

Thursday 22nd February 2018, 5.30pm

MINUTES

PRESENT:

Mr C Garvey, Co-chair, Foundation Governor
Ms P Rowe, Co-chair, Co-opted Governor
Ms S Jones, Co-opted Governor
Mrs S Flannery, Principal
Mr G Thompson, Associate Principal
Miss C Ezekwe, Foundation Governor
Fr G O'Shaughnessy, Foundation Governor
Mr S Ebele (5.47pm), Foundation Governor

NOT PRESENT:

Mr R Vianello

IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors
Mrs S Spazzini, Foundation Governor for items 1 – 5
Mr T Spindler, Head of English for item 6

The meeting was opened at 5.32pm by Mr Garvey who took the chair for items 1 – 4. The meeting was quorate throughout.

1. **Opening Prayer:** Mrs Flannery prayed a Franciscan Blessing.
2. **Apologies:** there were none.
3. **Declarations of Interest:** there were none.
4. **Membership / Introductions:** Mr Somayina Ebele, Foundation Governor was welcomed.
5. **Review of Ofsted Inspection, 23rd to 26th January 2018:** All governors had been invited to attend this item.

Governors had received a note of the summative feedback given by the Lead Inspector and subsequently a copy of a more detailed report back compiled by the management team. Mrs Flannery confirmed that a draft had been agreed and following completion of the quality assurance and proofing process the final report would be published in the near future.

Mr Garvey extended thanks & congratulations to Mrs Flannery, Mr Thompson and all staff on the provisional outcome. Mr Garvey had addressed all staff at the regular weekly briefing on the Monday morning following the inspection.

Ms Rowe took the chair. She and Mr Garvey reflected on the discussion they and three

other governors had had with two inspectors as part of the inspection process. Committee members deliberated ways in which governors might develop a more practical understanding of the curriculum. It was agreed that hearing from Heads of Department at this committee was informative and helpful for governors in this regard.

Mrs Flannery commented on the clarity of the Catholic recognition in the report and the strength of confirmation of improvement in the standard of teaching, learning and assessment. She reviewed the key findings of the draft report and explained the areas for improvement. “Outcomes for Learners” had retained a judgement of “requires improvement”. Further improvement in value added was needed - as had been explored with governors in their meeting with the inspectors.

Mr Garvey established with Mr Thompson how an action plan would be put in place to respond to the areas for improvement identified in the inspection report.

Mrs Flannery and Mr Thompson agreed that the findings set a clear pathway and monitoring of students’ progress to secure improvement in outcomes would not let up.

ACTION: Inspection report to be circulated to all governors once received Mrs Flannery / Mrs Lewis. A brief report would be made to the meeting of the full governing body on 21st March 2018.

Mrs Spazzini left the meeting.

6. **Curriculum Head of Department:** Mr Tom Spindler, Head of English, was welcomed to the meeting and introduced himself with a brief outline of his previous experience. He explained that English is taught at level 1; level 2 and level 3 in three different A levels.

Mr Spindler presented the work of the department using the point of view of two students studying English on different courses. The students were quoted describing what lessons felt like for them; their impression of the macro timetable; teaching techniques; use of materials and tailored resources and how they measure their progress.

Mr Spindler explained how the KAPP¹ process provided valuable opportunities for conversations with students which they engaged in. He described how students were tracked against their Value Added Target and the systematic process of interventions; mock exams; revision sessions and one to one work clinics. An intense study day would be offered to 20 – 25 students in May. There would be an English department trip to Paris in June – this was an example of the all-round experience provided for the students of English

The presentation included the students’ view of how they measure their progress and success and how value is added. Mr Spindler showed that the L3VA² was projected to be positive for 2018 in each of the three A Levels and described how progress was interrogated to identify where intervention would make the most difference on individual students. He concluded by noting that the current year had benefited from a more stable teaching team and pleasing headline GCSE outcomes.

Mr Garvey asked Mr Spindler whether he felt the new timetable supported independent learning and heard how this was being done through the development of working groups Mr Garvey discussed with Mr Spindler how he as a manager would review results and

¹ Key Assessment & Progress Point

² L3VA: Level 3 Value Added

outcomes with members of his team.

Fr O'Shaughnessy commended the English department on delivering a richly enhanced learning experience to their students. – have to teach to the exam but giving them a rich experience.

Ms Rowe thanked Mr Spindler for his informative presentation.

Mr Spindler left the meeting at 6.35pm

7. **Minutes of previous meeting held on 26th September 2017:** Two amendments proposed by Mrs Flannery were accepted. The signing copy was amended by hand striking through the two lines. The minutes were then agreed as a true and accurate record and duly signed by Ms Rowe.
8. **Matters Arising:**
 - 8.1. [item 8] The outcome of Investors in People re-accreditation process and award of silver recognition had been reported to the full Governing Body on 14th December 2017 and the full report circulated on 30th January 2018. Mrs Flannery tabled a report on the "Assessment Feedback Meeting" from which governors noted the recommendations arising and dates of the next interventions accreditation process. It was agreed that review had produced an overall strong report.
9. **Review of Actions carried forward** (Governance will be referred to the Governance Committee):
 - 9.1. [item 4.2.2] Focus group with students. It was agreed that Mrs Flannery would, with suggestions from the committee about the composition of the student group (eg comprehensive or by level?), set up meetings during the college working day. The contribution of the student governors at the December full Board meeting was commended.

ACTION: Mrs Flannery / Mrs Lewis: Time to be identified at the end of the current spring term or start of the summer term. Potential for level 1 and 2 students in the autumn term.
 - 9.2. [item 4.2.3] Redrafting of "published arrangements for obtaining the views of staff and students on the preservation and development of the educational character and mission of the institution and the oversight of its activities". The committee reviewed a revised statement which had drafted and agreed it to be comprehensive. **ACTION: Revised statement to be recommended to full Governing Body for adoption and publication on website.** The committee further recommended that the essence of the arrangements highlighted could be incorporated into information for new students.
10. **Curriculum Quality & Standards Report:** The Quality Improvement Plan (QIP) 2017 – 18 had been updated to show the key risks and priorities of the plan and revised to highlight the progress and impact of improvement actions. Both Risk and Progress had been RAG³ rated.

Ms Rowe introduced the item as one of the most important aspect of the work of this committee. Mr Thompson and Mrs Flannery provided commentary to the plan as it was interrogated by the committee.

Mr Thompson described how the student review process had adopted more aspirational value added terminology. He reminded the committee of the KAPP (key assessment and progress points) used to monitor and discuss progress (5 points for 1st years and 4 points for 2nd years) which had been developed to introduce Anticipated Final Grades (AFG) from

³ Red, Amber, Green

KAPP 2 onwards.

Mr Thompson confirmed the high quality of the subject area SARs (Self Assessment Report) and described the quality board meetings developed to interrogate improvement plans and the focus of each department. The Quality Day attended by governors had been a purposeful part of this process which had included reports from each Faculty and some departments.

It was noted that end of term exams had been held in December. Results released early in January were showing that early interventions had worked. Those students identified as at risk of failing were being supported with assertive mentoring. A further session of in-house exams would take place at the end of the spring term..

The impact of the developmental ungraded lesson observation cycle with its focus on post observation feedback and actions for improvement was reported. The process created an enhanced supportive route to improvement in teaching with more formalised support provided from a coach or mentor if needed. Ms Rowe commented on the challenge of breaking a culture of graded observations. Mrs Flannery emphasised that the intent was for teachers to concentrate on what they should do to improve rather than what grade they had been awarded. The process incorporated a follow up drop in 6 weeks after the initial observation to see whether the action points had had impact.

The committee was informed that the quality management review by Pearson for BTEC courses had just been completed with a site visit. The reviewer had been impressed by the Heads of Department he met and the quality of the systems and paperwork. The successful outcome could limit reviews in the next two years to desk top assessments.

Mr Thompson noted that meetings were about to commence with each Head of Department to validate the predicted Value Added Targets (VAT).

Fr O'Shaughnessy left the meeting at 7pm. It remained quorate.

Mr Thompson tabled the validated Value Added by subject report for 2017 entry for the college which had been released during inspection week. He talked governors through the report in detail and also provided an explanatory note.

Mr Thompson also tabled the latest KAPP report and, with the aid of some illustrative examples, explained how teachers are expected to predict the outcomes of their students and track where they currently are towards achieving those anticipated results. The committee was shown an L3VA modelling tool which would be used as a ready reckoner in conversation with Heads of Department to evidence how the progress of individual students would be scrutinised. Mr Thompson commented that students also understand the language of Value Added.

Mr Thompson emphasised that Value Added is a key priority on the QIP. He said that each of the key priorities would align with Ofsted.

Mr Garvey reflected on the meeting with inspectors who had been testing governors' satisfaction with the pace of improvement and change and how this could be evidenced.

Mr Ebele asked how predicted outcomes could be verified for accuracy. Mr Thompson explained how the available data is used to analyse the relationship between actual and

predicted grades and significant variance followed up. Mrs Flannery reflected on the importance of retaining a balance between securing good value added scores; high outcomes and the retention / achievement of students. Achievement is also a key aspect for scrutiny of the college performance.

11. **Review of Disciplinary Procedure (Staff):** The committee had received a revised Disciplinary Procedure for Staff accompanied by a cover paper from the Director of HR setting out the changes which had updated the procedure. Mrs Flannery provided further explanation. **It was unanimously agreed that the revised Disciplinary Procedure should be recommended to the full Governing Body for approval.**
12. **Review of effectiveness of meeting:** It was agreed that the committee provided a well-balanced and qualified forum for challenge.
13. **Risk Management:** No new risks had been identified or modifications recommended to existing risks on the risk register.
14. **Any other business:**
 - 14.1. It was noted that Ms Rowe and Ms Town had become the two representatives on the current London Sixth Form Partnership Governance group. The LSFP had adopted a commitment to observing governing body meetings with a partner college. SFX had been twinned with Havering Sixth Form College who had readily agreed to participate in observations of meetings. **For further discussion.**
 - 14.2. The committee discussed allocating members of the Governing Body to link with cluster departments. Mr Thompson suggested that governors serving this committee could link with each of the four faculties.
 - 14.3. Mr Garvey requested that the committee meet another Head of Department at the summer meeting. Maths was suggested. **ACTION: Mrs Flannery / Mr Thompson / Mrs Lewis**
15. **Date of next meeting:** Weds 13th June 2018

The meeting ended at 7.38pm.

SIGNED: _____

DATE: _____

Membership:

Mr C Garvey, Co-Chair
Fr G O'Shaughnessy
Mrs S Flannery

Ms P Rowe, Co-Chair
Mr R Vianello
Mr S Ebele
Mr G Thompson

Ms S Jones
Miss C Ezekwe