

THE SIXTH FORM COLLEGE, SOLIHULL

Curriculum & Quality Committee

Minutes of a meeting held on Tuesday 21 March 2017 at 4.30pm.

Present: Luke Millard (Chair), Paul Ashdown, Zoe Bereza, Fiona Dennis-Stephens, David Lee, Shilpa Unarkat

In attendance: Martin Sullivan (Vice-Principal), Sonia Wood (Assistant Principal i/c E&D), Lee Jones (Curriculum Leader) for item 3, Mike Padbury (Assistant Principal) for item 4, Trevor Irving (Assistant Principal) for item 5

Clerk: Janice Hamilton

Secretary: Janet Parkes

1 Apologies were received and accepted from Rona Miller and Jack Redfern.

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 3 presented by Lee Jones, and in agenda item 10 Curriculum Review as she prepared this report in her role as Vice-Principal; Janet Parkes will be Acting Clerk for these items. David Lee declared an interest in agenda item 10 as he is an employee of Pearson (Edexcel).

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

3 Cenbase Review of Physical Education

Janice Hamilton explained that the College had requested this review. Lee Jones said it had been a worthwhile experience, and he agreed with the suggestions made at the end of the report. Confidential item, minuted separately. The Committee thanked Lee Jones for attending to present the report.

4.50pm Lee Jones left the meeting.

4 Student Mid-Year Attendance Report

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

5.05pm Mike Padbury left the meeting.

5 Mock Examinations Report

Trevor Irving presented the report. Confidential item, minuted separately.

5.20pm Trevor Irving left the meeting.

6 Minutes of previous meeting held on 24 January 2017 were agreed and signed.

7 Matters arising

Item 10, Curriculum reform: accreditation is awaited for Further Maths from all exam boards, Maths from Edexcel, Media Studies from AQA and OCR, Politics from AQA, and Statistics from Edexcel.

8 Student Retention Report

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

9 Mid-year Monitoring of Teaching, Learning & Assessment Development Plans

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

5.30pm Fiona Dennis-Stephens arrived.

10 Curriculum Review

Janice Hamilton presented the report. Confidential item, minuted separately.

11 Report from Equality & Diversity Committee

Sonia Wood introduced the report. Draft minutes of the meeting held on 17 January 2017 were noted, together with the data analysis.

12 Report on Student Disciplinary & Achievements

The student discipline report was noted. Luke Millard noted the increase in the number of commendations.

13 Review of Confidential Minutes 2015/16

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

14 Progress with Governance Development Plan

The Committee noted progress with areas for improvement. The Clerk had also provided the milestone dashboard for academy conversion.

15 Strategic Priorities Dashboard

Confidential item, minuted separately.

16 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Cenbase review of PE; item 4 Student mid-year attendance report; item 5 Mock exams report; item 8 Student retention report; item 9 Mid-year monitoring of TLA development plans; item 10 Curriculum review; item 12 Student disciplinaries and achievements (document only); item 13 Confidential minutes deemed to remain confidential; item 14 Progress with governance development plan; item 15 SP dashboard.

17 Review of the Meeting

Four out of a possible five completed forms were returned, with positive responses.

18 Date of next meeting: 9 May 2017 at 4.30pm.

As this was Paul Ashdown's last meeting, Luke Millard wished to thank him for his membership of the Committee and clear explanation of documents.

The meeting closed at 6.00pm