

THE SIXTH FORM COLLEGE, SOLIHULL

Curriculum & Quality Committee

Minutes of a meeting held on Tuesday 22 March 2016 at 4.30pm.

Present: Luke Millard (chair), Paul Ashdown, Duncan Bryson, Fiona Dennis-Stephens

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Martin Sullivan (Vice-Principal)
Sonia Wood (Assistant Principal i/c Quality/E&D)
Mike Padbury (Assistant Principal) for item 3
Elizabeth Baker (Assistant Principal) for item 4
Trevor Irving (Assistant Principal) for item 11

1 **Apologies** were received and accepted from Abid Butt, Abbie Lenihan and Rona Miller. Apologies for lateness had been received from Fiona Dennis-Stephens. Trevor Irving is on a College trip and should be at the meeting in time for agenda item 11.

2 **Declaration of Interests**

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and 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 the members of the Board present at the meeting.

Resolved: Duncan Bryson declared an interest as he is the NUT representative on the Joint Staff Group.

Resolved: Janice Hamilton declared an interest in item 8 as she prepared the document and will present in her role as Vice-Principal. Janet Parkes will be Acting Clerk for this item.

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

3 **Student Mid-Year Attendance Report**

Mike Padbury presented the report. Confidential item, minuted separately.

4.43pm Mike Padbury left the meeting.

4 **Student Retention Report**

Elizabeth Baker presented the report. Luke Millard asked that for future reports, a commentary be provided at the beginning. Confidential item, minuted separately.

4.48pm Elizabeth Baker left the meeting.

5 **Minutes of previous meeting** held on 26 January 2016 were agreed and signed.

6 **Matters arising:** none.

7 SP3 Teaching, Learning & Assessment Mid-Year Monitoring Report

Sonia Wood had set out the formal process followed, and provided three subject examples. Confidential item, minuted separately.

Resolved: that Janet Parkes be Acting Clerk for agenda item 8.

8 SP6 Delivery Plan for Curriculum Reform 2015/16

Confidential item, minuted separately.

9 Student Conference: November 2015

Sonia Wood presented the report. Confidential item, minuted separately.

10 SP5 Update on Aspire

Paul Ashdown presented the report. Confidential item, minuted separately.

Resolved: to bring forward agenda items 12, 13 and 14 due to the late arrival of Trevor Irving.

12 Student Discipline & Achievements Report

Paul Ashdown presented the report. Confidential item, minuted separately.

5.27pm Fiona Dennis-Stephens joined the meeting.

13 Strategic Priorities Dashboard

The report identifies the movement towards achievement of targets. Each committee has its own dashboard, and a full report will go the Board meeting in May. The Clerk drew explained there has been low attendance at meetings of the Self-Assessment Working Group during the last few years, and matters may have to return directly to this Committee.

14 Review of Confidential Minutes 2014/15

The Clerk proposed those minutes which could now be released into the public domain.

Resolved: the Committee approved those minutes to be released into the public domain.

11 Mock Examinations Report

Martin Sullivan presented the report prior to the arrival of Trevor Irving. Confidential item, minuted separately.

15 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Attendance report; item 4 Retention report; item 7 TLA mid-year monitoring report; item 8 Curriculum reform; item 9 Student conference; item 10 Update on Aspire; item 11 Mock exams report; item 12 Discipline and achievements report; item 13 Strategic priorities dashboard; item 14 Confidential minutes deemed to remain confidential.

16 Review of the Meeting

The Chair drew attention to the proformas, and invited members to complete the form and hand to Janet Parkes at the end of the meeting. Two out of a possible three forms were returned, both with positive responses.

17 Date of next meeting: 10 May 2016 at 4.30pm

The meeting closed at 5.50pm.

Signed:

Date

Date JP completed draft	24.3.16
Date Clerk returned draft	24.3.16
Date JP issued to Chair	24.3.16
Date Chair agreed draft	24.3.16
Date issued to members	24.3.16

Released into public domain 21.3.17

4 Student Retention Report

Paul Ashdown said that whilst retention is improving post-census, it is frustrating that students leave after the enrolment process, probably due to enrolling at several institutions. Elizabeth Baker highlighted the loss of students studying BTEC Science who are given offers to study A level Science at other institutions. Paul Ashdown said the report is positive and figures are above benchmarks.

8 SP6 Delivery Plan for Curriculum Reform 2015/16

Janice Hamilton reported that Ofqual is being slow to approve specifications and some subject teams are struggling to make a decision on which specification to offer. However, exam boards are being very helpful and have provided named contacts. Paul Ashdown reported that Lorely Burt is raising the issue of exam specifications in Parliament. Decisions on entry criteria will come to the next Committee meeting. Luke Millard asked why representatives from Cache are making a second visit to the College. Janice Hamilton said the childcare course is a very different course for the College and Cache staff have been very helpful, for example by advising on questions to ask candidates at interview for the Cache vacancy.

9 Student Conference: November 2015

Sonia Wood said that similar themes have emerged from this year's conference. Members of CLT have conducted learning walks and that report will go to a CLT meeting in April. The annual student survey has just been completed and outcomes will come to the next Committee meeting. Luke Millard was pleased to note the positive responses to, for example, the later morning start. He was interested in student perception of Moodle, as he had picked up similar comments elsewhere regarding VLE. Luke Millard was pleased to note that students feel the College is a welcoming environment.

12 Student Discipline & Achievements Report

Paul Ashdown said that the number of students receiving commendations is pleasing, and that there are many ways to tell students how well they are doing. The commitment process is activated when issues start to be raised with a student.

The number of students going to disciplinary panel is decreasing, due to a strengthened culture. In response to a question from Luke Millard, Paul Ashdown said that any member of staff can activate the commitment process. There are no ethnicity trends in the discipline report. By the time students get to disciplinary panel, all other processes have been exhausted. There had now been two appeals against exclusion to the Corporate Board, and in both cases the Chair has not upheld the appeals.