



## MINUTES OF THE MEETING OF THE STANDARDS BOARD

**Date:** Monday 22<sup>nd</sup> February 2016  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 1715-1900hrs

**Mission Statement:** *"Inspiring Learning, Developing Mind and Character, Building Your Future"*

**Present:** Dr P Anderton (Chair)  
Mr J Boyle  
Cllr Don Clapham  
Mr J Corry  
Mr G Curry  
Ms W Middlemas  
Ms D Taaffe  
Ms J Trembles  
Ms J Gray (Principal)  
Mr M Hodgkinson  
Mr M Cobandag  
Ms M Wakefield

**Together with:** Ms G Yeadon (Deputy Principal)  
Mr A Lloyd (Vice Principal: Information Systems and Resources)  
Ms S Benson (Assistant Principal: Academic)  
Ms T Cooper (Assistant principal: Vocational)  
Mrs A pickup (Director of Finance and HR)

**Apologies:** Mr N Webster

### 27.2016 Preliminaries

The Chair welcomed everyone to the meeting.

Apologies were noted

### 28.2016 Declarations of Interest

None

### 29.2016 Consideration of any items of urgent business.

None

### 30.2016 Minutes of the meeting held on 25<sup>th</sup> November 2015

The minutes of the meeting held on the 25<sup>th</sup> November 2015 were approved

**Action**

**31.2016 Matters arising from the minutes not covered elsewhere on the agenda**

- a) **Destinations Report**-(item 20.2015 from the previous minutes) Deputy Principal explained that information regarding students moving onto prestigious institutions is being collated and will be added to the next Destinations Report.
- b) **Compliments, Concerns and Complaints Report**-(item 69.2015 from the previous Corporation minutes 8<sup>th</sup> December 2015) confirmation amendments have been made to the tables at items 2.2 and 4.2 of the report and circulated to Directors.
- c) **Terms of Reference**-(item 23.2015 from the previous minutes) Clerk confirmed that the changes have been made to the TOR
- d) **Self-Assessment Committee**-(item 24.2015 from the previous minutes) confirmation the Self-Assessment Committee will be chaired by Dr P Anderton.
- e) **ALPS**-(item 61.2015 from the previous Corporation minutes 8<sup>th</sup> December 2015) confirmation that new targets for gifted and talented students will be set using Value Added measure.

**32.2016 Meeting dates**

Directors agreed the meeting dates for 2016-2017 with slight changes which the Clerk agreed to make and re-circulate.

Clerk

**33.2016 Directors CPD**

**Ofsted-presentation delivered by Principal**

The Principal delivered a presentation for Directors on 'Preparing for an Ofsted Inspection' she shared some data results from the North West Region. Generally Sixth Form Colleges have much higher Inspection grades than the general Further Education Sector. Eleven Outstanding colleges have been identified as likely to receive an imminent inspection, Blackpool Sixth Form College being one of them. She explained that there is a very strong focus on maths, English, work experience, careers education, information advice and guidance (CEIAG) in-year progress and data, destinations and impact. Directors carried out an activity in pairs answering ten questions about the college 'How much do you know'? Time was given to Directors to discuss the answers.

*J Trembles joined the meeting*

The Principal informed Directors of inspection grades the college will receive when inspected under the new Ofsted framework. These include, Leadership and Management, Teaching, Learning and Assessment, Personal Development, Behaviour and Welfare, Outcomes for Learners, Overall Effectiveness, plus for Blackpool Sixth, Study Programmes and High Needs Students.

The Principal gave Directors the opportunity to answer and discuss 'critical questions' that Ofsted Inspectors may ask.

## Questions

In response to a question regarding the involvement of Directors in developing the college strategy it was noted that ultimately this is approved by Directors at the February conference and then monitored at every meeting thereafter.

Directors stated the main risks to the college, those being:

- Value Added scores
- Recruitment of dedicated, effective and innovative staff and directors

In response to a question about Directors training it was highlighted that Directors receive ongoing training as part of the Standards Board meetings.

The Principal clarified the preparation tool for Ofsted and asked Directors to use it as an 'Aide Memoire'. She revisited some of the slides from a presentation delivered at the Directors Conference in February and highlighted the findings on the Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis and the priorities for 2015 - 2016, asking 'what have we done?' and 'were we successful', questions likely to be asked at an Ofsted Inspection.

She shared the 'were we successful slides' from the Conference and linked them to the toolkit. It was noted that the Directors involvement in the College Self-Assessment Review (SAR) had been identified as a weakness and this needs to be improved. This has already been identified by the Self-Assessment Committee.

In response to a question about knowledge of progress in specific subjects, Directors were informed that they would not need to know all the details but to have a level of understanding and know where to find the information when needed.

Asked about the role of the Student Director during an Inspection, the Principal explained that they would be given an opportunity to speak to the Inspectors.

In response to a question about the percentage of staff members being observed, it was indicated that possibly slightly less than half of staff will be observed during an inspection.

The Principal provided the following advice to be taken into consideration during inspections

- Be proud of who we are and what we stand for
- Prepare information ready for inspectors in advance, especially that which we already know they will require
- Don't challenge the data, take criticism if necessary
- Understand where we need to improve and what we are doing about it
- Be available to meet with inspectors

It was agreed to set up a shared Google Drive Folder to include the latest information and facts to make it easier for Directors to find the information required. This will include, SAR, College Action Plan, Presentation form the Directors Conference and evidence of Directors Continuing Professional Development (CPD). The Chair stated that this will enhance the systems to allow Directors to identify specific information easier.

Clerk

*M Hodgkinson joined the meeting*

It was agreed to circulate the presentation to Directors for future reference

Clerk

### 34.2016 Governance Self-Assessment

The Chair explained that it is vital that we have a meaningful process to evaluate the collective performance of the Corporation. Three documents had been circulated (paper 7.2, 8.1a and 8.1b) for Directors to draw information from. The Chair proposed a three step outline to produce a succinct framework.

1. Chair and Principal to look at the three documents and produce a meaningful self- assessment framework
2. Self-Assessment Committee will use the framework to self-assess the Board of Directors
3. Final report approved by the Standards Board

The Chair of the Corporation suggested looking at a previous template from the Learning School Improvement Service (LSIS) He agreed to send the document to the Clerk to forward onto the Self-Assessment Committee. Directors agreed to the proposal above.

JB  
Clerk

**D1: Resolved: Directors agreed a way forward to produce the framework to be used by the Governance Self-Assessment Committee as a means of evaluating the collective performance of the Corporation.**

### 35.2016 Teaching, Learning and Assessment

Directors considered a report (paper 9.1) on student progress presented by Assistant Principals: Vocational and Academic. They outlined some key points from the report.

There are three data points to consider, students currently achieving below, on or above their minimum target grade (MTG) based on mock exam results. It was noted that BTEC students are not allocated distinction\* (D\*) throughout the course. They can only be given a pass, merit or distinction and the final overall grade then includes a D\* for those who have gained the highest grades throughout. This has an impact on the 'Working At Grade' (WAG) as none are able to work at the highest available overall grade. When teachers use predicted grades they will have the opportunity to predict a D\* which will have a positive impact on the data.

## Questions

Asked about the colour coded system used to indicate predictions and outcomes it was noted that,  
Red means - declined  
Green means - improved  
Black means stayed the same  
Assistant principals agreed to make it clearer to understand the system in the report.

SB/TC

It was noted that the percentage of students on or above their MTG within each department has increased from 42% to 97%

In response to a question about measuring the accuracy of teachers assessment of students, it was noted that, the definition of WAG had been taken into account and a RAG rating system is used to predict students MTG

Red means - will not meet MTG

Amber means-might meet MTG

Green means -will meet upper end of MTG

It was also noted that attendance is taken into account when predicting MTG

In order to further improve the reliability and consistency of the process staff training has taken place. A quality assurance process is also in place whereby staff and curriculum leaders of each department collaborate measures.

In response to a suggestion about an additional measure for teaching and learning standards based on departments, to look at middle management and tackle underperforming departments it was noted that observations using 'SHOW' methodology to tackle poor performance of departments/subjects are taking place.

In response to a question about no predicted Value Added score WAG for BTEC single IT, the Assistant Principal explained that data was not available at that point.

Asked about how Directors will identify the improvements made since the last report Assistant Principals agreed to highlight the areas of concerns and the improvements made in the next report

TC/SB

In response to a concern about maths WAGs grades which were all red it was noted that predictions in October-February are based on very few assessments and that, these will be more accurate after the mock exams in February. It was also noted that at the moment predicted grades are a good reflection compared to last year.

Chair requested a small briefing paper to include position statements of subjects, especially maths be included in the shared Directors folder.

AL

It was noted that Value Added is high priority and that actions to address negative Value Added are included in the College Action Plan. Directors were informed that MTG for all students is based on ALPS. The transition for changing how the college measures Value Added would be problematic if changed mid-year, but steps are in place to work with SLT, staff and students to prepare for the changes.

**36.2016 Residential Conference**

Directors considered to feedback from the Residential Conference in February 2016 (paper 10.1)

In response to the feedback about the lack of time to discuss academisation in detail Directors agreed a training session to be delivered by John Boyle at a date to be arranged by the Clerk  
Directors agreed to look for an alternative venue for next year's Residential Conference due to the feedback about poor quality of rooms.

Clerk

Clerk

In response to the feedback Directors agreed to invite a wider audience of employers, for example, those who do not already have links with the college as well as those that do.

Directors suggested inviting new employers to the employer network event in June

SLT

A proposal was made and Directors agreed to start the Corporation and Standards Board meetings at 5.30 pm

**37.2016 Review of risks**

Directors felt that risks such as, Ofsted Inspection, Area Based Reviews, results and progress had already been captured, it was confirmed that these have been cited on the Risk register

**Date and Time of next meeting**

Monday 13<sup>th</sup> June 2016 5.30pm

Signed \_\_\_\_\_

Date \_\_\_\_\_