

Monday 14th October 2019, 5.30pm

DRAFT MINUTES

This meeting had been rescheduled from 3rd October 2019. The agenda had been circulated to all governors - all (except staff & student governors) had been invited to attend.

PRESENT:

Ms P Rowe, Co-opted Governor, chair of committee
Ms S Jones, Co-opted Governor
Miss C Ezekwe, Foundation Governor
Mrs S Flannery, Principal
Mr G Thompson, Associate Principal
Mrs B Meier, Foundation Governor (5.48pm)
Mrs K Taylor, Foundation Governor (6.16pm)

IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors

The meeting was opened by Ms Rowe at 5.33 pm and was quorate throughout.

1. **Opening Prayer:** Led by Mrs Flannery
2. **Apologies:** Were noted to have been received from Fr G O'Shaughnessy, Mr R Vianello, Mr S Ebele and Mr C Garvey. Mrs Taylor had sent apologies in advance for late arrival.
3. **Declarations of Interests:** There were none.
4. **Minutes of previous meeting, 22nd May 2019:** Previously circulated, reported to the full Governing Body on 3rd July 2019 and included in the papers for this meeting; were agreed to be a true and accurate record and were duly signed by Ms Rowe.
 - 4.1. **Matters Arising:** There were none
 - 4.2. **Actions to be reviewed:**
 - 4.2.1. **Focus group with students:** Ms Rowe confirmed the focus group held on 23rd May 2019 had been reported to the full Governing Body on 3rd July 2019 as valuable and illuminating interaction with students.
 - 4.2.2. **Governor Link roll out:** Following approval of the agreed Protocol, the roll out had been discussed at the Governors' Focus Morning (12th October 2019). It was agreed that a two-hour visit would be appropriate to two areas in each of the two windows of time set out in the protocol. Ms Jones proposed that, following the new EIF methodology, an understanding of the biggest department; the departments with the best results and where outcomes require improvement would be a good starting point along with learner support. Mr Garvey had expressed an interest in linking with the RE department. Ms Jones would link with Health & Social Care and Ms Rowe with Business after the half term holiday - Mrs Lewis would liaise with Mr Thompson for dates. The protocol would underpin consistency for the visits.
 - 4.2.3. **Effectiveness of committee survey:** Mrs Lewis summarised the results of the online survey circulated after the previous meeting. Part of the questionnaire had reviewed the meeting and part of it had invited members to be reflective on their own contribution and their understanding of the areas in which the college is making progress and where progress is being hindered.

Actions to be applied from the survey responses would be:

Timing: to aim for a maximum 90 minute duration for a meeting and stick to time. More time / opportunity for questioning and discussion

Agendas: to avoid revisiting topics that had been covered adequately on previous recent agendas.

Mrs Lewis confirmed that the use of online surveys would continue with the Governance Self-assessment questionnaire which had just been circulated using a *Google Form*.

5. **Quality Improvement and Outcomes:** Mr G Thompson / Mrs S Flannery

5.1. **Results 18/19:** Mrs Flannery confirmed that the results had been sent to all governors at the start of term. The analysis report "Commentary Provisional Raw Results 2019" had been included in the papers for the meeting and included a RAG-rated headline tables with supporting commentary, improvements, areas for concern and risks to be managed down.

A Levels: Mrs Flannery highlighted an improvement in A Level high outcomes A* - B from 29.62% in 2018 to 31.06% in 2019 and A*-A from 8.4% in 2018 to 11.77% in 2019. The 97.9% raw A – E outcome was noted to be above the 97.6% national All England result used as a target. She explained the impact on Value Added outcomes. The QAR¹ would show benchmarking against other institutions.

Applied general (BTEC/UAL): Mrs Flannery outlined the overall excellent set of results and reviewed the commentary in the report on each of the three levels.

GCSE Maths and English: Mrs Flannery explained the impact on outcomes of a different strategy, described and evaluated in the report and in a contextual note, under which all students had been entered to resit GCSE in the absence of an appropriate alternative for those who had prior achievement of a grade 1 or 2. She noted that the objective of progress had been achieved with, on average, students improving by almost half a grade. More students had gained a GCSE in each subject although the overall percentage of passes had fallen because the cohort was larger.

General RE and Philosophy: Outstanding results were noted.

Quality Achievement Rates (QAR): Mr Thompson introduced the Headline Data QAR and Performance Tables report (first release October 2019) booklet of achievement tables and graphs which had been included in the papers for the meeting. He explained that the comparators in that document were against 16 / 17 benchmarks and tabled an updated report with more recent national rate benchmarks (for 17 / 18). The committee scrutinised the report page by page.

Mr Thompson explained the improvements in high grades shown in the achievement data graphs and indicated the graph that showed that the predicted L3VA value-added score for 2018 - 19 was -0.13 (-0.23 last year). The committee noted the target was nought and the score would be confirmed when the validated data is published in January 2020. Mr Thompson outlined why the whole student cohort would not be included in the DfE validated data.

Mrs Meier asked whether there was benchmarking against other Catholic SFCs and heard that this would be found in the January performance tables. It was acknowledged that contextual factors are important for comparison.

The proportion of high grades achieved on BTEC courses was noted to be impressive. The ALPS metric for value-added used for L3 diploma outcomes showed that the college had made significant progress moving up into the red top 25% zone in the country. The committee discussed where improvement had been made and where improvement was needed in specific subjects. Two courses, BTEC Travel & Tourism and UAL Creative Media had achieved number one positions in the country. The committee discussed the strategies and tactics including the high expectations and training of the teaching staff and adjustments to the sequencing of learning that had led to the rise up the ALPS scale. Motivation of students was noted to be a significant factor. Achieving higher grades in levels one and two would be an ongoing target.

¹ Qualification Achievement Rate

The DfE Maths and English Progress graph was noted to show that student progress measure nationally was negative whereas resit grades had improved at SFX.

Achievement Rate Table: overall headline data was examined using the more recent 2017- 18 national and provisional group comparators. SFX overall achievement rate at 82.2% was slightly above national and had moved up closer to the provisional group (Sixth form College) 84.1% rate.

Mrs Flannery commented on data illustrating achievement by one and two year courses; level; qualification type; age; gender; ethnicity group; difficulty or disability and learning difficulty and showing improvement in each measure.

[Mrs Taylor joined the meeting at 6.16pm]

Mrs Taylor asked what could be done to improve the performance by the boys to close the gap with the girls. Mr Thompson gave some examples and explained how departmental self-assessment and quality plans would be expected to define plans and actions to lead to improvement.

The Performance Tables Figures table was reviewed as the first release (unamended 2019) of DfE performance tables submitted to Ofsted for the desk top risk assessment. Mr Thompson highlighted that the average point score had improved to a C noting that this was better than all except one of the other London sixth form colleges. The academic value added score had improved to -0.13 (predicted based on whole cohort). The RAG rated 2019 measures were analysed.

- 5.2. **SCIF / QuIP:** The committee had received two reports in the papers “SCIF Progress 2019” and “Quality Improvement Plan (abridged) 2018 – 19”. Mr Thompson introduced the SCIF report noting that the monies awarded had to be used by the end of October 2019. It was agreed that the project had successfully supported an extensive amount of activity and significant improvement progress as shown in the report.

Mrs Taylor asked whether it had made a difference which Mr Thompson confirmed by describing, with examples, how the funding had enabled the college to make progress towards its stated objectives and be outward thinking and empowered to undertake exchanges, experiences and activities and purchase software platforms that would not otherwise have been affordable. He reviewed the opportunity SCIF provided for an “RI” college to work with an outstanding college. No further rounds of funding had been announced.

Mrs Taylor asked if the benefits of the project could be used to market the college and Mr Thompson confirmed that aspects of the activities would draw people in and the intention was to keep established links going for sharing good practice and opportunities.

Mr Thompson introduced the abridged version of the QuIP and outlined the RAG rated progress against improvement targets. Mrs Flannery said that some targets (high grades; access to Russell Group universities) would be carried forward as targets for 2019 – 20 and some areas would be distilled into the updated plan.

- 5.3. **London Sixth Form Partnership:** The committee had received a report in May reviewing activity and a new spreadsheet of meetings and activity had been drawn up for 2019 – 20. Mr Thompson mentioned a planned training day for Student Governors which was being provided in association with UNLOC. A review of the ALS department was expected later in the term undertaken during a visit by individuals in partner colleges as well as participation in the Self-Assessment Report validation on Quality Day (22nd November).

Ms Rowe commented that it was a well-established and growing partnership offering new opportunities for development and sharing.

6. Student Experience:

- 6.1. **Learner Voice:** Mr Thompson introduced the “Learner Voice e-Survey Summary 2019” which had been included in the papers for the meeting. He explained the methodology and process and reviewed the responses. Mrs Taylor asked Mr Thompson whether the responses in particular subjects resonated with him and he said because of the close consultations and quality reviews with departmental and faculty heads these were not generally a surprise. Ms

Jones discussed a correlation between the least satisfied students and exam results. Ms Rowe confirmed that agency teaching staff had access to KAPP². Mrs Meier asked whether the learner voice was shared with students. Mr Thompson said that some areas had learner voice notice boards and the student views would feed into the self-assessment process and so reflected in the action plans.

The committee was agreed that learner voice was a useful and meaningful exercise in conjunction with focus groups and other forums for obtaining feedback.

- 6.2. **Digital Innovation Strategy:** Mr Thompson reported progress towards procuring the iPads for students. GTh – in middle of about to procure the iPads. He confirmed that staff training is underway and that staff were keen to get on with the strategy. The committee would look forward to hearing about further progress at the next meeting.
 - 6.3. **Adult (Community Education):** There was no report other than to note that the college administered programme had closed. Some tutors formerly employed by the college to deliver courses under the Community Education programme were continuing to offer a range of classes by hiring rooms via the *Lettings* income generation scheme.
 - 6.4. **Student Complaints Policy:** It was noted that the policy was undergoing routine review and minor updates through college channels and would return to the committee at the next meeting for publication.
7. **HR Policies for review:** Three policies had been included in the papers along with a digest of the changes that had been applied. Ms Rowe reviewed the changes and the committee agreed the updates to each of the following policies **and would propose them for approval to the full Governing Body on 5th December 2019:**
 - 7.1. Absence Procedure 2019
 - 7.2. Disciplinary Policy 2019
 - 7.3. Grievance Policy 2019
 8. **Governance:**
 - 8.1. **Review of focus morning / outcomes of self-assessment:** The committee gave good, positive feedback on the governors' focus session held the previous Saturday (two days prior to this meeting) and confirmed it to have been an informative morning which had run to schedule allowing sufficient time for each item on the agenda. The improvement plan for 2018 – 19 had been reviewed by discussion and an online questionnaire survey was underway to reflect on the effectiveness of governance in 2018 – 19. A summary report would be provided to the meeting of the governing body on 5th December 2019 with an interim account to the Governance Committee in the meantime.
 - 8.2. **Review of Governors' Training & Development Policy:** The policy had been updated; was agreed and **would be proposed to the full governing body on 5th December 2019 for approval.** It was noted that governor training and development was now under the remit of the Governance Committee.
 - 8.3. **Training review of 2018 – 19 and plan for 2019 – 20:** Had been included in the papers for the focus morning. The training plan would evolve from the return of the self-assessment questionnaire. It was agreed that presentations at the focus event should be added to the governor training record.
The committee debated an idea from the focus morning which had suggested adding a second governing body meeting to the autumn term to receive the exam results and reinforce the importance of all governors hearing the report on outcomes early in the term. Various opinions were expressed and it was proposed that this meeting of the CSQ committee could be rebranded as a results meeting to which (as now) all governors would be invited with an emphasis on the expectation that all would attend. Ms Rowe concluded that further thought should be given to finding the best option.
 9. **Risk Management:** The committee discussed whether any new risks or modifications to existing risks on the register had been identified during the meeting. Ms Rowe wondered whether T Levels

² Key Assessment and Progress Reports

presented a risk to the BTEC programme. Mrs Flannery and Mr Thompson provided an update on progress, impact and involvement of the college and it was concluded that an eye should be kept on developments.

10. **Any Other Business:** Mrs Flannery referred back to possible subject areas for links visits and suggested Science or Psychology.
11. **Date of next meeting:** Tuesday 4th February 2020

The meeting closed at 7.15pm.

Membership:

Mr C Garvey, Vice-
Chair
Mrs S Flannery
Mr R Vianello
Mrs B Meier

Ms C Ezekwe
Mr G Thompson
Fr G O'Shaughnessy
Mrs K Taylor

Ms P Rowe, Chair
Ms S Jones
Mr S Ebele