



SOUTHGATE COLLEGE GOVERNING CORPORATION

Standards and Performance Committee

Minutes of the meeting of 10 July 2008

Attendance

Members

Claude Pehrson	Chair (From item 8)
Ann Zinkin	Governor (in the Chair until item 8)
Michael Blagden	Principal and Chief Executive
Reshma Bell	Staff Governor

In attendance

Angélique Gainza	Vice Principal (Curriculum)
John Spindler	Vice Principal (Resources)
Adrian Powell	Director of Teaching and Learning
David Chaplin	Chaplin Frobisher Welling, Clerk

In the absence of Claude Pehrson Ann Zinkin was elected to take the Chair

1. Minutes of the Meeting of 6 March 2008

Received: minutes of the meeting of 6th March 2008.

The minutes of the meeting held on 6th March 2008 were confirmed and signed by the Chairman as a true record.

2. Matters arising

Item 10 – Teaching & Learning Policy

Received: revised Training & Learning Policy

Adrian Powell presented the revised policy, which had taken account of Governors comments, and been approved by the Academic Board.

3. Apologies for Absence

Claude Pehrson apologised that he was delayed in traffic; Ola Fadoju apologised for absence.

4. Declaration of Governor Interest

None received

5. Notification of any items of urgent business

None notified to the Clerk.

6. January 2008 GCSE Results

Received: a summary of GCSE results for January 2008.

Noted: a significant reduction in number of entries due to a tighter exam admission policy; a significant (6%) improvement in overall achievement rates (Grades A-C) with Physics grades returning to the level of 2006, but a decline in the results for Biology (-9%).

Concern was expressed that this latter result was probably due to a batch of second language students not fully understanding one question.

Governors regretted that the LSC was still providing insufficient Learning Support funds for wholly adequate support to be given to the large number of ESOL students at the College.

7. Complaints Monitoring to June 2008

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

Noted: recorded complaints down by more than 50% (from 95 to 40) – regretted in some ways by the Vice Principal (Curriculum) as responding to justified complaints was an important instrument for quality improvement.

The analysis of complaints by ethnicity showed no areas where the percentage of complaints by any ethnic group was significantly different from the percentage of that ethnic group in the whole College population.

8. Student Attendance and Retention Report to June 2008.

Received: an analysis by curriculum area of attendance & retention, and of retention by LSC Course Category” of data to June 2008.

Governors were very concerned by the lack of confidence of the College Staff members in the accuracy of these statistics.

There was a wide ranging discussion which concluded in a recommendation that the newly appointed MIS manager be given a clear and restricted brief to ensure that data capture was accurate and timely, and that the system was focussed on providing the twenty or so “Mission Critical” reports required.

Assuming a reasonable level of accuracy of the statistics provided it was noted:

- Retention was at or above benchmark in all LSC “Sector Subject “areas for 16-18 year old learners except for Social Sciences where there had been a 9% decline year on year.
- Retention was at or above benchmark for 19+ learners in all areas except ICT and education where there had been a slight decline year on year.

9. Lesson Observations to June 2008

Received: An analysis, (separately for established and for agency staff and overall) by curriculum area of grades recorded for 210 lesson observations to 30th June 2008.

Noted:

- Overall grades distribution was virtually unchanged year on year and on target. However, the percentage of unsatisfactory lessons had reduced from 6% to 4% although the system focused on newer teachers and those with previous poor grades.
- Best practice workshops and staff training were now closely linked to lesson observations targeted on individual needs, and very well received.
- Observation of one to one lessons in the Assisted Learning Area were extremely difficult, and expert assistance was being recruited for the following year.
- A pilot scheme for observing Work Based Learning assessors had been successful and would be extended

10. College Charter

Received for review: the current Charter summary provided to all students

There was considerable discussion of the appropriate vehicle for disseminating advice on acceptable and unacceptable learner behaviour.

It was agreed that the summary Charter, which had been revised in 2007, required no further amendment.

11. Terms of Reference

Received for review: the Committee’s current Terms of Reference.(ToR) paper from the Clerk detailing the new requirement of the Articles of Government for Governor monitoring and review of the College Quality improvement strategy

The Committee were of the view that given the Corporation’s Governance structure, this was a responsibility that should be delegated to the Committee.

The ToR were revised (for recommendation to the Corporation) to incorporate this responsibility, to replace the term “Student” by “Learner”, to clarify the responsibility for monitoring action plans following external reviews and to widen the feedback from stakeholders to include employers and staff.

The revised draft is attached as an appendix to the official copy of these minutes.

12. Any other urgent business

There was no other urgent business.

13. Date of next meeting

Thursday November 6th 2008, 4pm.

The meeting finished at 5.50pm.