

**MINUTES OF A MEETING OF THE STANDARDS COMMITTEE**  
**HELD ON TUESDAY 10 FEBRUARY 2009 AT 5.45pm**

**PRESENT:**

Marianne Howarth – Chair  
Alex Brown  
Geoff Hall  
Brian Hambidge  
Jonathon Oldham  
Carol Parkinson

**IN ATTENDANCE:**

Danuta Januszonok – Director of Quality  
Claire Kay – Clerk to the Corporation

The Chair welcomed and introduced Rick Heslop to the meeting. Rick was attending as an observer and potential Associate Member of the Committee. Heather Ridgway was welcomed, Heather was talking to the Committee under agenda item 5.

Members agreed to take the agenda items out of order to assist with the number of visitors to the committee. A revised agenda was tabled.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were noted from Delroy Brown, Jonathon Oldham and Margaret Allen.

2. **DECLARATIONS OF PERSONAL INTEREST IN AGENDA ITEMS**

There were no personal interests declared.

3. **MINUTES**

Minutes of the meeting held on 10 November 2008 were approved and signed.

4. **MATTERS ARISING**

The following matters arising from the minutes were noted:

- The review of terms of reference for the Committee would be completed for the June meeting.
- An additional meeting between February and May had been considered and it was suggested that following the governor training event in January that the expected outcomes of the framework for excellence data would be reported to the residential event in May rather than reporting through an additional committee meeting. This was supported by the Committee.
- The matter arising under item 12 relating to the fall in disciplinaries involving black male students would be reported by the Head of Inclusion under item 7.

5. **CURRICULUM SCHOOL REVIEW PROCESS – HEALTH AND SOCIAL CARE**

Members welcomed Heather Ridgway who presented to members the school review process and how this had helped in the improvement of success rates in the area of Health and Social Care.

Members noted with interest:

- The restructuring of the department in line with levels of provision rather than subject areas;
- The professional development provided specifically within the department to improve the teaching and course management;
- The impact of the introduction of sexual health clinics on the retention rates of students throughout the College;
- The issues facing the students in relation to the CRB process and the impact of this on the success rates of the curriculum area.

Members explored with HR how the process of school reviews might be improved for the future.

Members thanked HR for the insight she had given the Committee. Members had found the presentation very interesting and informative.

*HR withdrew from the meeting at 18:20, David White, Sarah Jordan and Hugh David joined the meeting for the next three agenda items.*

## 6. **ANNUAL REVIEW OF SAFEGUARDING LEARNERS**

The Committee had received a report on the audit undertaken by DW into the procedures the College had in place for safeguarding children and vulnerable learners.

Members noted the legal responsibility the governing body had in relation to safeguarding and how compliant and effective the policy was in addressing these responsibilities. DW reported:

- the number of incidents of referrals and advice was low potentially indicating access to the policy and understanding by staff may not be adequate;
- staff training was available to staff through the CPD centre but the percentage of staff who had been trained in year was low, potentially indicating the basic awareness of the policy was not wide spread;
- the mechanisms for the Board to seek assurances that adequate arrangements were in place needed reviewing.

Members discussed the proposal for a panel involving governors, an independent expert and the lead manager to oversee the policy. It was considered this Committee should be a full standing committee of the Board, meeting twice a year, and agreed to recommend this to the Board. The Committee passed the following resolutions:

- **The Committee note the findings of the interim audit of safeguarding arrangements.**
- **The Committee recommend to the Board the creation of a Safeguarding Panel to advise the governing body on their duty to ensure safeguarding and promoting the welfare of children in accordance with section 175 of the Education Act 2002.**

*DW withdrew from the meeting.*

## 7. **UPDATE ON EQUALITY AND DIVERSITY REVIEW**

SJ updated members on the progress of the implementation of the new Equality and Diversity Policy and Single Equality Scheme.

Members noted the consultation activity currently underway and the improvements made in the areas of representation, training and development, promoting awareness, equality impact assessments and diversity monitoring. Governors were encouraged to engage with the online consultation process and this would be promoted to governors for completion

before 2 March 2009. The final policy was due to be presented to the next committee meeting.

Members noted the report.

## 8. **STUDENT OUTCOME REPORT**

The Committee received an update on the final success rate data for 2007/08. Members noted that the overall long qualification success rates were 72% and short qualification success rates were 90%. Both these were above the milestone percentages set in the 2006/09 development plan (66%, 83%) but the Quality Strategy agreed in December had increased the long qualification success rate expected outcome to 74% for 2007/08.

The focus for improvement moving forward were in the areas of :

- 16-18 NVQ L2 and L3;
- 19+ NVQ L3 and L4;
- the diversity groups indicating lower than average success rates at NVQ;
- the apparent differential in success rates for those students who declare they have a disability.

Members noted in order to achieve the long qualification success rate of 80% for 2008/09 all these issues would need to be considered and actions taken to impact on the overall success rate.

The Committee considered the areas of provision falling below the minimum level of performance. HD reported the final success rate data for construction takes this area of provision out of MLP, indicating 13% of college provision remained below MLP. Members noted this would not qualify the College for a notice to improve but considered the College should be focusing on a reducing trend of provision below MLP. The national benchmark data for MLP was requested to be included in future reports. The issue of AS/A2 provision being below MLP was discussed and members noted the impact of actions taken to address this was not likely to be fully considered until 2008/09 as this was a 2 year programme.

The Committee considered the detail of the report and requested in future the summary of key findings be presented at the front of the report to contextualise the data for members.

Members noted the report.

*HD and SJ withdrew from the meeting. Mike Motley joined for the following agenda item.*

## 9. **EMPLOYER RESPONSIVENESS**

The Committee was updated that the results of the Framework for Excellence survey of employers undertaken in December had yet to be received. The members noted the success in increasing funding in this area and the successful partnership delivery model. The attainment of the Training Quality Standard remains a priority for 2008/09 and members noted the timetable working towards submission in March 2009. The success rate data included in the report indicated WBL provision was comparing well to the sector average and also the average of outstanding colleges.

Members noted the report.

*MM withdrew from the meeting.*

**10. LEARNER RESPONSIVENESS**

The Committee deferred this item to the next meeting due to MA's apologies for the meeting. Members requested the report be revised to focus on key findings and to restrict the amount of detail.

**11. QUALITY IMPROVEMENT PLAN UPDATE**

A report to each meeting had been requested by the Committee to monitor progress against the QIP. Members noted the areas where good progress had been achieved to date and the areas where further attention was needed.

Members discussed the recommendation to re-set the target for 2008/09 due to the slightly lower than expected final success rate data for 2007/08. Although members recognised the original target within the Quality Strategy had been set at 80% on the expectation that 2007/08 actual data would indicate an overall success rate of 74%, they did not accept that changing the target mid year would be beneficial. The overall Quality Strategy aimed for continuous improvement to 84% for overall long qualification success rates by 2011 and as long as the direction of travel was upwards making significant progress towards this long term objective, the in year targets were less important.

DJ reported a more realistic target for 2008/09 was 77% for overall long qualifications and 90% for overall short qualifications. This was noted by the Committee.

Members recognised the work being undertaken to focus on the improvement of teaching and learning to improve success rates and the CPD work with LSIS on training coaches and engaging with mentors.

Members noted the report and requested the report to the next committee include the trends of success rates against national benchmark, and plotting the quality strategy targets and expected future benchmarks for consideration.

**12. REPORT ON STAFF DEVELOPMENT**

DJ presented the report on staff development. An annual review process was undertaken by the CPD team to consider the cost benefit return to the organisation and the impact of staff development on the effectiveness of the organisation. Members noted the termly reporting to Heads of School on the training undertaken by their staff, and the focus on ensuring the workforce reform initiatives were undertaken.

The report indicated the strategic priorities for staff development for the next 12 months and progress against these would be reported to the Committee.

The report was noted.

**13. LSIS CONSULTATION**

The report presented the outlines of the consultation undertaken by LSIS on the National Improvement Strategy.

Members noted the report and welcomed the document as helpful and straight forward in its aims.

**14. OFSTED CONSULTATION**

Members noted the changes to the inspection process summarised in the report.

**15. RISKS ASSIGNED TO THE COMMITTEE**

The risks assigned to the Committee for monitoring in 2008/09 were reviewed by the Committee. An update was provided by management to demonstrate how these risks were being monitored.

Members noted the report. There were no further risks identified during the course of the meeting. The Committee requested the status of the risks associated with the framework for excellence and Ofsted visits in year be reviewed and re-categorised if appropriate for 2008/09 as the Committee considered the risks had been mitigated in year.

**16. CONFIDENTIALITY OF BUSINESS**

There were no confidential items.

**17. DATE OF NEXT MEETING**

The date of the next scheduled meeting was 9 June 2009. Members noted this was the night following the 10 year Anniversary Gala Dinner. The Clerk would circulate members to see if an alternative date could be found.

The Chair closed the meeting at 19:40pm.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_