

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF STANDARDS AND PERFORMANCE MONITORING COMMITTEE MONDAY 21 NOVEMBER 2011

Present:	Jeremy Moore	Chair of Governors
	Julia Morris	Governor
	Martin Penny	Principal
	Kayleigh Pitts	Student Governor
	Andy Tyers	Staff Governor
In attendance:	Charles Anderson	Deputy Principal
	Imogen Cork	Student Observer
	David Jackson	Clerk to the Corporation
	Hazel Slwirzynska	Vice Principal Corporate Services

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest other than Julia Morris reminded the meeting she was head of Kineton school.

3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The minutes of the meeting held on 7 November 2011 be regarded as correct and signed by the Committee Chair.

4. MATTERS ARISING

Item 12 IQER

The Deputy Principal presented the final report following the IQER review and indicated that the College had in place an action plan to pick up on issues arising from the recommendations. It was noted that there were no essential recommendations and the College was working on those which were desirable and some of which had already been addressed.

It was resolved **THAT:**

The Committee note the report and the actions taken.

5. LEARNER RESPONSIVE & SUCCESS RATES 2010/11

The Chair introduced the item by thanking the Deputy Principal for the executive summary which accompanied the report which proved very useful to members in advance of the meeting. The Deputy Principal then moved to working through the report and responding to questions from members. The Committee recognised that there was an improvement in a number of areas but AS remained a concern. The Committee commented that retention was what appeared to be bringing the success rate down.

It was resolved **THAT:**

The Committee record their satisfaction with the success rates for 2010/2011 and look forward to further improvement when the levels are published for 2011/2012. The Committee urged College management to monitor closely the progress of students during the academic year.

6. EMPLOYER RESPONSIVE

The Deputy Principal presented the success rate for apprenticeships and train to gain provision and indicated that he thought it likely that the final report for the academic year 2010/2011 would show further improvements. The Chair commented that the success rates were stunning and asked that the relevant staff be congratulated on the achievement.

It was resolved **THAT:**

The Committee record satisfaction with the significant improvement in success rates for all the employer responsive programme.

7. ATTENDANCE REPORT 2010/11

The Deputy Principal commenced by reminding the Committee that the target for attendance was 90%. In the year to date the College was running at 90.69%. The final figure for 2010/2011 was 86.72%. Although disappointing for 2010/2011, the figures for 2011/2012 were thought to be encouraging by the Committee. The Chair questioned whether the new mentoring process was having an impact on attendance. The Deputy Principal indicated that he thought that this was the case.

It was resolved **THAT:**

The Committee whilst disappointed with the actual attendance for 2010/2011, look forward to the improvement in the attendance for 2011/2012 being continued to year end and encourage the Deputy Principal to ensure that the attendance is regularly monitored throughout the year.

8. COMPLAINTS & COMPLIMENTS REPORT 2010/11

The Principal presented the Complaints and Compliments report for 2010/2011. indicating that complaints were down and apologised for the small amount of compliments. He felt that the College received many compliments throughout the year but was not good at capturing these. The Committee discussed a range of options for improving the capture of compliments from a box on the website to a comments box in the restaurant. Looking at the complaints the Committee felt that there were no serious issues or trends that need further clarification and it was very good to see the fall in the number of complaints.

Finally the Committee looked at any potential barriers to making complaints and were satisfied with the present system.

It was resolved **THAT:**

The Committee take satisfaction from the report and look forward to a continuing downward trend in complaints for 2011/2012.

9. LESSON OBSERVATION DATA 2010/11

The Deputy Principal presented the report on lesson observations that were conducted during the previous academic year indicating that College managers have observed over 150 sessions. Of the sessions observed, 89% were judged to be good or better. Information from the lesson observations are now fed into the annual teacher appraisal review cycle in June and now becomes an integral part of CPD planning for the next academic year. The Chair queried why there were fewer observations than the previous year. The Deputy Principal said the matter had already been taken up with the curriculum managers.

The Deputy Principal went on to say that there was inconsistency in the way that lesson observation were undertaken across the College and training has begun to rectify this, which in turn could lead to a decline in the number of grade ones being seen in 2011/2012 as we become more rigorous. He finished by saying that lesson observations would still feature in the new Ofsted framework with walk-in sessions also being undertaken without any feedback being given to staff.

It was resolved **THAT:**

The Committee remained concerned that not all staff had been observed and asked for this to be taken up with the curriculum managers and the progress be reported to the next meeting to ensure they are all observed in 2011/2012.

10. VALUE ADDED REPORT

The Committee examined in some detail and questioned the Deputy Principal on the information contained within the report which still gave a negative overall score for the College. It was recognised that A Levels were improving. The Committee commented that the information was worrying in relation to Drama, and Media, and was not consistent with success rates. The Deputy Principal commented that he did have some concern that College staff may be tough on some marking compared to other colleges for National Diplomas. Some teams have very high expectations for students and although they were subject to external verification, it was not common practice to be told that we have over marked.

The Chair questioned whether it was viable to have some internal moderation. It was acknowledged that some did take place and the College is now looking at some external verification from distant colleges. The Committee recognised that the overall grade profile had not deteriorated.

It was resolved **THAT:**

The Committee recorded satisfaction that overall value-added had not deteriorated and encouraged the Deputy Principal to continue to improve the value-added grade profile for the College.

11. POINT SCORE DATA 2010/11

The Committee considered the points for 2010/2011 compared to 2008/2009 and 2009/2010 which showed continual improvements particularly in the last year. Information from other colleges will not be available till January. The data was already being used in the presentations to parents and is well above the national average.

It was resolved **THAT:**

Staff be congratulated on the significant improvement in the point score data.

12. RETENTION REPORT 2011/12

The Chair asked the Deputy Principal how confident he was that all the early leavers had been captured. Whilst expressing the view that most would have been captured, he could not confirm this. Notwithstanding this

It was resolved **THAT:**

The Committee record its satisfaction at the increased retention rates for 2011/2012.

13. WITHDRAWAL REPORT 2011/12

After giving consideration to the withdraw report for 2011/2012, the Committee expressed satisfaction with the way the data was presented and that the information was being highlighted to staff, and very much hoped that this would lead to an improvement in the withdrawal rate.

It was resolved **THAT:**

Levels 3 and 4 vocational programmes remain a cause for concern. A further report was requested for the next meeting with some clarification over the numbers which were not always consistent with the report.

14. RECRUITMENT REPORT 2011/12

The Chair questioned the Principal as to how confident the College was that the data was correct. The Deputy Principal responded by saying that it was known that there was problems nationally with the software being used to generate data. However he was fairly confident that the information seemed about right for 16 to 18 year olds, not necessarily in terms of cash but in terms of numbers. It was important that the College recruited well in the 16 to 18 age range which should have a positive impact on College finances for 2012. The College was currently going against the national trend for 16 to 18 year olds with some colleges reporting a fall in recruitment.

It was resolved **THAT:**

The Committee look forward to seeing improved data at its next meeting and the situation was looking good at the present time.

15. REPORT OF LEARNER CONFERENCE OCT 2011

The Vice Principal Corporate Services presented a report on what has been done since the October 2011 Learner Conference by way of you said we did reports. The Committee recognised the importance of the conferences as a method of remaining in contact with the learner. The Vice Principal Corporate Services was very pleased to note the comments around the safe environment. She went on to say that she very much hoped that it would be possible at future events to get the students involved into building solutions into the problems raised. The Chair commented that the Governors were a ready source to talk about careers to students. The Principal commented that some departments already had strong links with some organisations but would like to see if this could be extended to involve Governors.

It was resolved **THAT:**

The Committee welcomed the report and recognised the value of Learner Conferences as a valuable channel of communication for the learner voice.

16. CORRESPONDENCE

The Deputy Principal informed the meeting that the College had been selected to participate in an Ofsted Live Pilot on the Revised Inspection Framework and this would take place early in the new year.

He went on to outline the major difference between the old and new and that Governors would be briefed further shortly.

It was resolved **THAT:**

The Governors look forward to a more detailed briefing in the future.

17. ANY OTHER BUSINESS

Following on from the SAR discussion at the previous meeting, the Staff Governor queried to what extent the environmental factors were taken into account when preparing the SAR. Some areas whilst working on projects found access barred from key sites. The Principal asked that the matter be discussed further outside of the meeting as procedures were in place to prevent this.

It was resolved **THAT:**

The matter be discussed further outside the meeting and a report made to the next meeting if necessary.

18. DATE OF NEXT MEETING

It was resolved **THAT:**

The Committee meet again on **Tuesday 28 February 2012 at 8.30am** and no additional items of business were identified.

CONFIDENTIAL ITEM

19. LESSON OBSERVATION 2011/12

The Committee were appraised on its Grade 3/4 lesson observations undertaken in the year to date and the actions taken.

It was resolved **THAT:**

The Committee welcomed the report and the actions taken.