

## **THE SIXTH FORM COLLEGE, SOLIHULL**

### **Curriculum & Quality Committee**

Minutes of a meeting held on Tuesday 26 January 2016 at 4.30pm.

**Present:** Luke Millard (chair), Abid Butt (Vice-Chair), Paul Ashdown, Ingrid Carter, Duncan Bryson, Fiona Dennis-Stephens, Abbie Lenihan

**Acting Clerk/Secretary:** Janet Parkes

**In attendance:** Martin Sullivan (Vice-Principal)  
Mike Padbury and Trevor Irving (for items 3 and 4)

Luke Millard opened the meeting by informing governors that Ingrid Carter would be retiring from the Committee when her term of office expires on 10 February 2016, therefore this is her last meeting. Ingrid Carter was thanked for her commitment to the College.

**1 Apologies** were received and accepted from Rona Miller and Janice Hamilton. Apologies were also received from Sonia Wood. Apologies for lateness had been received from Fiona Dennis-Stephens.

*Resolved:* that Janet Parkes be Acting Clerk for the meeting.

#### **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.

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

#### **3 Cenbase Review of Economics**

Confidential item, minuted separately.

#### **4 Student Destinations Report**

Confidential item, minuted separately.

*4.55pm Fiona Dennis-Stephens joined the meeting; Mike Padbury and Trevor Irving left.*

**5 Minutes of previous meeting** held on 24 November 2015 were agreed and signed.

#### **6 Matters arising**

Item 8, Cross-College SAR: the Board confirmed the grades as recommended by this Committee at its meeting on 15 December 2015.

**7 Development Plan for SP3: Deliver outstanding teaching, learning and assessment**

Confidential item, minuted separately.

*Resolved:* the Committee approved the single strategic milestone 2015/16 for SP3.

**8 Update on work of the Teaching, Learning & Assessment Group**

Confidential item, minuted separately.

**9 Student Retention Report**

Confidential item, minuted separately.

**10 Equality & Diversity Report**

Paul Ashdown explained that the policy had been updated to take account of current legislation.

*Resolved:* the Committee approved the Equality & Diversity Policy and recommends to the Board for approval.

**11 Report on Student Discipline & Achievements**

The increasing number of commendations was noted. Paul Ashdown said the system is fully embedded now and students are delighted to receive their certificates.

**12 Curriculum Reform Update including Curriculum Review 2016/17**

Confidential item, minuted separately.

**13 Strategic Priorities Dashboard**

The report identifies the movement towards achievement of targets.

**14 Determination of Confidential Items**

*Resolved:* that the following items be confidential and minuted separately: item 3 Cenbase review of Economics; item 4 Student destinations; item 7 Development plan for SP3; item 8 Update on work of TLAG; item 9 Student retention; item 10 E&D Committee minutes, E&D policy prior to approval by the Board; item 11 Student discipline and achievements; item 13 Strategic priorities dashboard (document only).

**15 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. Six out of a possible six forms were returned, all with positive responses.

**16 Date of next meeting: 22 March 2016 at 4.30pm**

**17 Any other business**

Paul Ashdown informed governors that Claire Hicks, a valued colleague who had left the College at Christmas due to ill-health, had passed away on the previous evening. The Committee shared this loss with the College.

## **7 Development Plan for SP3: Deliver outstanding teaching, learning and assessment**

Martin Sullivan highlighted the recommendation that the single strategic milestone for 2015/16 is that teaching, learning and assessment is grade 1/2 (good with outstanding features). There is a lot of work to do to reach outstanding by 2020. In response to a question on point 2 from Luke Millard, it was explained that the document cross-references to the College's strategy on Promoting Resilience, Preventing Vulnerability. Coaching addresses this, but teams are also expected to cross-reference this in their teaching where relevant.

## **8 Update on work of the Teaching, Learning & Assessment Group**

Martin Sullivan drew attention to the mentoring that is taking place to develop staff. Paul Ashdown said the College is proud of the staff who are members of the Group. Abid Butt commented on the Recently Qualified Teacher (RQT) programme through Ninestiles. Luke Millard referred to the final paragraph which says that not all curriculum areas are fully exploiting the opportunities. Martin Sullivan said this is due to some teachers, especially those with high LOG grades, being unsure of what the Group can offer.

Ingrid Carter referred to the January staff development day and asked what was discussed in relation to British Values. Martin Sullivan explained that members of the Group were facilitators with groups of staff discussing how British Values can be used in the curriculum. At the next staff development day, some teams will present examples.

## **9 Student Retention Report**

Paul Ashdown commented on a set of strong figures, especially in relation to other institutions. Fewer students are dropping subjects, as less than three subjects would take them from full-time, and would also make higher education difficult. Therefore course retention is also strengthening. In response to a question from Luke Millard, Paul Ashdown said that some students have realised they may have chosen a wrong subject but they are being retained to the end of the year and discussions will take place before they enrol into year 13. Nationally we are in a minority of institutions offering just three A levels, but many are reviewing this for next year. In response to a question from Duncan Bryson, it was confirmed that data on in-year leavers is captured in the destinations report. The biggest growth in that area is students going on to apprenticeships, and the College supports this where it is the right course of action for the student. In response to a query from Abid Butt, Paul Ashdown said that students from other institutions were enrolled after the start of term where this was appropriate.

## **10 Equality & Diversity Report**

In response to a question from Luke Millard, Martin Sullivan explained that whilst we encourage applications from people with disabilities or from ethnic minorities, we do not allow positive discrimination. The College always appoints the best person for the job.

Duncan Bryson queried the statistics in the staffing statement, and it was explained that the full staffing establishment report is discussed at Human Resources Committee and is available in the Governor Folder. In response to a question from Abid Butt, Martin Sullivan explained that the College has in place a Recruitment & Selection Policy. Ingrid Carter asked if there are subjects in College with more part-time teachers than others. Martin Sullivan reported that there is one subject where all teachers are full-time, and one where all are part-time, but there is no correlation with performance.

## **12 Curriculum Reform Update including Curriculum Review 2016/17**

Luke Millard commented on the excellence of the documentation and the clarity of the explanation around future educational challenges. He proposed that the paper be submitted to the Board for information. Paul Ashdown said the College has prepared well for curriculum change. Luke Millard drew attention to section D.3, progression from year 12 to year 13. Paul Ashdown said there is a real focus on progression for this year. Some students are taking new linear A levels which are two-year courses, others are taking a mixture of AS and A levels, therefore year 13 enrolment will be complex. Abid Butt asked if any work is being done in anticipation of the new grades 1 to 9 for GCSEs. Paul Ashdown said a decision has been taken that GCSE grade 4 in English and Maths will be the entry criteria. However, this may move up to grade 5 in the future. GCSE grades for specific subjects have not yet been agreed.