



SOUTHGATE COLLEGE GOVERNING CORPORATION

Standards and Performance Committee

Minutes of the meeting of 15th July 2009, commencing at 4.15 p.m.

Attendance

Members

Ann Zinkin	(In the Chair)
Reshma Bell	Staff Governor
David Byrne, Ingrid Mustoe	Staff Governor

In attendance

David Chaplin	Chaplin Frobisher Welling, Clerks to the Corporation
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1. Appointment of Chairman for the meeting

The Clerk reported that unfortunately Claude Pehrson was abroad and had apologised. Ann Zinkin was appointed to chair the meeting.

2. Minutes of the Inquorate Meeting of 5th March 2009

Received: minutes of the meeting of 5th March 2009.

This meeting was inquorate, and not capable of making decisions binding on the Corporation. However, as no decisions were in fact required of the meeting (all items being for information) the meeting proceeded as an ad-hoc meeting, to be reported to the Governors as such, and to the next quorate meeting that could decide to write the minutes into the official record if agreed.

It was resolved that the minutes of the meeting held on 5th March be written into the official record

3. Matters arising

3.1 Framework for Excellence

David Byrne reported that the publication of overall grades had now been delayed to March 2010.

4. Apologies for Absence

Apologies received from Claude Pehrson.

5. Declaration of Governor Interest

None received.

6. Notification of any items of urgent business

Ingrid Mustoe wished to raise ways of increasing involvement with the community.

7. Student Attendance and Retention

Received: Student Attendance and Retention reports as at 23rd June 2009

The all-College headline attendance rate was 74.67%, with a further 3.85% of absences being authorised.

Most Divisions recorded attendances $\pm 3\%$ of this figure, but attendance in Learning Support & SLDD (89.33 %) and Teacher Education (87.38 %) were markedly higher, and at Young College (57.49 %) markedly lower.

All College retention, and separately for 16-18 and 19+ were all at 88%. Most Divisions recorded retention $\pm 3\%$ of this figure, but Teacher Education (82%), English & Humanities (82 %) and ICT/CAD (82%) were markedly lower, and Health & Hospitality (95 %). Cross-College (100 %) and Orion Pax (100%) were markedly higher

There was a wide-ranging discussion. Ingrid suggested that fast-track removal of students who showed little real interest in the course – and who had possibly been marked out for special encouragement at recruitment and induction – would not only improve College figures, but also make a real improvement to the performance and attendance of the majority of students who remained. She felt that teachers needed a “tool-box” of methods, techniques and incentives and training in their use.

David Byrne outlined the improvements in registration and feedback that were to be introduced next term.

The Chairman welcomed the discussion and asked that progress be reported in November.

8. Lesson Observations

Received: Report on lesson observations undertaken between 29th September 2008 and 29th June 2009

David Byrne reported that 244 out of 249 scheduled observations had taken place. 18% had been “Outstanding”, 44% “Good”, 27% “satisfactory” and 1% unsatisfactory.

These figures were marginally better than in 2007/08.

Best practice workshops and staff training were closely linked to lesson observations and targeted directly on individual teacher’s development needs.

Common areas of strength were good interaction with learners, good classroom management and excellent subject knowledge; areas in need of development were effective differentiation strategies, incorporation of “Skills for Life” into the general curriculum and greater use of student – centred activity.

Ingrid gave a relatively new teacher’s viewpoint. She felt more should be done at induction and during the first year to show new teachers what “outstanding” looked and felt like. She felt that in the past few months there had developed a wide understanding in the College that satisfactory was not good enough; she and many of her colleagues had genuine and realistic aspirations to be outstanding, but curriculum leaders and teacher specialists needed to do more to show them the way.

David Byrne reported that alongside the changes in lesson observation practice reported to the Governing Body at their last meeting a complete overhaul of the support structure was taking place.

9. Complaints Monitoring September 2008 – June 2009

Received: a statistical analysis of complaints by Division and Area, and by Ethnicity, and a detailed report on complaint resolution in each area

49 complaints had been recorded in the year (2007/08: 40).

There were no discernible disparities in respect of complaints made by learners from ethnic minorities.

David Byrne was unhappy with the current system of reporting which did not show trends.

Reshma Bell reported that only about one in seven “grumbles” she received developed into formal complaints, most being resolved at first instance. Ann Zinkin asked that Reshma and all members of staff be asked to note – possibly on-line- all complaints, however easily resolved. Just as Health and Safety recording of “near misses” could prevent accidents, so reporting minor grumbles enabled trends to be spotted and dealt with.

10. College Charter

Received: the current Southgate College Charter

The Charter was reviewed; it was agreed to suggest only minor changes, but in the following year to involve Mira Gottardi and the Student Council in suggesting ways to make it user friendly.

It was agreed to recommend to the Corporation that minor changes be made.

11. Terms of Reference

Received: the Committee’s current Terms of Reference

The Committee noted that these had been revised in the previous year, and no changes were now suggested. Ann Zinkin reported that the deliberations of the Quality Group were not being reported to the Committee and David Byrne undertook to see that this was done in future.

12. Any other business

Ingrid reported that staff had been considerably energised by their involvement with the re-branding exercise, and asked that some framework be established in which ideas of staff or learners for greater community involvement could be appraised, funded and implemented.

The Chairman thanked Ingrid for her ideas and contributions to the meeting which were most welcome and helpful.

13. Date of next meeting

Thursday November 5th 2009, 4p.m.

The meeting finished at 5.35 p.m