



MINUTES OF THE MEETING OF THE STANDARDS BOARD

Date: Monday 13th June 2016
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.40pm

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

Present: Mr J Boyle
Cllr D Clapham
Mr J Corry
Mr G Curry
Ms D Taaffe
Ms J Gray (Principal)
Mr M Waterhouse
Mr M Cobandag
Ms M Wakefield

Together with: Ms G Yeadon (Deputy Principal)
Mr A Lloyd (Vice Principal: Information Systems and Resources)
Ms E Bellamy (Assistant Principal: Academic)
Ms T Cooper (Assistant Principal: Vocational)

Apologies: Dr P Anderton (Chair) and Ms J Trembles

Not present: Ms W Middlemas and Mr N Webster

38.2016 Preliminaries

John Boyle welcomed everyone to the meeting and took the Chair.

Apologies were noted.

39.2016 Declarations of Interest

None

40.2016 Consideration of any items of urgent business.

None

41.2016 Confirmation of Quoracy

It was noted the meeting was quorate

Action

42.2016 Directors CPD-Marketing and Employer Engagement delivered by, Jon McLeod and Debbi Hodson

Debbi Hodson shared the draft Employer Network Evening programme with Directors which is to take place on 26th September 2016. She explained that the evening will celebrate the links between the college and employers and encourage and foster links with new employers, especially those from larger companies.

All Directors were invited to the event and were asked to become involved by bringing an employer link or two, one new and one already established with the college and to contact Debbi with details by 27th June 2016 so that invitations can be sent out. Directors were also given the opportunity to put forward any ideas for the event.

Questions:

In response to a question about the start time, Debbi explained that Directors will be welcome anytime throughout the evening. The Chair asked the Clerk to remind Directors of the information provided.

Clerk

Jon McLeod explained to Directors the format the evening will take. There will be a short film which employers and students linked to the college can be involved in. There will be a section on employers' and student perspectives - these are yet to be confirmed.

He went onto say that networking is crucial to this event and employers will meet with curriculum staff who will escort them to specialist areas of the college.

It was noted that this event could be used as a platform to celebrate the college's excellent facilities. It was also noted that last year's event was well attended and the college want to build on this success and make it even bigger and better.

Questions :

In response to a question about any gaps in the employment market, it was noted that gaps include, science, technology, engineering and maths (STEM) and media. It was also noted that IT students find it more difficult to find work placements.

Directors suggested using their links to reach out to employers in the local area. It was agreed the Clerk will send out a current employer gaps list to all Directors which Jon and Debbie will provide.

Clerk

Jon McLeod and Debbi Hodson left the meeting

43.2016 Minutes of the meeting held on 22nd February 2016

The minutes of the meeting held on the 22nd February 2016 were approved with a slight change, adding the word 'new' (item 36:2016) which the Clerk agreed to make.

Clerk

44.2016 Matters arising from the minutes not covered elsewhere on the agenda

- a) Shared Folder-**(item 33.2016 from the previous minutes)
Confirmation a shared Google Drive folder named Current Information now contains current information that Directors can access more easily.
- b) Self- Assessment-**(item 34.2016 from the previous minutes)
Confirmation the Learning & Skills Improvement Service (LSIS) document was circulated to the Self-Assessment Committee.
- c) Teaching, Learning and Assessment –** (item 35.2016 from the previous minutes)

Confirmation the colour coded system in the Student Progress report has been made clearer.

Confirmation areas for concern and improvements made since the last report have been highlighted to make it easier for Directors to identify.

Confirmation small briefing paper to include position statements of all subjects, especially maths be circulated to Directors via the shared Google Drive folder.

- d) Residential Conference-**(item 36.2016 from the previous minutes)

Confirmation the Academisation and Area Based review meeting took place on 5th May 2016

Consideration of an alternative venue for the residential Conference has taken place and 'The Villa' at Wrea Green has been confirmed.

Confirmation employers will be invited to the Employability Networking Event in September

45.2016 Teaching, Learning and Assessment

ShOW Results

Directors considered a report (paper 8.1) on Sharing and Observation Week (ShOW) results 2015-16 presented by Assistant Principal: Vocational (AP:V). She gave a brief summary of the report. The ShOW process is almost complete and has shown some really positive outcomes which will inform the Continuous Professional Development (CPD) of college staff. It was noted that ShoW process will be reviewed and slight changes will be made next year based on Curriculum Leaders (CL) and Heads of Departments (HODs) feedback.

Questions:

In response to a question about the particular week SHoW takes place the AP:V clarified the timescale. Each department is given notice on the Wednesday prior to their ShOW week.

Asked about the departures of staff stated in the report the AP: V confirmed they had left of their own volition.

In response to a question about tracking students' results and correlating it to the teaching and learning observations it was acknowledge that, although outcomes are effected very much by teaching and learning there are other factors that influence student outcomes.

In response to a question about how robust the ShOW process is, it was noted that, Senior Leadership Team (SLT) and HoD's have carried out a standardised exercise to moderate the grading system used in ShOW and the Principal has carried out lesson observations of Lead Reviewers. All evidence is triangulated and factored into the final grade. It was noted that, HoD's are not involved in their own ShOW, resulting in a much more independent and objective process than in previous years. This was reiterated by the Principal who said she is delighted with the results.

Asked about the high number of grade 2s in English and Modern Foreign Languages (EMFL), Maths and Business and IT (BSIT) and what is being done to move these to a grade 1. It was noted that the general CPD programme has widened and is linked to ShOW outcomes, there is more sharing of good practice within the college and externally and each teacher is encouraged to reflect on their own teaching as part of their Performance Management Review (PMR) process. It was noted that even staff graded as 1 have an action plan.

In response to a question directed at students about the difference between lesson preparation in the week before SHoW, it was noted that, there appears to be slightly more preparation and lessons seem to be much more clinical for example, more than usual class debates and demonstrations. It was highlighted that, during observations students are asked what they have learnt and marked work is taken into consideration, looking at progress over time. Every student is given a survey to complete, feedback from Student Director was really good.

In response to a question about how a grade 1 or 2 is measured it was noted that, all staff involved in ShOW have undergone training in lesson observation training and moderation exercises, resulting in judgements being standardised.

It was agreed to add lesson observation grading to the list of training for Directors.

Clerk

Student Voice

Directors considered a report (paper 8.2) on the Student Voice presented by the Deputy Principal.

It was noted that the same issues come up year on year regarding the price and quality of food from the catering department. The Principal stated that, the catering manager has completed a comparison with other colleges on both these issues and the outcome was that the prices are significantly lower than other colleges apart from fruit which she has now reduced. A discussion took place about how we can stop the same issues arising with each new cohort, it was suggested that advertising 'you said, we did' from previous years and keeping students up to date with price increases and the reasons why.

It was noted that the caterers had incurred increased costs due to the implementation of the 'Living Wage' and as a result the college was subsidising catering costs for remainder of this academic year to avoid a price rise being passed on to students. It was agreed the Deputy Principal will discuss the price increase and the reasons behind it with students.

GY

Student Support

Directors considered and received a report (paper 8.3) on Student Support presented by the Deputy Principal.

46.2016 Value Added

The Principal presented the Value Added Action Plan following a request from Directors which was received.

47.2016 Compliments, Concerns and Complaints

Directors considered and received the Compliments, Concerns and Complaints report presented by the Deputy Principal.

Questions:

Asked if there is a process for making a compliment and do people know about it, the Deputy Principal explained that the policy is on the college website for everyone to access and clearly states anyone can compliment or raise a concern with any member of staff.

In response to a question about parents' evening and comments made it was noted that internal compliments are not always recorded. It was acknowledged that some compliments might be going unrecorded. Asked about a parent survey, the Deputy Principal informed Directors that although there hasn't been a parent survey this year there will be in the next academic year.

Asked about the anonymity and how responses are captured it was noted that the process is still anonymous, however, an anonymous emailing system may be a useful tool alongside the Whistle Blowing Policy to allow a response to be given.

In response to a question about the categorisation of compliments the Deputy Principal agreed to look at the sections in more detail in order to identify compliments/complaints from specific departments.

GY

48.2016 Strategic Development Plan

Directors noted and approved the draft Strategic Development Plan presented by the Principal. She clarified that the Strategic Development Plan will inform the College Action Plan which will include SMART targets.

49.2016 Draft Reporting and Training Plan 2016-17

Directors noted the draft Reporting and Training Plan for 2016-17 presented by the Principal. She asked Directors to think about training required for 2016-17 other than, Lesson Observation Grading, Safeguarding-e-safety and Area Based Reviews (ABR) update which have already been identified.

Directors

50.2016 Self-Assessment

Directors noted and approved the Directors Self-Assessment Report (SAR) and the Quality Improvement Plan (QIP)

Questions:

Asked about how the judgement has been made regarding governance graded as good, the Principal explained that the Ofsted Leadership and Management criteria was used to make a judgement. Asked about how we move to excellent, it was noted that the weaknesses need to be turned into strengths.

The Chair noted that the process will be very useful in order to critically evaluate the effectiveness of the governing body as a whole.

50.2016 D1: Resolved. Directors approved the Directors SAR and QIP

51.2015	<p>Employer Event Noted previously in the meeting.</p>	
52.2016	<p>Ofsted-Thematic Survey of Study programmes</p> <p>Directors were informed that the college has been selected to take part in a Thematic Survey of Study Programmes by Ofsted on Friday 24th June 2016. Directors were invited to take part in the survey via telephone conversation. The Principal will be in touch with Directors with more information.</p> <p>Directors were also informed that the college will be assessed in science, technology, engineering and maths (STEM) with a view to securing STEM Assured Status.</p>	JG
53.2016	<p>Meeting dates</p> <p>Directors agreed to change the dates of the Spring and Summer Audit and Search meetings due to the absence of the Committee Chairs. It was agreed the Clerk will liaise with both Chairs to decide new dates.</p>	Clerk
54.2016	<p>Area Based Review</p> <p>The Chair gave a brief update of the ABR process to date. The college is in wave 4 of the process with an expected start date of September 2016. He went onto to explain that findings from early waves will soon be in the public domain.</p> <p>The Chair informed Directors that information regarding the options and actions open to colleges as part of the ABR process had now become available including an explanatory letter from the National Schools Commissioner. As a consequence, the Chair and Principal were now close to making some specific proposals regarding the College's position in the ABR but that they would not be ready by next week. Therefore, the meeting of the 20 June would be cancelled. The matter will become an agenda item at a Full Board meeting before the end of term. Clerk to inform all Directors of the cancellation.</p>	Clerk
55.2016	<p>Review of Risks No new risks identified.</p> <p>Date and Time of next meeting Full Governing Body 4 July 5:30 (NOTE CHANGE OF DATE) Standards Board : Tuesday 27th September 2016 5.30pm</p>	

Signed _____

Date _____