

# STRATFORD-UPON-AVON COLLEGE CORPORATION

## MINUTES OF STANDARDS & PERFORMANCE MONITORING COMMITTEE THURSDAY 5 NOVEMBER 2009

<b>PRESENT:</b>	Jenny Andrews	Committee Chair
	Jack Mertens	Student Governor (arrived 08.50)
	Julia Morris	Governor
	Martin Penny	Principal (arrived 09.10)
	Andy Tyers	Teaching Staff Governor
<b>In attendance :</b>	Charles Anderson	Deputy Principal
	Tim Astbury	Assistant Principal, Curriculum
	Jill Hayward	Director of Quality and Staff Development
	Janet Kidson	PA to Clerk to the Corporation

### 1. WELCOME TO NEW MEMBERS / APOLOGIES

- a) Jack Mertens, Student Governor, was welcomed to his first meeting of the Committee;
- b) Apologies were received from David Jackson and Hazel Skwirzynska. Cedric Irankunda, Student Governor, did not attend the meeting.

### 2. DECLARATIONS OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which Julia Morris reminded members that she was Head of Kington High School.

### 3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The minutes of the meeting held on 4 June 2009 be regarded as correct and signed by the Committee Chair.

### 4. MATTERS ARISING

It was resolved **THAT:**

Any matters arising from 4 June 2009 meeting not related to the College Self-Assessment Report would go to the main Committee meeting on 3 December 2009.

### 5. COLLEGE SELF-ASSESSMENT REPORT FOR 2008/09 AND DEVELOPMENT PLANNING PROCESS FOR 2009/10

Jill Hayward, Director of Quality and Staff Development, presented the draft College Self-Assessment Report for 2008/09 and Development Planning Process for 2009/10, together with a timeline for the Self-Assessment Report. The 113 page SAR document had been emailed to members owing to its length and a hard copy was available to view at the meeting.

The timing of this meeting was critical as an electronic version of the SAR had to be despatched to the Learning and Skills Council on 30 November 2009. Jill Hayward stated that the SAR compilation was running well to schedule but a mid-November meeting would have seen a fuller version of the SAR.

- The Deputy Principal was working on the Leadership and Management SAR which would not be finalised until all other areas were complete.
- In a year of economic down-turn, the College had seen improvement.
- All areas of the College were now looked at, including Business Support Staff who achieved two Grade 1s and one Grade 2 in their areas.
- It was suggested that key areas of this long document be sent to Governors and they could request more information where required. Normally the full document came to this Committee, with a précis going to the Corporation. Each SAR section had a summary page which was very meaningful and, when completed, indicated that all the work had been carried out.
- In the past concentration had been aimed at Grade 3 and areas of concern. It was thought that Maths and Science would remain a Grade 3; however, Maths, Engineering and Computing/ICT had seen improvements.
- International was not included in the SAR as it was self-funded.

- Higher Education would be reviewed in 2011 and included in Inspection.
  - The Chair queried how the system was regarded within the College and noted the large amount of work that went into the SAR. The Teaching Staff Governor commented that the SAR was welcomed and mainly taken seriously in his area as it involved all members of staff and reflected what worked well and work still to be done. He also queried whether Business Support Staff and Technicians realised the impact they had on students.
  - The Management Review meetings held termly by the Assistant Principal, Curriculum strengthened the SAR process.
  - The importance of Link Governors discussing the SAR for their area was stressed by Committee Members.
- It was resolved **THAT:**
- a) The draft College Self-Assessment Report for 2008/09 be endorsed;
  - b) Committee meetings to discuss the SAR in future be scheduled for mid-November;
  - c) Governors and Managers be reminded of discussing the area SAR in their link meetings.

## **6. SELF-ASSESSMENT REPORT FOR 2009/10**

The Deputy Principal outlined to the Committee changes to the College Self-Assessment Report for 2009/10 and the new Inspection Framework:

- Reporting of SARs would be more streamlined, meaningful and less onerous.
- Should Ofsted stay with a 4-year Inspection cycle, the College's Inspection was likely to be Spring 2011, with three weeks' notice being given, which made the current academic year the last full year for judgement.
- The five themes of Every Child Matters were still paramount.
- The impact upon grades of any issues arising from Child Protection and Equality and Diversity.
- Inspectors would now carry out more lesson observations and make recommendations on how things should be improved. Each inspection report will have a Record of Main Findings for 5 main courses, each with 5 grades for different learners, and will appear at the back of the College report. A short report will be made on each curriculum area, mainly based on achievement, and graded.
- Students will be given an email address to contact Inspectors directly with comments about the College; however, this has so far resulted in a low response from students.
- A local College was being inspected the following week and the outcome would be awaited with interest.

It was resolved **THAT:**

The on-going importance of the work of the Standards and Performance Monitoring Committee be recognised in relation to Ofsted Inspections.

## **7. TERMS OF REFERENCE**

This item was moved to later in the agenda pending the arrival from London of the Principal.

The Committee reviewed the revised Terms of Reference for the Standards and Performance Monitoring Committee that had been discussed at the Corporation meeting on 24 September 2009 following the changes in certain Committees' responsibilities.

It was noted that Safeguarding, Child Protection and Equality and Diversity had now moved to the General Purposes Committee and, following discussion,

It was resolved **THAT:**

The Terms of Reference for the Standards and Performance Monitoring Committee be recommended to the Search Committee for approval.

## **8. DATE OF NEXT MEETING**

It was resolved **THAT:**

The Committee meet again on **Thursday 3 December 2009 at 8.30am.**