

**Minutes of Norton Radstock College Quality Group Meeting
held on 16 November 2010 at 6pm**

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| Present: | Mr R Newbery (Chair) | RN |
| | Mrs S Arayan (Principal) | SA |
| | Mr R Wynn-Jones | RWJ |
| | Mr D Evans (from 6.35pm) | DE |
| | Miss L Strawbridge | LS |
| In Attendance: | Mr A Ormerod (Academic Director) | AO |
| | Mr P Skinner (Senior Manager, Standards) | PS |
| | Mrs C Bamford (Clerk) | CB |

The Chair welcomed Clare Bamford and Lauren Strawbridge to the meeting.

1. Apologies for absence

There were no apologies for absence.

2. Minutes of meeting held on 21 September 2010 for approval

The meeting unanimously agreed to approve the Minutes.

3. Matters arising

• Q9101 - Success Rates

AO went through the information on success rates. He explained that achievement is not a particular problem, the College achieved 2009/2010 target and is on track for 2010/2011. The main issue is retention (for example Engineering/Construction and Hair & Beauty).

In order to address this problem HOS have started (from September) to identify students at risk of leaving/struggling on their courses, aiming to identify and address issues in the first 6 weeks to minimise the effect on the retention rate. Each student at risk is being graded to determine level of risk and will be tracked and action taken accordingly.

AO commented that in general those students that stay on the course achieve and it is the impact of retention which brings down the success rate.

SA added that secondary schools only get measured on achievement so we are unable to compare results.

AO went through the School and College targets for 2010/2011 which, for the whole College, are – success 83%, retention 90% and achievement 92%.

RWJ proposed the targets for 2010/2011 be forward to Governors for approval, this was seconded by SA and unanimously agreed by the meeting.

AO went through the information on success rates for Employer Responsive (work-based) provision.

PS submitted further information to show performance of courses outside the Ofsted 'filter', ie not funded directly by the SFA or YPLA. The current success rate for these courses is 85%.

AO went through College performance tables and in particular explained those areas highlighted in red (well below average). PS noted that many of the red sectors relate to lower numbers of students, thus the majority of the College's students are in sectors that perform at national average or above.

- Q9102 - Self Assessment of Governors

PS went through the Governor Self Assessment Report and draft additions to the Quality Improvement Plan that has been developed following the workshop held on 25 October.

It was decided by the group that this would be forwarded to the Governors for them to revise, complete and assign responsibility for actions.

Action: CB Q11101

4. **College Self Assessment Report for approval**

PS explained that this was the latest draft of the report which needs to go the next Governor meeting for approval. RWJ queried why the grade of Value For Money had decreased from a Grade 2 to a 3. PS explained that it had been graded as a Level 3 at an Inspection and SMT were not aware of any significant changes since this date that would warrant changing the grade. RWJ felt that a commentary regarding this should be added to the SAR.

Action: PS Q11102

The Committee decided that the Grade 3 currently assigned to Personnel should be changed to a Grade 2.

Action: PS Q11103

Page 11 of the SAR details, 'What employers would like to see improved'. RWJ queried what was being done to achieve this. PS said he would follow this up with Rachel Loxston.

Action: PS 11104

The group discussed the importance of Governors linking with Schools and possibly with individual students and HOS. PS added that this was featured on the Governors Self Assessment Action Plan and in particular that the expectations/protocols of the linkage should be identified. RWJ has access to a programme, 'accelerate achievement' that could help give the schools links a focus. He agreed to demonstrate this to PS.

Action: PS/RWJ 11105

The Committee agreed that the report should go forward to the next Governors meeting for approval once the adjustments discussed had been made.

5. **Quality Improvement Plan update for information**

PS gave a verbal update on the QIP. There are a few outstanding actions but a lot has been achieved in 09/10.

RN commented that he thought the Covalent system has been very useful in tracking action.

6. **Post Inspection Action Plan update for information**

PS gave an update on the Post Inspection Action Plan and also clarified that the QIP for 09/10 would now be shut down and the QIP for 10/11 would now be developed (including any outstanding actions from 09/10 QIP and the Post Inspection Action Plans).

RWJ queried the comments on the development of Value Added and Distance Travelled systems. PS clarified the definitions. SA stated that she is looking at schemes to measure this as one of her objectives and that David Grant had been working on a trial.

RN asked what percentage of teaching staff are qualified teachers. SA stated that this was currently 92%.

7. **Framework for Excellence – 2009/2010 outcomes for information**

PS explained that the fourth column has now been added to the framework to state the 09/10 final outcome.

PS explained that he has interpreted scores into likely grades and added that it is difficult at this stage to fully understand until the national results are published in December.

8. **Student Satisfaction Survey for information**

PS provided information on End of Course 2007/10 and Start of Course 2008/11 Student Surveys.

9. **Results of new Lesson Observations for information**

SA explained that these were the results from September and October and at the end of 3 months she will start to validate the results. At the moment there is a high proportion of grade 2's being awarded.

SA explained that there were also themed observations which so far have covered attendance and punctuality. As a result of these observations a new policy on punctuality has been implemented.

10. **Equality and Diversity Report for information**

SA explained that this report details all completed actions to date.

RN commented that as a Governor he did not feel fully acquainted with Equality and Diversity issues. PS added that Chris Dando is part of the focus group so perhaps it would be a good idea for him to feedback at the start of a Governors meeting and/or for an E&D update training session to be arranged CB to follow up with CD and arrange.

Action: CB 11106

11. **Any other business**

RWJ asked if there was an update on the bullying via facebook that was mentioned at a previous Governor meeting. SA explained that students are not allowed to access facebook at College so this is actually happening outside of college. Students are given support and advised to speak to the police.

There being no further business the meeting closed at 8.05pm