



SOUTHGATE COLLEGE GOVERNING CORPORATION

Standards and Performance Committee

Minutes of the meeting of 25 April 2007

Attendance

Members

Claude Pehrson	Chairmain
Ann Zinkin	Governor
Michael Blagden	Principal and Chief Executive
Marion Ford	Staff Governor

In attendance

Angélique Gainza	Vice Principal (Curriculum)
John Spindler	Clerk
Adrian Powell	Director of Quality
Philip Karstadt	MIS Manager

1. Minutes of the meeting of 9 November 2006

Received: minutes of the meeting of 9 November 2006.

The minutes of the meeting held on 9 November 2006 were confirmed and signed by the Chairman as a true record.

2. Matters arising

Item 6 – Summer Examination Results

Noted that a report on these results had now been incorporated into the College's Development Plan which will be circulated to Governors at a future meeting.

The Chairman requested that an appropriate summary report be added to the minutes of this meeting.

All other matters arising were covered on the agenda.

3. Apologies for absence

None received.

4. Declaration of Governor Interest

None received.

5. Notification of any items of urgent business

None notified to the Clerk.

6. January Modules Results

Received: analysis of January Modules results.

The Committee received the AS, A2 and GNVQ results for January 2007. Governors were very disappointed with the results which showed little improvement on those of January 2006.

There had been a decrease in the number of A and B grades but an increase in passes at grades C, D and E. There had also been a significant decrease in the number of students graded U but at 17% this was still too high.

The GNVQ results did show a significant improvement on previous years with more passes at distinction and merit and fewer passes at pass grade. The number of unqualified grades was also significantly reduced.

Student performance in ICT was particularly disappointing, particularly as ICT is a CoVE area and should be an example of good practice. The Committee did however note that the CoVE had recently been re-confirmed.

The Committee noted that Senior Management will be bringing forward proposals to change the Quality Assurance responsibilities in the College to the effect that academic Directors will take on a much more rigorous role in terms of responsibility for driving up improvements in student performance.

One area of concern discussed was the lack of student awareness of their individual targets and anticipated grades. Vice Principal Angélique Gainza reported that at recent focus group meetings very few students were aware of their personal targets and these appeared not to be followed up at the regular ILP reviews.

Governor Ann Zinkin sought confirmation that there were regular one-to-one meetings between students and tutors to discuss targets and that there were appropriate motivational courses/activities for staff. Vice Principal Angélique Gainza responded that all students have a meeting shortly after induction, to set targets and that these are followed up at approximately 6 weekly intervals through the ILP reviews.

Staff training has also included 'Managing Student Behaviour' but has not specifically addressed motivation. All areas of the College are involved in the College's award ceremony.

Issues arising from Governors' discussion included:

- A need for further staff development with teaching staff to address student motivation and to review staff responsibilities.
- The need for rigorous monitoring of student target setting.
- The monitoring of ILP reviews.
- The need to further motivate students and 'raise the bar' so that students feel that they can achieve.

A report on the March GCSE examinations will be presented at the next meeting of the Standards and Performance Committee and it is anticipated will show a significant improvement.

7. Update on Lesson Observations 2006/07

Received: a report from the Director of Quality on lesson observation grades up to 31 March 2007.

Governors noted that there had been:

- A significant shift from satisfactory grades to good grades.
- An improvement of 12% in outstanding/good grades between June 2006 and March 2007.
- That the number of inadequate grades was 6% which was on target.

Governors also noted that the College proposed to change the Lesson Observation Procedures such that staff did not get advance notice of the particular class to be observed. In future, staff will be given two weeks notice of a 2-3 day window during which any class can be observed. This is intended to mirror Ofsted procedures during the Inspection.

These proposals are still at the consultation stage with the Teachers' Union (UCU) but will shortly go to the Governing Body for consideration.

8. Report on the College's Complaints Monitoring 2006/07

Received: A report from the Director of Quality on the monitoring of complaints made against the College from September 2006 to March 2007.

The report was analysed by Division and College areas and Governors noted the following:

- A total of 89 complaints. However in a number of cases there were multiple complaints about the same issues.
- That 18 of the complaints were considered to be invalid.
- That of the remaining valid complaints, only 3 remained outstanding and had not yet been resolved.
- That there was no information as to whether students were satisfied or not with the outcome of their complaints.

- The outstanding complaint in Motor Vehicles (18 students) referred to a whole class concern about a particular teaching issue.
- 13 complaints in MIS (should be IT) refer to problems with the failure of the College's computer system at the start of term it was surprising there had not been many more.
- There were no concerns that the complaints were raised by any particular ethnic group.
- That Vice Principal John Spindler and Director of Quality Adrian Powell to redesign the report to identify outcomes and improve the layout.

9. Analysis of the latest Student Attendance Report

Received: A report from the Director of Quality on student attendance for the Spring term 2007.

Governors received a report on student attendance and noted:

- A 2% improvement in attendance in comparison with the Spring term 2006.
- Significant improvements in attendance on some courses.
- A drop of 8% in attendance on the Teacher Education course but noted that the course was now full-time and involved low numbers in comparison to other divisions and that success rates remained high.
- That the College was able to distinguish between one off absence and persistent absenteeism.

10. Feedback on Student Induction Questionnaire

Received: A report from the Director of Quality on feedback from the student induction questionnaire 2006/07.

Governors received a report on student induction relating to September 2006 and noted:

- All full-time and two part-time groups had been sent the questionnaire and there had been a 78% return.
- 90% of students graded classes positively as being varied and interesting.
- 84% of students rated their assessments as being fair and their workload as being manageable.
- 89% of students agreed that their tutors had set targets to help them progress.
- Over 90% of students felt that their courses were well organised.
- 86% of students considered the College to be a safe environment.
- 88% of students would recommend their course to others.

On the negative side, Governors noted:

- Only 61% of Motor Vehicle and 63% of Business Studies students used College Support Services.
- 32% of students thought the enrichment programme was poor.
- 63% of students thought the College Refectory was poor value for money.

The questionnaire had been conducted by an external agency and there would be further questionnaires throughout the course of the year.

11. To approve the College's Careers Education and Guidance Policy

Received: The College's Careers Education and Guidance Policy.

Governors considered and approved the revised Careers Education and Guidance Policy. Noted that staff tutors would need additional training to assist them to give competent careers advice.

12. Verbal report on the proceedings of the Quality Panel

Received: A report from Vice Principal Angélique Gainza on the proceedings of the Quality Panel.

Governors noted the following in the various curriculum areas:

Catering and Hospitality

NVQs above benchmark. On the British Institute of Innkeepers qualification, performance has improved greatly due to ESOL assessments and short course. There is a need to increase links with employers and widen community links.

Teacher Education

Excellent retention although attendance was an issue. Success rates at 69% against benchmark of 61%. Noted that Lifelong Learning UK have devised a new framework for teaching qualifications and the College is now working towards revalidation before the next academic year.

Business

Some poor attendance but retention generally good. Some excellent achievement but too many areas where it is below benchmark particularly on AS and A2 Law, Business Economics and the Paralegal Certificate.

ESOL

High proportion of grade 1 and 2 teaching observations. Good achievement but lack of progression routes and some learners repeat Skills for Life Entry 1 courses.

Construction

Excellent new developments in this division mainly due to new Head of Division. Overall performance 2% above benchmark. There are very strong links with employers and should result in significant Train to Gain programmes.

Science and Mathematics

In most areas success rates are below benchmark except for GCSE Chemistry, AS Biology and A2 Maths.

Motor Vehicles

Very good links with employers. Very keen students

Visual and Performing Arts

Patchy performance overall. Some excellent achievements in Graphics, Art and Design and Foundation programmes.

13. Any other urgent business

There was no other urgent business.

14. Date of next meeting

Wednesday 27 June 2007 at 10.00am.