

**Minutes of the Standards Committee meeting held in the Board Room, Derby Road site on Thursday 11th December 2014 at 5.00pm**

**GOVERNORS** Diana Meale– Chair  
**PRESENT:** Kate Allsop from 5:50pm  
 Beverley Nita  
 Dame Asha Khemka  
 Rob Martlew  
**ALSO IN ATTENDANCE:** Lindsay Donnelly, PA to the Clerk to the Corporation  
 Patricia Harman, Deputy Principal Teaching & Learning  
 Elaine Martin, Director of Quality and Performance  
 Amanda Jogela, Head of Lifestyle Academy (staff observer)

		<b>ACTION by whom</b>	<b>DATE by when</b>
<b>14.29</b>	<b><u>DECLARATIONS OF INTEREST</u></b>  Diana Meale informed the committee that she would be Chairing the meeting until the committee Chair Kate Allsop arrived later.  The Chair reminded those present to declare any interests that they may have on any agenda items to be discussed. No interests were declared.		
<b>14.30</b>	<b><u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b>  Apologies for absence were received from John Holford and Sacha McCarthy. The Chair welcomed members to the meeting.		
<b>14.31</b>	<b><u>MINUTES OF THE MEETING HELD ON 2ND OCTOBER 2014</u></b>  Members reviewed the minutes and were satisfied that they were a true and accurate reflection of the meeting.  AGREED: to approve the content of the minutes of the meeting held on 2nd October 2014.	Chair	12.12.14
<b>14.32</b>	<b><u>ACTION PROGRESS REPORT</u></b>  The content of the Action Progress Table was noted.		
<b>14.33</b>	<b><u>DEPUTY PRINCIPAL'S REPORT</u></b>  The Deputy Principal introduced this item and drew a number of		

Signed : \_\_\_\_\_Chair

Date:

matters to members attention:

- WorldSkills UK National Skills Competition – Two students competed at the WorldSkills UK National Skills Competition finals, during The Skills Show from 13 to 15 November 2014 at the NEC, Birmingham. The students took part in the Painting and Decorating competition but unfortunately did not win a medal. Julian Walden, Head of School, attended the event and was very impressed by the standard of work that the students produced. Their attitude and approach to preparing for the competition was exemplary. The students conducted themselves professionally during the competition and were a credit to the College.
- As part of The Skills Show, a group of media students attended the event to demonstrate their skills. This included showing students who were attending the show the skills required to produce a live television show and how to record and edit footage. They also produced Gogglebox, a live television programme each day, which included interviewing organisations attending the show and special guests. One of the guests on Gogglebox was the Head of Recruitment at the BBC. She was so impressed with the students that she is going to visit College to talk to students and see their work. She told students that they did not necessarily need to go to university and based on the skills displayed, would employ them. These students also represented the College professionally and are a credit to the organisation.
- Mock inspections - During 2013/14 the College engaged an external company to conduct lesson observations across a range of provision which included on campus provision delivered by Schools of Learning and some work place learning.
- This year in order to obtain an external perspective of wider elements of provision and to judge the College's readiness for inspection, an external organisation has been engaged to conduct mock inspections at School of Learning level. Nine mock inspections are planned; seven Schools of Learning, Employer Engagement and Student Support. Those carrying out the mock inspections are all practicing Ofsted inspectors.
- The inspections will cover the range of aspects that Ofsted will consider in reaching judgments about the provision. Each area will receive a report of the findings at the end of the period.
- The mock inspections will take place between November 2014 and Easter 2015, and there will be an update provided at the next committee meeting in January 2015.
- Better Education For All – New Inspection Framework
  - Ofsted has launched a consultation on a new inspection framework for the academic year 2015/16.
  - The proposals are for a new framework for the inspection of maintained schools, academies, further education and skills providers, non-association

Signed : \_\_\_\_\_Chair

Date:

- independent schools and registered early years settings.
- The College is responding to the consultation paper. A summary of responses to the consultation will be published by Ofsted in early 2015.
  - The Principal highlighted the key changes to committee members. The Principal explained that the cycle of inspections is now slightly different. Last time it was decided that colleges graded as outstanding would not be inspected and therefore as a result a number of outstanding colleges haven't been through the cycle this year. This time colleges graded as good will be inspected every three years. If the grading is found to have changed then it will warrant a full inspection regardless of whether the grade has moved up or down. All colleges requiring improvement will be on the cycle every year.
  - Under the new framework there will be greater emphasis on safeguarding, the suitability of the curriculum and the type and range of courses and opportunities offered by providers, preparation for life and work in Britain today, including in relation to personal development, behaviour and welfare.
  - The Principal explained that Governors need to be clear on the standard required for teaching and learning.
- FE Week – The Principal provided copies of an article from the FE Week in relation to the Ofsted annual report. The Principal highlighted that this article shows that it is not just this college that needs to be consistent in the quality of teaching and learning. In general discussion Governors discussed why there hadn't been improvements in teaching and learning. It was explained that this could be down to turnover of staff in one area, sickness and weak leadership. The Principal advised that it was proposed to bring in extra external resources to work with teams to make improvements.

AGREED: to note the update provided.

#### **14.34 SELF-ASSESSMENT REPORT (SAR) 2013/14- DRAFT**

Elaine Martin introduced this item and explained that the purpose of the report is to present the College self-assessment for 2013/14 for consideration by the Standards Committee, prior to submission to the Corporation Board for approval.

She confirmed that drafts of the self-assessment report have been considered by members of the executive team following which minor amendments have been made to the report. The self-assessment

Signed : \_\_\_\_\_Chair

Date:

report was subject to external validation by the Deputy Principal: Teaching and Learning, Director: Quality and Performance, Chair of the Standards Committee and an experienced Ofsted Inspector. Subsequent to the external validation, further minor refinements have been made to the document. The self-assessment grades were agreed at the external validation event and curriculum area grade validation was further supported during the process of the SAR production through the moderation of a sample of curriculum area self-assessment reports by the Ofsted inspector.

The SAR process has been supported by the engagement of a practicing Ofsted inspector to validate approximately 75% of curriculum area SARs and has provided feedback on the attached draft executive SAR. Detailed feedback has also been given by the Director: Quality and Performance on over 50% of curriculum area SARs.

Elaine Martin drew members attention to point 2.3 - It is important to convey the level of investment that the College makes in teaching and learning which is substantial. The reference in the SAR to this point is quite deliberate and should be celebrated. Judgement about teaching and learning has been strengthened by reference to a broader evidence base through the introduction of learning walks in 2013/14 and the revised curriculum review process, as well as learner voice. Learning walks give a broader view and findings are shared with teams.

Partner provider SARs have been internally validated through an internal panel of learning consultants, Director: Employer Engagement; Director: Quality and Performance; and Head of Employer Engagement. Written feedback has been provided to partner providers upon the self-assessment reports and, in some cases, re-submission following advice and guidance from the validating panel.

Elaine Martin drew members attention to point 2.12 - It is intended that, given the dynamics associated with two day notice of inspection, that the SAR be updated throughout the year to reflect receipt of information and data sets that will become available in 2014/15, but that relate to the period of the 2013/14 SAR. Other data sets that will impact upon the 2013/14 SAR include the publication of College performance data by the data services in January each year; new national averages published each April and the release of such other performance data sets. All of the above will be incorporated to maintain a live and dynamic SAR which may bring a new perspective to College performance. The executive SAR includes reference to the later inclusion of these data sets.

The quality improvement plan will be formulated following the approval of the self-assessment report. This will contain the key cross college areas for development. Progress against the quality improvement plan will be presented to the Committee at the meetings in January, April and July 2015.

Signed : \_\_\_\_\_Chair

Date:

In reviewing the SAR documentation a number of specific elements were brought to the committee's attention:

- Pages 10&11– provide the College strengths and areas requiring improvement for 2014/15.
- Pages 15&16 – Table B – School of learning/curriculum area grade profiles 2011/12, 2012/13 and 2013/14. It was explained that an external audit took place and looking at firm data in terms of Access to HE the grade should be 3 and not 2. Also Health and Social Care should be graded as 4 and not 3. Unfortunately Health and Social Care is an area that has experienced issues. However, it was explained that these changes will not effect the overall college grade due to the proportion of the overall provision.
- Page 26 – 1.8 functional skills qualifications – the figures towards the bottom of the page where there is green text are not yet available.

The Chair informed members of the committee that Nottinghamshire County Council is experiencing issues in recruiting into home care. The committee discussed and acknowledged the issue in motivating and retaining people in this area. It was agreed that the Deputy Principal: Teaching and Learning would link in with Diana Meale on this issue.

Kate Allsop joined the meeting at 5.50pm.

Governors raised concern in relation to the pattern between observation and re-observation shown on page 70 in table 3.2c - observations by school of learning.

AGREED: to recommend to the Board subject to the changes discussed. However, changes should be brought to the next committee meeting on 29th January 2015 for approval.

#### **14.35    AOB**

There were no items of additional business.

#### **DATE OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was Thursday 29<sup>th</sup> January 2015 at 5.00pm.

Meeting closed at 6.10pm.

Dep Prin

Dec 14

Signed : \_\_\_\_\_Chair

Date: