

**Minutes of Norton Radstock College Quality Committee Meeting
held on Tuesday 8 June 2010 at 6pm**

Present:	Mr R Newbery (Chair)	RN
	Mrs S Arayan (Principal)	SA
	Mr D Evans	DE
	Dr D Protheroe	DP
	Mr R Wynn-Jones (from 6.10pm)	RWJ
In Attendance:	Mr C Barker (until 7.10pm)	CB
	Mr K Connell (until 7.10)	KC
	Mrs S Chu (until 7.10pm)	SC
	Mr J Holland (Clerk)	JH
	Mrs J Kurton (until 7.10pm)	JK
	Mr R Nicholson (until 7.10pm)	RN
	Mr P Skinner (Senior Manager Standards)	PS
	Mrs N Spong (until 7.10pm)	NS
	Mrs T Vallance (until 7.10pm)	TV
	Mrs J Winstanley (until 7.10pm)	JW

1. Apologies for absence

Apologies had been received from Mr J Hall, Mr A Ormerod, Mrs S Seldon and Ms J Withers.

2. Individual Areas of School Reports for information

The Heads of School took the meeting through their individual reports with the major points being Minuted:

- Adult Learning
The meeting noted the predicted improvement in success rates from the target of 67% to a predicted actual of 82%. This was noted as a major concern leading up to and at Inspection regarding the 19+ results in subject sector 19. Post 2012 is the target date to achieve Grade 1.
- Animal Care
The meeting noted the report with IT issues remaining an area of concern. 2012 is the target date to achieve Grade 1.
- Art and Design
The meeting noted the report. A cause for celebration was the 100% achievement rate in the last two years with several adult learners progressing to Degree courses. Some students in the School had experienced significant personal problems and recruitment remains a struggle. Accommodation remains a major barrier to achieving Grade 1. The College is looking at this and Grade 1 is targeted as achievable post 2011.

- Business and ICT
The meeting noted the report. The late recruitment of staff in the Autumn and retraining a balanced staff team has been an issue within the School. Predicted success rates were close to target. JK was pleased with the software available to monitor student progress and the development in this area to make tracking easier. Grade 1 was targeted as achievable post 2011.
- Engineering
The meeting noted the report. Good numbers had been achieved in the Engineering Diploma and the School was looking to expand Construction Apprenticeships next year. The School continued to suffer from not having a stable teaching team. The School has had a Consultant in to advise on Teaching and Learning and is looking to share experiences with other Schools and develop themed teaching observations. Grade 1 is being targeted for achievement in 2012/2013.
- Foundation Learning
The School is now operating six entry points throughout the year which gives students a better induction. Teaching and Learning has suffered slightly this year due to staff taking on new qualifications and delivery methods. The School has to deal with a high number of students who are disengaged or come to the College with issues. Grade 1 is being targeted for achievement post 2012.
- Hair and Beauty
Head of School to be invited to the next meeting.
- Health, Social Care and Early Years
Head of School to be invited to the next meeting.
- Horticulture
The School had received national publicity for a national award in Floristry and the Floristry courses have been highly praised by the External Verifier. The School had experienced IT issues, particularly the staff workroom. Grade 1 has been target for achievement in 2011.
- Keynsham Secretarial and Business Centre
Cause for celebration has been on the Work Experience offer for 26 students this year. KSBC suffered with the Business and ICT School with late recruitment of staff and difficulty in maintaining a suitable staff team during the year. Lack of teacher continuity has affected retention and the consultation over the closure of Broadlands School is definitely affecting recruitment.

The meeting was thrown open for Governors to query Heads of School.

Heads of School answered general queries from Governors.

SA informed the meeting that as part of her new job role Sandra Seldon would be looking at developing tutorials across the College with individual learning plans and tutorials to be more themed in future.

SA pointed out that Public Services were trialling a value added project for the College. The meeting also noted that School Heads would need to provide data so that value added could be measured.

Overall, the meeting concluded that this was a better format than the previous methodology of quality packs.

Heads of School left the meeting at 7.10pm.

3. **Minutes of meeting held on Tuesday 16 February 2010 for approval**

The meeting unanimously agreed to approve the Minutes. PS explained to the meeting that the new methodology for success rates only included LSC funded students and depresses our overall success rates.

SA was able to inform the meeting that the College had been reaccredited for IIP with a main theme of the report being the need for better evaluation of staff development undertaken.

4. **Matters arising**

i. **Lesson Observations for 2009/2010**

The meeting noted that overall in the previous year the Good/Satisfactory split had shown a better profile, support being available to help staff improve grades.

SA informed the meeting that she has taken on responsibility for teaching/learning within the College. She is meeting with Heads of School to set targets for lesson observations and future observations would be more themed.

5. **Approve updated Quality Improvement Strategy**

PS took the meeting through the updated strategy. The meeting agreed that it would like added references to:

- what the College is aiming for with its teaching quality
- what the College is aiming for with student progression and destination monitoring

Subject to the above additions DE proposed the strategy be approved, this was seconded by RWJ and unanimously agreed by the meeting.

Amended strategy to be included in the next Governing Body meeting papers.

Action: JH Q6101

6. **Update on Quality Improvement Plan for information**

PS handed out a chart showing the progress made on various areas on the Quality Improvement Plan which was noted. Governors thought it would be more useful if an exception reporting format was used to quantify actions that were behind the agreed timetable.

PS explained there is some linkage between the Quality Improvement Plan and the Post Inspection Plan.

Relevant sections of the Quality Improvement Plan would be carried over into the new year.

7. **Update to Post Inspection Action Plan for information**

PS explained that this was the report that went to Governors on 26 May 2010.

PS provided the following additional progress updates for the meeting:

Area 2 – The importance of Heads of Schools having accountability for quality of teaching/learning was reinforced at the May Quarterly Reviews.

Area 3 – The use of electronic tools to support ILP development is being considered with two new software packages having been viewed.

Area 4 – SMT Away Day on 19 July is focussing specifically on target setting with the Equality and Diversity Focus Group discussing differential performance of various groups.

Area 6 – The sharing of expertise and skills in self assessment. Heads of School meeting discussed this at their May 2010 Meeting.

Area 8 – The Equality and Diversity Focus Group is continually reviewing an action plan on key issues.

Area 11 – Survey results are being collated on advice and guidance students received on progression for a report to go to Academic Board in July and Heads of School have been given a timetable for the completion of student destinations data.

It was agreed that the Post Inspection Action Plan be presented at each meeting.

RN wanted to ensure that there was no regression of clear progress that had been made within the College.

PS clarified that Equality and Diversity and Safeguarding evaluation as limiting grades would take place as part of the self assessment process.

RN also reported that a section of Governance Improvement would be included in the Post Inspection Action Plan.

8. **Integrated Quality Enhancement and Review final report (HE) for information**

The report was noted by the meeting. PS informed the meeting that a summative review would be taking place on this in January 2011.

Governors noted that some of the pages of the report were missing. JH would recirculate.

Action: JH Q6102

9. **Verbal update on Framework for Excellence grading for information**

PS informed the meeting that this was a standard item. The College had heard that its Financial Management has been graded as Good but no other gradings were available as yet. It could be that the Framework for Excellence may be shelved.

10. **Any other business**

Upon query, SA clarified that staff without a teaching qualification have two years after appointment to obtain the necessary qualification. Also, staff must do 30 hours per year continual professional development to retain their Institute for Learning registration.

The meeting thought it would be useful to get some outside assistance on Governors Self Assessment and it was agreed that whoever be retained also review the College Quality Review Action Plan.

Action: SA Q6103

There being no further business, the meeting closed at 8.30pm.