

**Minutes of Norton Radstock College Quality Group Meeting  
held on 20 September 2011 at 6pm**

<b>Present:</b>	Mr R Newbery (Chair)	RN
	Mrs S Arayan (Principal)	SA
	Mr D Evans (from 6.10pm)	DE
	Mrs C Hounsell (from 6.05pm)	CH
	Mrs L Patch	LP
	Mr R Wynn-Jones (from 6.05pm)	RWJ
<b>In Attendance:</b>	Mr P Skinner (Senior Manager, Standards)	PS
	Mr A Ormerod (Academic Director)	AO
	Mrs C Bamford (Clerk)	CB

1. **Apologies for absence**

There were no apologies for absence.

2. **Draft Minutes of meeting held on 7 June 2011 for approval**

The meeting unanimously agreed to approve the Minutes.

3. **Matters arising**

The report was noted.

4. **Update on Committee Terms of Reference/Name**

Members approved the revised Terms of Reference and change of Committee name to 'Quality, Improvement and Standards' Committee.

CB to include the revised Terms of Reference in the October Governing Body meeting agenda.

**Action: CB Q9111**

5. **Update on Retention for information**

AO took the meeting through the report and stated that currently the whole college retention result for 2010/11 was 88% which is 2% under the 90% target. He went on to explain that the results had not been finalised and were therefore subject to change and could possibly improve to be closer to the 90% target.

AO commented that Adult Learning and Health & Social Care are substantially under target but this was mainly due to students who were on two year courses leaving prior to this year.

AO tabled a paper on attendance and took the meeting through the recommended actions detailed in the report.

AO tabled a paper which detailed charts showing each School's performance and confirmed that the dotted line represented the average.

RN thanked AO and team for the early information. AO explained that he thought it was beneficial to the Committee to provide early information to keep members informed and then present final figures in November.

RN asked if figures were likely to change due to the loss of EMA. SA commented that enrolments so far were good but lack of EMA may have an effect on retention.

RWJ queried whether there is a relationship between attendance and lateness. AO commented that he believed this was an early indication and that Senior Curriculum Leaders were being pro-active with lateness and are working hard to find the reasons why and support students.

PS stated that the correct and consistent use of CELCAT was being investigated so that reliable information is produced.

RN queried what the functions of CELCAT were. PS confirmed that CELCAT was an electronic timetabling and registering system which is able to produce various reports. He went on to explain that the Athena system will link with CELCAT and that attendance/punctuality will become part of the student's Individual Learning Plan and it was therefore crucial that the information entered is correct.

The reports were noted.

## 6. **Update on Learning Observations for information**

SA took the meeting through the Learning Observations Summary and explained that in the academic year 2010/2011 195 learning observations had been conducted by the Senior Curriculum Leaders within their areas of responsibility. She noted that the College had significantly increased the number of observations undertaken.

SA commented that she had met with the Senior Curriculum Leaders and they want to remain with the current system of observing every class within their curriculum responsibility and undertaking three observations a month.

RWJ commented that he thought it might be useful for SA or AO to attend some of the observations.

RN queried how best practise was shared. SA commented that some of the Senior Curriculum Leaders have swapped classes and they share information in meetings.

RWJ queried why there was only one observation undertaken in subject area 13. AO commented that this area covered Education and Training courses and therefore observations are performed as part of their programme by the tutor for teacher training.

The report was noted.

7. **Draft 2010/2011 Success Rates and Proposed Targets for 2011/2012 for information**

AO explained that this information would normally be presented to the November Quality Committee meeting but he thought it was important to give members a 'heads up' on success rates.

AO went through the report and explained that retention and achievement has already increased since the report was produced as data is still being received. At the time of producing the report there were 682 results still to come in but this has now reduced to 450.

RWJ stated that usually if students are retained they achieve, but the results from the Landbased School seem to disagree. AO confirmed that this was due to incomplete figures and that the basic premise remains the same.

The report was noted.

8. **Proposals for Quality Improvement Plan including outcomes of Peer Review for information**

PS took the meeting through the report and commented that it sets the scene for the coming academic year. Over the last few months work has been undertaken to identify KPI's that the College and Corporation can use to identify how different aspects of the College are performing. PS noted that the Quality Committee would monitor several of these KPI's and can discuss them at a detailed level prior to the top-level summary going to the Governing Body meeting.

PS commented that it will be helpful for the structure of the College QIP to follow the pattern of the six strategic objectives as far as is possible to enhance the synergy between self assessment and strategic planning.

RWJ asked if Senior Curriculum Leaders set their own challenging targets as well as looking at what has previously been achieved. PS noted that Senior Curriculum Leaders would work with him and AO and detail key actions at the end of their Self Assessment Report.

RWJ asked if we look at the process from the perspective of what the outside world and employers want. SA confirmed that students are asked what else the College can offer them – additionality. She also commented that the Equality and Diversity Focus Group look at the issues of preparation for the world of work and life in general to ensure students receive a well-rounded education.

PS confirmed that there will be periodic reviews and monitoring to ensure that actions are in progress.

RN asked for a regular QIP update at the Quality Committee meetings, PS will investigate the format to report this and report back at the next meeting. RWJ commented that he felt it was important to also report on the aspirational information to learn about the whole student experience.

The report was noted.

#### 9. **Consultation on the Revised Common Inspection Framework for information**

PS explained that this paper detailed extracts from the Common Inspection Framework 2012 consultation document and provides a summary of the main proposals. PS stated that there would be more alignment with the Schools Inspection Framework.

RN queried if the Department for Education was now looking at progress rather than results. PS confirmed that 'improvement' is the focus but that minimum levels of standards still need to be achieved.

PS highlighted the section of the report regarding prioritising inspections. He noted that Ofsted are strengthening the monitoring and inspection of Satisfactory providers including introducing the possibility of unannounced monitoring inspections of some providers who have failed to improve over a number of inspections.

CH asked if we should be focusing more on the quality of teaching in the lesson observations undertaken as this is highlighted several times in the Ofsted report. SA commented that she would review this with Senior Curriculum Leaders.

SA stated that the College would be sending back a response on the consultation document to Ofsted and that this would be circulated to Governors for information.

**Action: SA Q9112**

The report was noted.

10. **Review of quality of partnership provision for information**

SA took the meeting though the report outlining the process and controls undertaken in monitoring the quality of partnership provision the College uses. SA commented that she was confident that good controls were in place and that this was also monitored by the Audit Committee.

RWJ commented that he did not think the Audit committee had reviewed Partnership Provision. CB noted that this had taken place in the last meeting which RWJ did not attend as he was no longer a member of the Audit Committee.

The report was noted.

12. **Any other business**

There being no further business the meeting closed at 7.25pm.