



# **SOUTHGATE COLLEGE GOVERNING CORPORATION**

## **Standards and Performance Committee**

### **Minutes of the meeting of 5<sup>th</sup> March 2009, commencing at 4 p.m.**

#### **Attendance**

##### Members

Claude Pehrson	Chairman
Ola Fadoju	Staff Governor

##### In attendance

Angélique Gainza	Vice Principal
Kit Davies	Director, Skills for Life
David Chaplin	Chaplin Frobisher Welling, Clerks to the Corporation

#### **Quorum**

The Clerk reported that unfortunately David Byrne had been called away at short notice to an urgent meeting in connection with the College's Planning application. The meeting was therefore 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) he suggested that the meeting proceed as an ad-hoc meeting, and be reported to the Governors as such, and the next quorate meeting could decide if to write the minutes into the official record. This procedure was agreed.

#### **1. Minutes of the Meeting of 6<sup>th</sup> November 2008**

*Received: minutes of the meeting of 6<sup>th</sup> November 2008.*

The minutes of the meeting held on 6<sup>th</sup> November 2008 were confirmed and signed by the Chairman as a true record.

#### **2. Matters arising**

##### **2.1 College Management Information (Para 6)**

Angélique Gainza reminded members that at the Governing Body meeting held in February the Principal had reported that since taking up post in January he had found that the problems in the IT / MIS department were much more profound than had been notified previously. A complete re-structuring of the Department would be required; in the meantime consultants had been appointed to carry out a full investigation and make recommendations to ensure that staff, SMT and Governors could rely on Management Information, and that learners had the access to the IT system essential to their progress.

#### **3. Apologies for Absence**

Reshma Bell, David Byrne, Ann Zinkin.

**4. Declaration of Governor Interest**

None received.

**5. Notification of any items of urgent business**

Angélique Gainza had one additional report from David Byrne concerning success statistics in local colleges.(see item 11).

**6. Quality Improvement Action Plan**

*Received: Quality Improvement Action Plan (QIAP)*

Angélique Gainza, in introducing the College's proposed actions for improvement in areas of weakness identified in the Self-Assessment Report, stressed that the plan had been through a more thorough validation process this year, with several HoDs working with an external adviser from the Quality Improvement Agency (LSIS).

Although the authorities required a separate Action Plan in respect of Skills for Life, the essential elements of that plan were reflected in the document before the meeting.

Key issues were:

- early identification of additional learning needs;
- more appropriate course recruitment;
- improving teaching;
- better development of individual learner plans;
- better target setting to encourage high aspiration;
- better tracking of progress and organised support for underachieving learners.

The action being taken by SMT to develop a more rigorous monitoring and reporting process through identification of a number of Key Performance Indicators had been reported to the Board at its previous meeting.

**7. Student Attendance and Retention**

Angélique Gainza regretted that in view of the unreliability of the MIS system reported at 2.1 above, she was not able to provide the Committee with reliable statistics regarding attendance. However, in answer to questions from the Chairman, she agreed that anecdotal evidence from HoDs, taken together with the attendances recorded at lesson observations, and the activity of the Student Achievement Unit, she saw no evidence of a widespread problem with levels of learner attendance.

**8. Lesson Observations to February 2009**

*Received: An analysis, ( separately for established and for agency staff and overall ) by curriculum area of grades recorded for 92 lesson observations to 13<sup>th</sup> February 2009*

Angélique Gainza reported that following further consultation with the Union and the external (Ofsted qualified) consultant, the College had decided to modify the protocol for observations to be conducted on a divisional basis during three-day windows but would instead be conducted with the same notice as official Ofsted inspections, although this was still being discussed with the Unions, and would not be implemented until 2009/10. Only one (out of 92) observations had been unsatisfactory because of teacher non-co-operation.

Members noted that the proportion of lessons that were only satisfactory or inadequate had risen to 46%, although this deterioration was in part due the focus on observing new teachers or those who had previously received poor gradings.

Generally, subject knowledge and classroom management were good, but there was insufficient differentiation and incorporation of skills for life.

## **9. Complaints Monitoring September 2008 – February 2009**

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

Members noted that although overall complaints were resolved speedily there were still problems in respect of the workings of the IT systems on which all students relied and which was fundamental to the Colleges learning strategy.

Two complaints in respect of the MV section, reported as un-resolved, had in fact turned out to be unjustified.

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

## **10 Framework for Excellence**

In view of the small attendance it was agreed that Kit Davies give this presentation on the structure and implementation of the Framework for Excellence by which the College will in future be assessed to the April meeting of the full Governing Body.

He further reported that the LSC direct web-based survey of Learner Voice had been successfully organised during February, with 1,760 learners taking part. Results were expected in April.

## **11. Any other urgent business**

### **11.1 Comparative success rates in local colleges**

*Received: LSC reported success rate statistics in respect of 16-19 and 19+ long courses for local colleges in 2006/07*

Members noted with concern that the Southgate rates (64% overall) compared unfavourably with Enfield (72%), Waltham Forest (73%), Barnet (78%) and CONEL (79%).

Members noted that it was not clear that the numbers were being recorded on a like-for-like basis and in the absence of other evidence, it seemed very likely that this was not being achieved.

## **12 Date of next meeting**

Thursday July 9th 2009, 4p.m.  
The meeting finished at 5.50 p.m