

# THE SIXTH FORM COLLEGE, SOLIHULL

## Curriculum & Quality Committee

Minutes of a meeting held on Tuesday 24 January 2017 at 4.30pm.

**Present:** Luke Millard (Chair), Paul Ashdown, Zoe Bereza, Rona Miller, Jack Redfern

**In attendance:** Martin Sullivan (Vice-Principal), Sonia Wood (Assistant Principal i/c E&D), Caroline Sweeney (for item 5), Jane McCard (for item 6), Oona Stone (for item 8). **Observer:** David Lee, potential cooptee

**Clerk:** Janice Hamilton

**Secretary:** Janet Parkes

The Chair welcomed everyone to the meeting, in particular David Lee who he and the Clerk had interviewed prior to the meeting with a view to him being coopted onto the Committee.

**1 Apologies** were received and accepted from Abid Butt and Fiona Dennis-Stephens, and from Paul Ashdown for lateness. Trevor Irving was on a College trip and may not return in time to attend the meeting - it was agreed to re-order the agenda to place agenda item 7 as the final item.

### **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:* Janice Hamilton declared an interest in agenda item 10 as she prepared the Curriculum Reform report in her role as Vice-Principal; Janet Parkes will be Acting Clerk for this item. David Lee also declared an interest in agenda item 10 as he is an employee of Pearson (Edexcel) exam board.

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

**3 Minutes of previous meeting held on 29 November 2016** were agreed and signed.

### **4 Matters arising**

Items 9, 10 and 11, Self-Assessment Reports: these were approved by the Board and uploaded before Christmas.

Item 11, Cross-College SAR: the Study Plus SAR is an agenda item at this meeting.

Item 12, E&D Update: a map showing the distribution of Black students was provided. Rona Miller commented on the extensive travel for some of these students which would probably be a factor in retention. Martin Sullivan said he expects that the travel distances are similar to the main College cohort.

### **5 Study Plus Self-Assessment Report**

Caroline Sweeney explained that the report is based on data and observations over the previous year. Zoe Bereza commented on the fantastic service provided by the ALS team.

*5.40pm Paul Ashdown joined the meeting.*

Caroline Sweeney spoke of the many ways of capturing feedback on the services provided. The positive comments were noted. Rona Miller said the support provided is impressive considering the reduced funding available. Martin Sullivan explained that the separate areas have not been graded as we are unable to assess this in a way that compares to curriculum areas. The aim is to support students from the beginning of their courses so they can grow in confidence and independence. Caroline Sweeney said that ALS students are supported to achieve “in line with their peers”. Support is provided as part of a student’s timetable.

Jack Redfern spoke of the support provided in coaching seminars. He understands that the College is required to cover legislative areas of safeguarding and Prevent in year 12. Whilst seminars are all compulsory, many students do not appreciate the full value until year 13, when topics include UCAS and careers.

*4.50pm Caroline Sweeney left the meeting.*

## **6 Update on the work of Teaching & Development Ambassadors**

Jane McCard, Assistant Quality Leader with responsibility for Teaching & Development Ambassadors (TDAs) said this is the first year of the change from the Teaching & Learning Group. She drew attention to the seven action research projects, and had brought folders along for governors to look at. The good practice will be disseminated to staff at the Staff Development Day in March. In response to a question from Rona Miller, Martin Sullivan said the drive for the projects is to innovate teaching and learning and to allow staff to take risks.

*5.00pm Jane McCard left the meeting.*

## **8 SP9: Secure rich wider learning for all students**

Rona Miller asked if students appreciate the range of activities on offer. Jack Redfern said feedback is mainly positive. Oona Stone said the student societies have enabled students with common interests to come together and form friendships, and has helped to develop confidence in students. Staff who support the enrichments (of which there are around 40) often do so in their own time, with the help of external volunteers. Luke Millard said the amazing variety of enrichments reflect the diversity of the student population. Paul Ashdown said the LGBT group is a real success story in the College and reflects the open environment in the College.

*5.05pm Oona Stone left the meeting.*

## **9 Student Voice Update**

Luke Millard noted the comments on coaching seminars. Sonia Wood referred to Jack Redfern’s comment at agenda item 5, and said students prefer one to one meetings to group coaching sessions. However, as previously explained, the College is required to cover legislative topics. Jack Redfern felt that the objectives of the legislative sessions could be made clearer to students. Luke Millard remarked on the positive response regarding recommending the College to others.

## **10 Update on Curriculum Reform**

Confidential item, minuted separately.

**11 Student Retention Report**

The improved retention on last year was noted. There may be some drop-out however after the issue of mock exam results on 6 February 2017.

**12 Self-Assessment Process 2017**

Martin Sullivan highlighted that there are no significant changes to the process from last year. Following the planned merger, the College would be represented on the Trust's secondary standards committee.

**13 Report on Student Disciplinary & Achievements**

Confidential item, minuted separately.

**14 Strategic Priorities Dashboard**

Progress against milestones was noted.

**7 Student Destinations Report**

Confidential item, minuted separately.

**15 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 7 Student destinations report; item 10 Curriculum reform; item 13 Student disciplinarys and achievements.

*Resolved:* that documents for the following items be confidential: item 9 Student voice update; item 11 Student retention; item 14 Strategic priorities dashboard.

**16 Review of the Meeting**

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

**17 Date of next meeting:** 21 March 2017 at 4.30pm.