



**Mission Statement:** *Inspiring learning, developing character, building futures*

## **MINUTES OF THE MEETING OF THE STANDARDS BOARD**

**Date:** Monday 12<sup>th</sup> June 2017  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30-7pm

**Present:** Mr J Boyle  
Cllr D Clapham  
Mr J Corry  
Ms W Middlemas  
Ms D Taaffe  
Ms J Gray (Principal)  
Mr M Waterhouse  
Mr N Webster  
Ms M Wakefield  
Ms V Blakeman  
Ms C Coyne

**Not in attendance** Mr G Curry  
**Together with:** Ms S Benson (Assistant principal: Academic)  
Ms T Cooper (Assistant Principal: Vocational)  
Ms G Yeadon (Deputy Principal)  
Ms S Hawitt (Governance Administrator (FCAT))  
**Apologies:** Ms J Trembles

		Action
<b>12.2017</b>	<b>Preliminaries</b> In light of the recent resignation of the Chair of the Standards Board as Chair of the Corporation and with the approval of those present John Boyle took the chair and welcomed everyone to the meeting.  Apologies were noted	
<b>13.2017</b>	<b>Declarations of Interest</b> There were no declarations of interest	
<b>14.2017</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>15.2017</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>16.2017</b>	<b>Directors CPD-Lesson Observation Grading-delivered by Tina Cooper</b>	

The Assistant Principal: Vocational provided a training session for Directors on lesson observation grading highlighting the following: Directors were informed that teachers and pastoral mentors are formerly observed at least once per year as part of the Sharing and Observation Week (ShOW) process and awarded a grade for the quality of teaching and learning, it was noted that the graded system in line with previous Ofsted grades is going to continue for a third year to provide further quality assurance. The graded system will be reviewed in again in 2017-18 for 2018-19. It was noted that any teacher achieving a grade 3 or 4 undergoes personalised support as appropriate before being re-observed, which could include, peer observations, continuous professional development (CPD) Head of Department (HoD) walkthroughs. Directors were given examples of what observers look for which included:

- Impact
- Understanding Student needs
- Good subject knowledge
- Stretch and challenge
- Observation of students
- Positive learning environment

*Michael Waterhouse joined the meeting*

Directors were informed that the ShOW process provides benefits for students and staff by; continually improving standards of teaching, learning and assessment and support across the college.

#### **Questions from Directors.**

In response to a question about teachers' personal circumstances, for example, newly qualified or taking over existing underperforming students, it was noted that before each ShOW week a discussion would take place with the HoD to discuss any such circumstances.

Asked about a disagreement in the grade it was noted that teachers can request a re-observation or can appeal against the grade.

In response to a question about the response from teachers it was noted that the feedback from staff has been positive and good preparation for Ofsted.

Directors were informed that the ShOW process is much more of a shared experience than in the past and that whole departments are working together as one team. HoDs not only observe their own staff but observe staff from other departments, as a result best practice is shared amongst the whole team.

#### **17.2017 Teaching, Learning and Assessment**

Directors received and considered a report on ShOW results presented by the Assistant Principal: Vocational. (paper 8.1) She highlighted the improvement in grade 1 and the CPD offered to meet the needs of teachers.

#### **Questions from Directors**

In response to a question in relation to the business studies and information technology (BSIT) decline in percentage grade 1 and 2 it was noted that there have been significant changes to the team which includes some new inexperienced staff.

Asked about a correlation between the quality of teaching and student outcomes it was noted that staff are good at delivering good lessons but in exams sometimes students do not achieve their expected grade. Directors were informed that college staff are far more rigorous with scrutiny of progress over time.

In response to a question about a link between lesson observations it was noted that Pastoral Mentor (PM) observation is slightly different, however the improved Electronic Markbook and Registration Information System (EMRIS) has a notification system where issues can be flagged up to the PMs allowing quicker conversations with students.

In response to a question about staff leaving the college and the link between grades it was noted that some temporary contracts had not been renewed.

Asked about the student voice outcomes and what is the significance to ShOW it was noted that ShOW student focus groups took place in as many courses as possible, student surveys were analysed and reported on in the ShOW report.

AP: Vocational informed Directors that each observation takes approximately 30-40 minutes and is just a snapshot in time, other aspects need to be taken into consideration when making a judgement about the grades.

Directors noted a considerable improvement in grade 1 and combined grade 1 and 2 which shows the process is working and thanked staff for all their hard work.

**18.2017 Minutes of the meeting held on 27<sup>th</sup> February 2017**

The minutes of the meeting were approved

**19.2017 Matters arising from the minutes not covered elsewhere on the agenda**

- a) **Progress Reports**-(item 07.2017 from the previous minutes) confirmation percentage points are included alongside actual numbers in future reports.
- b) **Residential Conference Feedback**-(item 08.2017 from the previous minutes) ) confirmation Directors received an invitation to a talk about apprenticeships with a representative from BAE systems  
Any changes to the Residential Conference 2018 will be discussed at Search and Governance Committee
- c) **Directors' Succession Planning**-(item 09.2017 from the previous minutes) confirmation changes had been made to the Directors' Succession Planning document
- d) **Directors' Succession Database**-(item 09.2017 from the previous minutes) confirmation the document had been changed to an Excel worksheet

- e) **Potential Directors-**(item 09.2017 from the previous minutes) Confirmation recruitment is still a priority and all Board members are actively seeking potential Directors for the board.

**20.2017 Teaching, Learning and Assessment**

Directors received and considered progress to Minimum Target Grade (MTG) (paper 8.2) presented by Assistant Principal: (AP) Academic. She highlighted the percentage of students who are likely to meet/beat their MTG all of which are above college target. It was noted that AS and A2 courses have no benchmark to assist in the prediction of grades due to the subjects still being modular and that staff are working from experience. Almost all subjects will be reformed from September 2017 this will allow a more accurate comparison of data moving forward.

Directors were informed that BTEC year 2 predictions have slightly more accurate data which is not included in the report, however at the time of moderation 82% of students were either meeting/beating their MTG. It was also noted that BTEC Level 2 is under target as a whole cohort, but is within is a 2.5 percentage points of the college target.

**Questions from Directors**

Asked about external moderation in light of no benchmarking it was noted that there are plans in place to set up a moderation programme with other sixth form colleges. Directors were assured that internal mock exams have a process in place for moderating throughout the college. It was also noted that Ofsted expect outcomes to drop this year across the sector.

Directors noted the quality of the report as excellent and asked for the College Glossary of Terms be updated to include new language.

Directors were asked if the reports they were receiving were too much/not enough information and the suitability of the format. It was agreed to bring two types of reports to the next Standards Board meeting in September 2017 for a decision to be made.

Directors asked if the data could be RAG rated on the table it was noted that science and maths would be RAG rated red.

Asked about maths results it was noted that there had been some issues with predicting maths in Yr1/Yr2, however staff are more confident with the latest data drop. Directors were informed that maths is one of the subjects yet to go linear. Directors asked for the next data drop specifically looking at maths.

SLT

SLT

SLT

**21.2017 Student Voice**

Directors received the Student Voice report (paper 9.1) and were invited to ask questions by the Deputy Principal.

Directors were informed that a lock down procedure will be carried out for all students in the summer term.

Student Director confirmed that all the surveys carried out have been good and feedback had been acted upon and the re-structuring of the student council had been very successful.

Directors were informed that the recent survey results (not yet published) had positive outcomes including accommodation, equality and diversity and that students felt safe. Students reported that listening to them was an area for improvement.

#### **Questions from Directors**

Student Director noted that pastoral mentors are very good at feeding back to students, however students do have different viewpoints and not everyone is going to be 100% happy.

Asked about the response rate to the survey it was noted that over 50% of students completed the survey.

In response to a question about reaching the students who are not responding it was noted that some PMs ask students to complete the survey in session time which is proving positive.

Asked about strategies used to improve exam technique/revision it was noted that the success is not yet known especially with the new linear course.

Student Director shared her experience of mock examinations and said she found them very useful. She also stated that lots of revisions classes were available to students and all teachers were available during study leave.

### **22.2017 Student Support**

Directors received the Student Support report (paper 9.2) presented by the Deputy Principal. She highlighted the progress made throughout the year highlighted in green and commented on the amber rating for work experience noting that good advice had been given by Ofsted.

She also highlighted that the target of four one-one sessions for students with individual learning and progression plans ( ILPP) had not been met, however there is a plan in place for these to take place before the end of term.

#### **Questions from Directors**

A discussion followed regarding recruitment of students, Directors were informed that currently the numbers are down by 74 students in comparison to this time last year, however this does represent a slightly higher market share of the total Year 11 cohort in the Fylde Coast –up to 0.8% pp

In response to a question about applications received the Deputy Principal informed Directors that a 'keeping warm task force' is working hard to ensure a positive impact on the take up of places for the academic year ahead.

The Principal re-iterated the incredible work the staff are doing to increase recruitment.

Asked about the involvement of students it was noted that PMs ask all students for feedback into the reasons they came to the college, it was noted that this feedback is invaluable.

It was also noted that the admissions team contact and follow up every application and that the Principal visits every school in the local area. However it was noted that there is no consistent link person with Montgomery High School and Millfield High School and a number of these students are going to Blackpool and Fylde College.

It was noted by the Student Director that the perception of some students is that the expectations of the BSFC is much higher therefore some student lack the confidence to apply. Activities being carried out include, raising aspirations and confidence, two enrolment days, staff going into schools to invite student to the college for advice and guidance

Asked about destinations report from schools it was noted that this should be an action for the Fylde Coast Academy Trust (FCAT) as part of their Key Performance Indicators (KPIs)

Clerk

**23.2017 College Quality Improvement Plan**

Directors received the College Quality Improvement Plan (QIP) Mid-year review (paper 10.1) presented by the Deputy Principal and were invited to ask questions.

Directors noted that the report included good clear data.

*SLT left the meeting*

**24.2017 Directors' Self-Assessment (SAR) and Quality Improvement Plan (QIP)**

Directors were presented with the Directors' Self-Assessment Report by the Principal. She explained the format of the report and highlighted the actions that are to be taken forward to 2018. In relation to issue 3 of the QIP Directors were asked by the Chair to nominate an employer to improve employer and college engagement by the next Corporation meeting on 4<sup>th</sup> July 2017. The clerk agreed to develop a nomination form and distribute to Directors.

Directors were invited to the Employer Engagement Evening on Thursday 5<sup>th</sup> October 2017.

Directors agreed with the overall grade as good, it was agreed to resend the Ofsted definitions of grading so that Directors are aware of what an outstanding grade represents which the Clerk agreed to do

**Questions from Directors**

In response to a question about how the governing body reflect ethnic diversity within the community it was noted that the governing body are mindful of promoting positive recruitment but have struggled in the past with gender diversity on the board, however this is something the Search and Governance Committee strive for.

**24.2017 D1: Resolved: QIP approved by the Corporation.**

Directors  
Clerk

Clerk

**25.2017 Identification of any new risks**

No new risks were identified.

The Principal shared an event with Directors – Music Concert 28<sup>th</sup> June 2017

Asked about other events the Principal agreed to send a list of future events to the Clerk for circulation

Principal/Clerk

**26.2017** **Date and Time of next meeting**  
Monday 25<sup>th</sup> September 2017 at 5.30pm

Signed \_\_\_\_\_

Date\_\_\_\_\_