble to entering into a full apprenticeship. Following a question about the apprenticeship and employer Information, Advice and Guidance, Governors were informed about the assessment methods being applied at interview to apprenticeships, which included trade tests, free writing and diagnostic assessment for English and maths, which is a relatively recent development. Governors welcomed these improvements to support apprenticeship performance improvements.

The Taking Workplace Learning to ‘Outstanding’ progress action plan was accepted by the Standards and Curriculum Committee as presented.

Mrs B Nolan left the meeting at this point

779 PROGRESS REPORTS AGAINST SMART TARGETS

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

779.1 English and maths: The significant increases in GCSE student numbers currently as compared to 2014/15 were noted by the Committee.

The College is working extremely hard to ensure the best position for students and to ensure full compliance with the Condition of Funding.

779.2 Hairdressing and Beauty Therapy: It was noted that the College targets should be included in the report and not the national rates as targets.

779.3 Arts FE: The increased accountability in the Department was particularly noted by the Committee.

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

780 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance Report. Attention was drawn to table 2.2 targets which, since publication, does not reflect the additional work that has been undertaken on the performance dashboard with regard to proposed targets, and would therefore need to be amended before presentation to Resources Committee.

The Committee expressed concern about retention. The Deputy Principal reported on Level 3 retention in particular, which has improved significantly, with retention reported at 82% at this time in 2013/14, increasing to 93% currently. A separate report on Level 3 retention had been requested for presentation at the next Resources Committee meeting. The Committee requested that a comment be included on the report to include the changes to the methodology relating to maths and English retention is linked to the Condition of Funding.

ACTION: Director of Contracts and Data Analysis to amend the Learner Performance Report as agreed by the Standards and Curriculum Committee

The Principal reported that a small number of level 3 students had left in favour of an apprenticeship with the Chamber being paid £100 a week giving up the prospect of joining University.

Attention was drawn to appendix 2 and the cohort of 65 in Manufacturing Technologies included 64 sub-contracted apprentices from TRS, which is an area under close monitoring by the College.

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

781 MEMBERSHIP

The Clerk reported that Mrs D Charnock had decided, due to increased personal work commitments, to reduce her involvement with Corporation Committees, which included her resignation from Standards and Curriculum Committee with immediate affect. The Committee accepted Mrs Charnock's resignation and thanked her most sincerely for her valuable contribution to the work of the Standards and Curriculum Committee.

A replacement Governor to serve on the Standards and Curriculum Committee would be identified as soon as possible.

782 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 772 ABOVE)

There were no items of urgent business notified.

783 DATE AND TIME OF NEXT MEETING: 1.00 pm on Monday 11 May 2015.

(The meeting scheduled on 30 May 2015 had been replaced with a Governor Development Session relating to English and Maths)

KEY OUTCOMES:

TEACHING, LEARNING AND ASSESSMENT: OBSERVATION PROFILE: The Committee received a progress report relating to the T,L&A Observation Profile.

PROGRESS REPORTS AGAINST SMART TARGETS: The Standards and Curriculum Committee reviewed the following three SMART Targets reports, which would continue to be closely monitored:

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

REVIEW OF TARGETS: After further extensive discussion by the Standards and Curriculum Committee, the proposed targets for 2015/16 and 2016/17 were approved by the Committee, and recommended for approval by the Resources Committee, which would be followed by full Corporation approval.

COMMITTEE MEMBERSHIP: The Committee accepted Mrs D Charnock's resignation as a Member of the Standards and Curriculum Committee, and thanked her most sincerely for her valuable contribution to the work of the Committee. A replacement Governor would need to be identified as soon as possible.