



ST HELENS COLLEGE CORPORATION

**MEETING OF THE STANDARDS AND CURRICULUM COMMITTEE HELD AT
1.00 pm ON MONDAY 11 MAY 2015
IN ROOM 265, TOWN CENTRE CAMPUS**

MINUTES

MEMBERSHIP:

- * Mrs E Brocklehurst (**Chair**)
- * Dr J Burford
- * Mr N Gribben
- Mrs S Jee
- * Mr J Middlehurst
- Mr P Round

IN ATTENDANCE:

Mr B Dean, Deputy Principal
Mrs V Roberts, Vice Principal (up to Minute number 791 only)
Mrs C Lascelles, Director of Contracts and Data Analysis
Mr M Hodgetts, Teaching, Learning and Assessment Manager (up to Minute number 792 only)
Mrs B Nolan, Director of Business Development (up to Minute number 797 only)
Mrs C Jones, Clerk to the Corporation

Minute numbers 792, 793 and 798 were taken as the first items with the details recorded within agenda order

784 DECLARATIONS OF INTEREST

There were no declarations of interest notified.

785 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs S Jee and Mr P Round.

786 NOTIFICATION OF URGENT BUSINESS

a 14-16 OFSTED Monitoring visit (Principal)

As previously notified to Governors, it was noted that the 14-16 Academy had last week been notified of an OFSTED inspection monitoring visit which was scheduled to take place on 12 May 2015.

787 MINUTES OF THE PREVIOUS MEETING HELD ON 9 MARCH 2015

The Minutes of the above meeting were **agreed** and signed as a correct record.

788 MATTERS ARISING

- a Minute 774 p2 – Minute 774 – Matters arising – Review of predicated 'A' level grades following December mock examinations

This item would be discussed under the separate agenda item at today's meeting relating to 'A' levels.

- b Minute 775 p3 – Teaching, Learning and Assessment: Observation Profile

The Clerk had circulated the T,L&A presentation to the Committee Members. The Chair of the Standards and Curriculum Committee had undertaken a learning walk, with other members of the Committee also invited to participate.

A report on grade 4 observations had been provided under the T,L&A presentation.

- c Minute 776 p3 – Pastoral Care: progress report

The matters arising from the above minute relating to parental involvement in Pro-Portal was presented as a separate agenda item at today's meeting.

789 PRO-PORTAL: PARENTAL INVOLVEMENT

As requested at the last meeting, the Principal presented a report which evidenced the parental take-up of access to Pro-Portal which provided the ability to access the ProMonitor student tracking system in order to view their son/daughter's records relating to progress and attendance information. It was reported that the small numbers of parents who accessed Pro-Monitor had been disappointing totalling 13% participation across all departments. A number of actions had been identified to increase participation, the details of which were outlined in the presented report. It was **agreed** that the target for parents' participation in Pro-Portal for 2015/16 should be set at 30%, noting that the traditional communication methods would remain.

The Pro-Portal parental involvement report was accepted by the Standards and Curriculum Committee.

790 COMMITTEE'S TERMS OF REFERENCE: PROPOSED CHANGE OF QUORACY ARRANGEMENTS

The Clerk proposed that, following the reduction in membership of the Standards and Curriculum Committee, from 7 to 6 members, that the quorum be reduced from 4 to 3 members, 2 of whom should be Members of the Corporation.

This proposal was approved by the Committee and recommended for approval to the Corporation.

ACTION: Clerk to present the Committee's proposal to the Corporation to reduce the quoracy of the Standards and Curriculum Committee from 4 to 3 members, 2 of whom should be Members of the Corporation

791 HE STRATEGY

Mrs V Roberts, Vice Principal, presented the College's revised draft HE Strategy which has been out to consultation with SLT, Heads of Departments and student representatives. The HE Strategy expands on the Strategic Plan and will be made available to the full Corporation. The Committee requested that the names of some of the College's significant employers be added to the penultimate paragraph on page 3 to sit alongside the partner universities. A source reference will also be included to the qualification levels quoted at the top of page 7. The developmental opportunities that have taken place since production of the report were summarised and need referencing in the Strategy, with the section on employability on page 16 to be further strengthened as a College unique selling point. The new College website is scheduled for May 2015 and this will be referenced in the report.

The HE Strategy was approved by the Standards and Curriculum Committee.

792 TEACHING, LEARNING AND ASSESSMENT: PROGRESS REPORT (including the *Marginal Gains* project)

Mr M Hodgetts, Teaching, Learning and Assessment Manager, had been invited to attend today's meeting to provide an update on the Teaching, Learning and Assessment observation profile.

The overall TL&A observation profile was reported as follows:

Grade 1 = 25%, Grade 2 = 67%, Grade 3 = 7% and grade 4 = 1%.

209 observations have been completed as at 23 April 2015, with

90 observations to be completed. Many positive comments have been received from HE staff about the recent changes in the observation process.

Following a question from the Committee, it was confirmed that some HE staff also teach FE and visa versa, but that they would only receive one observation.

The observation figures in the 14-16 SEF need to be correlated against the 14-16 observation graded presented today. The swivl tool to support improvement in teaching, learning and assessment was demonstrated to the Committee.

An update was also received relating to the TL&A marginal gains project which is being run for T,L&A and also in some departments. Following a question from the Committee, it was confirmed that staff access can be monitored with all progress recorded on staff CPDs records. Two of the July CPD days are to be devoted to promotion of the Marginal Gains Tool. The Observation Policy is proposed as moving to a process of 'observation over time' which would enhance the evidence for judging teaching over time rather than on a snapshot of classroom teaching.

The Chair of the Committee had recently attended a Teaching, Learning and Assessment observation with feedback provided to the Committee.

The Teaching, Learning and Assessment observations profile progress report, along with progress of the Marginal Gains tool, was accepted by the Standards and Curriculum Committee.

Mr M Hodgetts left the meeting at this point

793 14-16 ACADEMY: REVISED SEF

Mr N Gribben, Vice Principal, on behalf of Ms C Kerr, 14-16 Academy Headteacher, presented a revised SEF, which follows the presentation of an earlier draft to the Committee. The proportion of students known to be eligible for the pupil premium was reported as high at 38% compared with the national average. At 29% the proportion of students that require SEN support was also reported as higher than the national average. It was noted that the format of the SEF mirrored the criteria that is applied through the OFSTED inspection process.

Following a question from the Committee about the corrective action being taken to improve the areas of identified weakness, it was confirmed that action was being taken to address all areas, with the details outlined.

The impact on the remainder of the College following the introduction of the 14-16 Academy has been significant with regard to the sharing of good practice, cultural and teaching methods for the different age cohorts.

The 14-16 Academy revised SEF was accepted by the Standards and Curriculum Committee.

794 'A' LEVEL ACADEMY: PROGRESS REPORT

Mr B Dean, Vice Principal, on behalf of the 'A' level Academy manager, presented the 'A' level progress report, which was supported by a separate headline report, which had been emailed to the Committee. The report included the outcome from the student mock examinations undertaken in March 2015 for each subject. Second line marking is now underway across the majority of subjects and is proving to be a useful process. Current estimations are that 92% (47/51) will achieve a grade in their subjects, with the projects achievement (pass) rate estimated to be around 94%. Some external work is underway in classrooms as part of assessment processes.

Parents' evening was held on 30 April 2015, with parental support increasing. Many additional lessons were offered to students over Easter, with twilight sessions also offered.

Following a question from the Committee about whether the 64% predicted to reach their ALPS targets was good, this would be further clarified.

ACTION: Deputy Principal to confirm whether the 64% predicted to reach their ALPS targets was good, and to circulate the details to the Committee

Interview sessions are continuing for the 2015 entry with an additional 60 students planned.

The 'A' Level Academy progress report was accepted by the Standards and Curriculum Committee.

795 SAR: QUALITY IMPROVEMENT PLAN: PROGRESS REPORT

Mr B Dean, Deputy Principal, presented the SAR: Quality Improvement Plan: progress report.

The Committee asked about learning walks, and it was confirmed that there were 3 learning walks undertaken on average per week by each Head of Department. Following a question from the Committee about retention rates for level 3 as reported in the QIP as compared to that reported at the last meeting, and these figures would be further clarified.

ACTION: Deputy Principal to clarify the Level 3 retention figures quoted in the QIP as compared to that reported at the last meeting, and to report the details to the Committee separately

It was reported that attendance remains an ongoing challenge, with SLT and HoDs involved in the punctuality rota early morning. The programme team self-assessment process is being reviewed, to include, as directed by Governors at the annual planning conference, a self-assessment of employability to be included in the SAR for all 16-18 programmes, and also an assessment against British values.

The SAR: Quality Improvement Plan progress report was accepted by the Standards and Curriculum Committee.

796 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance Report.

The reported improved retention position for 16-18s was discussed by the Committee, with a health warning that this position could change. The Director of Business Development outlined the various processes for monitoring apprenticeships. In summary, Construction and Engineering have only a few students remaining to achieve; Health and Social Care have more students to achieve; 79 students remain from TRS, all of which are being closely monitored, with no evidence identified that indicated any problems with TRS achieving timely achievements.

The Learner Performance report was accepted by the Standards and Curriculum Committee as presented, which included the updated Performance Dashboard, with the new format of the Dashboard welcomed by the Committee. It was **agreed** that the updated Dashboard would be presented to the Committee at every other meeting.

797 TAKING WORKPLACE LEARNING TO ‘OUTSTANDING’: PROGRESS AGAINST ACTION PLAN

The Director of Business Development presented progress of the Workplace Learning Action Plan, highlighting the progress which was detailed in ‘red’.

It was noted that the updates were primarily focused on the development of etrack, with some mobile ipads and tablets being purchased for Assessors in order to capture digital signatures and cut down paperwork, following a positive trial.

It was noted that Traineeships as a lead into apprenticeship programmes were working well. The use of online learning materials to deliver functional skills, was currently being reviewed with the details outlined.

A contract has been secured to deliver some Peel Port Engineering apprenticeships for approximately 10 places, which was warmly welcomed by the Committee. An update was also received about Higher Apprentices opportunities, with Whiston Hospital expressing an interest in the College providing a Level 4 Professional Administration framework.

The Taking Workplace Learning to 'Outstanding' progress action plan was accepted by the Standards and Curriculum Committee.

798 PROGRESS REPORTS AGAINST SMART TARGETS

Mr N Gribben, Vice Principal, presented the following progress reports against SMART targets:

798.1 English and maths: It was reported that 27% of students are identified as being 'At risk' with regard to GCSE English within Pro-monitor, with full support being provided to support the students to achieve. Compliance with the Condition of Funding regulations are being progressed. It was reported that approximately 40% of all achievements for 16-18s in the College is Functional Skills English and maths and this will impact on the overall success rate position which was not fully considered at the time when the Corporation set and agreed the success rate targets. The College is working very hard to minimise the impact of the new measures on the overall success rates with the ongoing challenge for the College in this area acknowledged by Governors.

798.2 Hairdressing and Beauty Therapy: The Committee raised the reported increase in the numbers of students identified as 'high risk' which will continue to be closely monitored. The pressures placed upon the pastoral tutors were discussed by the Committee, with the pastoral care workloads now more spread out to all tutors within the department to increase accountability.

798.3 Arts FE: The larger number of student withdrawals in relation to some curriculum areas were discussed by the Committee, with the IAG for Extended Diplomas to be supported by an educational alternative eg apprenticeships for those students who are more focused on entering the world of work.

The progress against SMART targets reports were accepted by the Standards and Curriculum Committee.

Mr N Gribben left the meeting after this agenda item

799 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 786 ABOVE)

a 14-16 OFSTED Monitoring visit (Principal)

This item was taken under Minute Number 786 above.

800 DATE AND TIME OF NEXT MEETING: 9.00 am on Monday 8 June 2015.

KEY OUTCOMES:

HE STRATEGY: The HE Strategy was approved by the Standards and Curriculum Committee.

TEACHING, LEARNING AND ASSESSMENT: OBSERVATION PROFILE: The Committee received a progress report relating to the T,L&A Observation Profile along with an update on the application of the Marginal Gains Tool.

14-16 ACADEMY: REVISED SEF: The 14-16 Academy Revised SEF was accepted by the Standards and Curriculum Committee, with the progress of the 14-16 Academy continuing to be closely monitored by the Standards and Curriculum Committee.

'A' LEVEL ACADEMY: The progress of the 'A' Level Academy continues to be closely monitored by the Standards and Curriculum Committee.

TAKING WORKPLACE LEARNING TO 'OUTSTANDING': PROGRESS AGAINST ACTION PLAN: The Taking Workplace Learning to 'Outstanding' progress continues to be closely monitored by the Standards and Curriculum Committee.

PROGRESS REPORTS AGAINST SMART TARGETS: The Standards and Curriculum Committee reviewed the following three SMART Targets reports, which would continue to be closely monitored:

- English and maths
- Hairdressing and Beauty Therapy
- Art and Design FE provision.

SAR: QUALITY IMPROVEMENT PLAN: PROGRESS REPORT: The SAR: Quality Improvement Plan progress report was accepted by the Standards and Curriculum Committee.