



## MINUTES OF THE MEETING OF THE STANDARDS BOARD

**Date:** Wednesday 25<sup>th</sup> November 2015  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 1715 hrs

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

**Present:** Mr J Boyle (Chair)  
Dr P Anderton  
Mr M Cobandag  
Mr J Corry  
Ms J Gray (Principal)  
Mr M Hodgkinson  
Ms J Trembles  
Mr N Webster  
Ms M Wakefield

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

Mrs K Buddle (Governance Administrator, FCAT)  
Mrs S Hawitt (Governance Administrator, FCAT)

**Apologies:** Cllr D Clapham

Mr D Berry, Mr G Curry, Ms W Middlemas and Mr P Welsh were not present.

|         |   | Action |
|---------|---|--------|
| 13.2015 | <b>Preliminaries</b><br>The Chair welcomed everyone to the meeting, especially Mia Wakefield the new Student Director and Sue Hawitt the new Clerk to the Directors.<br><br>Apologies were received from Cllr D Clapham |        |
| 14.2015 | <b>Declarations of Interest</b><br>None   |        |
| 15.2015 | <b>Consideration of any items of urgent business</b><br>None  |        |

**16.2015 Membership issues**

- a) Mia Wakefield was formerly appointed as the new Student Director

The Chair left the meeting and Dr Anderton took over as Chair for the next item.

- b) The Directors approved the extension to current Chair's term of office until the end of any Area Based Review process in which the college might be involved.
- c) It was noted that Tracey Fish had resigned her position as a Parent Governor.

**16:2015 D1: Resolved: New Student Director approved.**

**16:2015 D2: Resolved: Extension of the Chair's term of office approved.**

**17.2015 Minutes of the meeting held on Tuesday 22<sup>nd</sup> September 2015**

The minutes of the meeting held on the 22<sup>nd</sup> September 2015 were approved.

**18.2015 Matters arising from the minutes not covered elsewhere on the agenda**

- a) **Invitation to Directors for celebratory events** (item 4:2015)  
Directors confirmed they had received invitations to celebratory events.

- b) **Letter of thanks to staff from the Chair.** (item 13:2015) The Chair agreed to formally thank staff for their working commitment and the improvement in outcomes at a lunch organised for 18<sup>th</sup> December 2015.

Clerk

A discussion followed regarding the low attendance at the previous Standards Board meeting, and this had an impact on the Equality and Diversity training which was delivered by the Deputy Principal. The Clerk agreed to forward on slides from the training to all Directors.

*Ms J Trembles joined the meeting*

## 19.2015 Training on the Sharing and Observation Week (ShOW)

The Assistant Principal: Vocational provided a training session for Directors on the Sharing and Observation Week.(ShOW) Directors were informed of the purpose:

- Check the quality of teaching and learning
- Identify and share good practice
- Identify training and support needs

Directors were informed that all departments will be allocated a ShOW week without advanced warning by March 2016. The SLT are trying to replicate Ofsted in terms of grading the performance of departments. During the pilot stage staff will be graded 1-4 using the old Ofsted criteria, this may change to a different model, e.g. ungraded observations in the future.

### Questions from Directors:

In response to a question about the grading system being used during ShOW the Assistant Principal: Vocational explained that, staff are used to the 1-4 grading system previously used by Ofsted so are familiar with this framework. However, SLT want to encourage all staff to focus on good practice as well as areas of improvement which might require a different model.

Asked about staff preferences about the grading system the Assistant Principal: Vocational explained that there was a mix of opinion, some staff were happy some less so.

In response to a question about how the SLT can identify areas for improvements and strengths if the grading system is changed, the Assistant Principal: Vocational explained that observers will have clear criteria to guide them. SLT will train observers to ensure they are secure with the process before it is introduced.

In response to a question about staff perceptions of (ShOW). The Head of Music reported that staff feel positive about the process because it involves the whole department as opposed to individual teaching staff and was felt to be a good experience.

Asked to explain the amount of observations to be carried out and how many weeks of ShOWs, Directors were informed that a possible ten to fifteen observations would be carried out and there will be nine ShOW's over the academic year.

In response to a question about a disagreement regarding the triangulation of evidence, Directors were informed that, dual observations are one way to challenge any disagreements. The Assistant Principal: Vocational went onto explain that there have been very positive outcomes from focus groups and only minor improvements need to be made.

## 20.2015 Destinations Report

The Deputy Principal presented the Destinations Report (paper 7.1) which had been prepared by Stuart Ormson, Head of Student Services. The Principal explained that it was very rare for a college to provide data of this quality and detail. The Chair confirmed this as he had recently visited a number of colleges over the last few weeks and at least half of these would not have been able to provide this kind of information.

It was noted that 81% of students had gone on to Higher Education which was exceptional. A number of these had attending elite Universities linked to particular subject areas. The Deputy Principal agreed to provide a separate section on this in future reports. A significant number of students also applied for apprenticeship

GY

### Questions from Directors:

Asked about the differences between apprenticeships and employment with training, the Deputy Principal explained that apprenticeships were more formal arrangements but employment with training was equally valuable to students.

Asked about why LEP priorities were important the Deputy Principal explained that the college was always looking at qualifications and skills valued by employers in order to prepare young people for employment and to supply local businesses with appropriate skilled workforce. The contribution the College made towards LEP priorities is made on the OFSTED Data Dashboard website.

In response to a comment about the need to support young people not in Education, Employment and Training (NEET) the Principal confirmed that the college worked hard to ensure that students achieved appropriate qualifications for their needs in order to aspire to good careers.

Asked about how Gap year students were monitored in terms of their final destinations Deputy Principal explained that the College attempted to keep monitoring students across the gap year as far as possible.

Directors thanked the Deputy Principal for the report which gave a comprehensive viewpoint in term of final destinations.

## 21.2015 Teaching, Learning and Assessment

Directors considered a report on student progress presented by Assistant Principals: Vocational and Academic.

### Questions from Directors:

In response to a question about who sets the Minimum Target Grades (MTG) Directors were informed that these were developed at point of student enrolment and were based on GCSE results.

Asked about the WAG noted in appendix 1 the Assistant Principals explained that WAG meant 'working at grade' and this was based on key assessments across the year. Determining WAGs and predicted grades in a consistent way poses some problems, the risk being different teachers' judgements may vary. The Principal explained that in order to further improve the reliability of the process links have been made with Rochdale Sixth Form College who had best value added scores.

In response to a question about the accuracy of WAGs across different subjects the Assistant Principals explained that staff had experience in this area and although it might be difficult to accurately assess a student WAG at entry within the first term it became easier to predict as they became familiar with him/her.

In response to a question about the percentage of people below the MTG and what systems are in place to support them, Directors were informed that every student has access to a Pastoral Mentor. This can help to identify issues and drill down on specifics to enable every student the best advantage. Teachers meet regular with Heads of Departments to address any issues.

Directors thanked the Assistant Principals for the report

**22.2015 Student Voice**

Directors considered a report on feedback from students on college matters. It was noted that the report will be continuously updated on the portal so that students are aware of what is happening. Feedback from students demonstrated that the system is appreciated and changes have been made following requests.

The Principal acknowledge the good work being carried out by the Student Council and acknowledge that this was a very mature group.

**Questions from Directors:**

In response to a question about students being aware of the fire alarm whilst wearing earphones, the Deputy Principal explained that there is always a member of staff present to show students off premises in case of a fire.

**23.2015 Staff in Special Measures**

Directors were given a brief verbal update by the Director of Finance and HR regarding special measures. Two members of staff are receiving informal support and attend regular meetings with clear actions set for the future. Two staff were on extended probation but this was likely to end by the end of December 2015.

One member of staff is currently on a formal warning with clear actions and additional support in place. Some departments requiring extra support were receiving CPD.

**23.2015 Terms of reference**

Directors considered and agreed the Terms of Reference with slight changes which the Clerk agreed to make.

Clerk

**24.2015 Self- Assessment Committee**

- a) Following a brief discussion on the Self-Assessment Committee it was agreed that there should be a small group meeting no more than twice a year and should be Chaired by a Director other than the Chair or Vice Chair. The Chair agreed to approach an independent Director to join the Committee

JB

**25.2015 Review of risks**

Directors identified poor attendance at Committee meetings as a potential risk to the work of the Corporation.

**26.2015 | Date and Time of next meetings**

Tuesday 8<sup>th</sup> December 2015 at 5.15pm – Corporation Meeting  
Friday 5<sup>th</sup> February-Saturday 6<sup>th</sup> February 2016 – Residential  
Conference  
Monday 22<sup>nd</sup> February 2016 at 5.15pm – Standards Board

Signed \_\_\_\_\_

Date\_\_\_\_\_