



# ***SOUTHGATE COLLEGE GOVERNING CORPORATION***

## **Standards and Performance Committee**

### **Minutes of the meeting of 27 June 2007**

#### **Attendance**

##### Members

Claude Pehrson	Chair
Ann Zinkin	Governor
Michael Blagden	Principal and Chief Executive
Marion Ford	Staff Governor
Ola Fadoju	Staff Governor

##### In attendance

Angélique Gainza	Vice Principal (Curriculum)
John Spindler	Clerk
Adrian Powell	Director of Quality

#### **1. Minutes of the Meeting of 25 April 2007**

*Received: minutes of the meeting of 25 April 2007.*

With the correction of a typing error on page one, the minutes of the meeting held on 25 April 2007 were confirmed and signed by the Chairman as a true record.

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

##### Item 7 – Update on Lesson Observations 2006/07

The Director of Quality reported that there had been a continuing improvement in teaching observation grades particularly concerning the move from satisfactory grades to good grades. The Committee agreed that the report on Lesson Observation Grades - June 2007 be attached to the minutes of the meeting.

The Principal reported on changes to the observation process that would be brought in with effect from September 2007. The effect of the change would be to bring internal observation processes more in line with Ofsted. Principle changes being:

- Staff would get a three-day window during which observations might take place.
- Staff would not know the specific class to be observed.
- All HoDs and Curriculum Leaders would be required to carry out observations provided they were qualified and trained.
- Update training would take place each term.

Should staff achieve a good or better grade in the first observation, they would not undergo further observations in that year. A potential issue with the revised system was that the observation process would be concentrating on teachers who achieved satisfactory or worse grades. There was, therefore, a danger that observation grade statistics would show a decline.

By Chair, Claude Pehrson, that the solution to this was to divide the statistics into first observations only and subsequent observations. The first observations statistics would then show the true picture.

By the Principal, that the Committee should note that since reaching agreement with union officials on the new procedure, officials had written advising that union members had rejected them.

The Committee agreed that this was not a case for a formal agreement as it was simply an update in procedures. The new procedures were to be put in place with a review in six months time and a future report to Governors.

#### Item 11 – College Careers Education and Guidance Policy

By the Principal, that the Committee should note that with effect from 2008, responsibility for Careers Education and Guidance would revert to the Enfield Local Authority (from Connexions). The College would therefore need to negotiate appropriate contracts and probably commit its own resources to Careers Educations and Guidance.

### **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. March GCSE Results**

*Received: a summary of GCSE results for March 2007.*

Noted: a significant improvement in achievement rates for Biology and Chemistry (15% and 13% respectively for A – C grades) but a decline in the results for Physics (-26%).

Angélique Gainza reported that there had been real issues in appointing good Physics teachers and that this undoubtedly reflected in the March results. She further reported that remedial action had been taken and she expected to see significantly better achievement in the summer exams.

By the Principal, that ongoing difficulties in recruiting Physics staff meant that we should now consider the subject to a shortage subject and therefore be prepared to pay a £4K Golden Hello to attract the right people.

By Ann Zinkin, that the College should consider whether the subject should continue to be taught and if so, consider approaching overseas organisations for appropriate staff.

## **7. Complaints Monitoring to June 2007**

*Received: a tabled report from the Director of Quality on lesson observation grades to June 2007.*

Governors noted that there had been a total of 94 complaints of which 18 referred to one incident of staff unavailability in the Motor Vehicle Section. The other significant area of complaint (13 complaints) referred to the unavailability of appropriate IT systems at the start of the academic year.

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 May 2007**

*Received: a report from the Director of Quality on Student Attendance and Retention to May 2007.*

Governors received the report and noted:

- Attendance was currently at 84% which was a 1% improvement on the position last year.
- Adrian Powell was confident that the end of year target of 85% would be met.
- Attendance in SLDD showed the most significant improvement (+6%) and this was an area where attendance was more linked to transport availability than to individual students.
- Attendance in Young College had improved by 2% but was significantly below all other curriculum areas. The Committee should note that many of these students were either school refusers or students with serious emotional or family difficulties. The attendance results are, therefore not unexpected and the fact that they are as high as they are reflect the excellent support work carried out by staff in Young College.
- Attendance in Teacher Education showed a 2% decline but remained high at 91%. The Committee noted that for next year, HE courses would attract bursaries which should further improve attendance in this curriculum area.

Also received, retention reports for 2006/07 to date. Noted: that this was the raw data and subject to amendment and improvement in retention figures.

Currently, the statistics for long courses show an improvement for retention only for adult provision at level one with provision for 16-18 year olds at level one and all ages at levels two and three showing a decline in retention rates.

The statistics for short courses continue to show very high rates for retention which in all cases are above benchmark.

It is anticipated that retention rates will improve significantly by the end of the academic year as the data is refined and includes all courses but if there is a decline in retention at the end of the year this could have an adverse knock on effect on success rates (retention and achievement) and the College has a target for a 5% improvement in success rates for this academic year.

## **9. Managing Teacher Performance**

*Received: a report from the Director of Quality on Managing Teacher Performance.*

The report gives details of the changes in the lesson observation procedures to make the internal observation system more closely related to current observations by Ofsted. The report also identifies the follow-up and support procedures that will be put in place for staff whose observation is grade four or worse and the support for new teachers who will be mentored during their first three months at the College.

Teaching observations will be the responsibility of the new Teaching and Learning Unit headed up by Adrian Powell. This unit will work closely with HR training staff and with staff in SFL to ensure appropriate training and development is put in place and that staff continue their professional development to qualify for QTLS status with the new IFL.

In response to a question from Ann Zinkin, Adrian Powell confirmed that new staff with particular skills were used to promote good practice throughout the College; a particular example of this in recent years had been the use of ILT resources in teaching and learning.

## **10. Managing Student Performance**

*Received: a report from the Vice Principal Curriculum on Managing Student Performance.*

The purpose of the new procedures were to promote a culture and ethos amongst students where they take their learning and achievement as seriously as possible. The procedure brings forward the monitoring and provision of student support systems for student performance as early as possible in the academic year and continued monitoring throughout the year.

The three levels of academic warning refer to academic performance only and are not in themselves disciplinary issues. However, should lack of performance be linked to disciplinary issues e.g. wilful refusal to attend or complete work, then disciplinary procedures would be invoked.

The new system would be overseen by the new Head of Studies who would liaise closely with tutors and HoDs and with staff in the Teaching Improvement Unit.

The Staff Conference on 6 July will focus on this new procedure and on techniques for improving student performance in the classroom.

**11. College Charter**

*Received: for review the College Charter.*

Received and noted that the Charter should be amended to include the significant new rules on student behaviour. The error in the seventh bullet point on the College's commitment which is currently a number of separate points merged.

**12. Terms of Reference**

*Received: for review the Committee's Terms of Reference.*

The Terms of Reference were received and accepted without amendment.

**13. Any other urgent business**

There was no other urgent business.

**14. Date of next meeting**

To be confirmed.