

# **THE SIXTH FORM COLLEGE, SOLIHULL**

## **Curriculum & Quality Committee**

Minutes of a meeting held on Tuesday 27 September 2016 at 4.30pm.

**Present:** Luke Millard (Chair), Abid Butt (Vice-Chair), Paul Ashdown, Rona Miller, Jack Redfern

**In attendance:** Martin Sullivan (Vice-Principal), Sonia Wood (Assistant Principal i/c E&D)

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

**1 Apologies** were received and accepted from Fiona Dennis-Stephens.

### **2 Declaration of Interests, Presentation of Papers, College Mission**

The Clerk must be informed of any changes to governors' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and/or personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of members present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, an Acting Clerk will be appointed for that part of the meeting.

*Resolved:* there were no declarations of interest.

Governors noted the College Mission and guidance on presentation of papers.

**3 Minutes of previous meeting held on 10 May 2016** were agreed and signed.

### **4 Matters arising**

Item 8, Subject & Entry Criteria: the criteria for 2017 entry had been adjusted slightly over the summer. Copies of the new Prospectus were tabled.

Items 9 and 14, Curriculum Reform: specifications for MFL, Geography and RS were finally approved for first teaching in September 2016.

Item 12, Governor Self-Assessment 2016: the questionnaire had been amended to reflect the change in the Common Inspection Framework, and completed by governors as planned. A summary of responses is included at agenda item 10.

### **5 College Leadership Structure Chart for 2016/17**

Paul Ashdown reported that the structure was not very different to last year. Sandra Rowland has been appointed to the Quality Team.

### **6 Examinations Report 2016**

Confidential item, minuted separately.

*Resolved:* that Curriculum Leaders of those courses which have outstanding performance will receive congratulatory letters from the Committee

*Resolved:* the Committee recommends to the Corporate Board that the targets for 2016/17 and the outline criteria for the final target in 2020 be approved.

## **7 Update on SAR Process for 2016/17**

For 2016/17, the SAR will include personal development, behaviour and welfare as a new category. The Clerk informed governors that a briefing on the new Common Inspection Framework will be provided at the next Corporate Board meeting.

## **8 Annual Reports 2015/16**

8.1 Complaints: the number of complaints is very small. It was noted that there are no trends or issues to be concerned about.

8.2 Student Discipline: confidential and minuted separately.

8.3 Trips & Visits: the excellent range of activities, which involves a lot of investment of time by staff, was noted.

8.4 Commendations: confidential and minuted separately.

8.5 Student Attendance: confidential and minuted separately.

8.6 Student Engagement: Sonia Wood said that much of the data in this annual report had been provided in summative reports to the Committee during last year. Rona Miller commented on a favourable report. Luke Millard commended the variety of ways used to obtain feedback from students.

8.7 Student Retention: the improvement was commended by the Committee.

8.8 Lesson Observation Group: confidential and minuted separately.

8.9 Teaching, Learning & Assessment Group: confidential and minuted separately.

## **9 Plans for Learning & Development Ambassadors and Lesson Observation Group for 2016/17**

Confidential and minuted separately.

## **10 Governor Self-Assessment**

10.1 Review of Meetings 2015/16: a suggestion had been made for a future agenda item regarding Aspire, and this had been actioned at the Board meeting in December.

10.2 Individual Governor Reviews 2015/16: confidential and minuted separately.

10.3 Performance Indicators 2015/16: confidential and minuted separately.

10.4 Analysis of Self-Assessment Questionnaires: confidential and minuted separately.

10.5 C2 section of governance SAR and progress on quality improvement plan: confidential and minuted separately.

## **11 Terms of Reference**

No changes are proposed to the current terms of reference.

*Resolved:* the Committee recommends the terms of reference to the Board for approval.

## **12 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 6 Exams report; all documents for item 8 Annual reports and minutes for 8.2, 8.4, 8.5, 8.8 and 8.9; item 9 Plans for LDAs and LOG 2016/17; all documents for item 10 Governor self-assessment and minutes for 10.2, 10.3, 10.4 and 10.5.

## **13 Review of the Meeting**

Four out of a possible four completed forms were returned, with positive responses and no additional comments or requests.

## **14 Date of next meeting:** 29 November 2016 at 4.30pm

**Note:** the College is working through the Investors in Diversity process. Governors have been asked to complete the online questionnaire, which is also being completed by staff, students and other stakeholders. The induction day is 17 November 2016: Abid Butt, Luke Millard and Jack Redfern expressed their interest in attending.

The meeting closed at 6.05pm.