

Thursday 20th September 2018, 5.30pm

MINUTES

PRESENT:

Mr C Garvey, Foundation Governor, Co-Chair
Ms S Jones, Co-opted Governor
Ms P Rowe, Co-opted Governor, Co-Chair
Mrs S Flannery, Principal
Mr G Thompson, Associate Principal

IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors

Ms P Rowe was in the Chair. The meeting was opened at 5.25 pm and was quorate throughout

1. **Opening Prayer:** offered by Mrs Flannery with a prayer for Governors.
2. **Apologies:** Received from Fr G O'Shaughnessy; Ms C Ezekwe; Mr R Vianello; and Mr S Ebele were accepted.
Mr Garvey and Ms Rowe expressed disappointment and surprise at the low attendance at the meeting. Mr Garvey reflected on how recommendations arising from the external review of governance in July 2016 had been taken into account in the timing and organisation of the meeting and membership of the committee. The agenda had been sent to all governors with an invitation to attend. The date had been set and agreed well in advance. Mr Garvey said that attendance was a risk that needed to be discussed.
3. **Declarations of Interests:** there were none.
4. **Minutes of previous meeting, 13th June 2018:** Had been included in the papers for the meeting, were reviewed, 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 reported that the inaugural meeting had been held on 2nd July 2018. She and three other governor members of the CSQ committee had taken part. Ms Rowe had produced a summary note of the discussion which had been shared with the governor participants and Mrs Flannery. It was agreed to have been a good, positive exercise. Governors had found the students to be articulate and engaged in the tracking of their progress. Predicted grades had been discussed and the view that they could be perceived as negative was debated. Mr Thompson explained that the anticipated final grade was used as a fluid indicator to show and educate students that they could influence and change things themselves. Mental wellbeing had also been discussed candidly. "Touching base" contact with teachers checking that everything was going well for a student in all aspects was valued and welcomed and could be developed further.
Mrs Flannery announced that an application had been made to the Lottery Fund which, if successful, would be used to fund PIPS training for staff and students to equip them with intervention knowledge to recognise the onset of crises such as self-harming, suicide and

eating disorders.

Further student / governor focus groups would be organised.

5. **Quality Improvement and Outcomes:** The committee had received a “commentary on provisional results” and “Qualification and achievement rates for 2017 – 18” in the papers for the meeting. In addition all governors had been sent “Exam Results 2018” on 6th September. Also included in the papers was comparative L3VA data and an “anticipated top level quintile summary based on actual results” chart.

- 5.1. **Results 17/18:** Mrs Flannery introduced the “Exam Results 2018” and used the RAG rated subject by subject charts as the basis of her analysis of raw results. Mr Garvey said he had been pleased to see the improvement in raw outcomes and value added.

A Level Exam Results 2018: Mrs Flannery noted that there were fewer “u” grades; an improvement in mid-range outcomes and still work to be done on moving up the high grades. The committee scrutinised the subjects rated in red (defined as having a pass rate more than 5% below all college benchmarks, 2017) discussing the contributory reasons and impact of improvement and intervention strategies.

Mr Garvey asked what the increase in green (pass rate on or above all England UK benchmarks) rated subjects could be attributed to. Mr Thompson described the concerted effort and focus on improvement of teaching, learning and assessment following the inspection outcome in 2016. He described how staff had been willing to support and learn from each other. Mrs Flannery discussed advances in the tracking and monitoring of students’ progress explaining that teachers had gained confidence and skill and, using the diagnostic tool, were working with the data to give analytic and effective feedback to students on an individual level.

AS Results 2018: There had been 62 entries, this did not represent a whole cohort. It was explained that AS remained a standalone qualification and had been used as a contingency for students struggling at A Level who may otherwise not gain a qualification at all.

EPQ and Advanced Maths Studies: There was a 100% pass rate in both

General Applied: Mrs Flannery reported the 2018 results overall to be very good. She highlighted the need to push on Health and Social Care at both level 2 and 3. There had been significant turnover in the staff team.

GCSE Results: The outcomes of the post 16 resits in English and Maths were reviewed. Mrs Flannery spoke about the tougher English exam. The pass rate in both English and Maths was noted to be above national performance. Mrs Flannery explained that students may improve their grade without reaching the grade 4 pass. Demonstrating improvement was important. The number of students for 2018 – 19 who would be retaking Maths and / or English would be very high (Maths 450; English 380). Ms Jones enquired whether students who did not pass had a lack of interest or ability. Mr Thompson said many of them were disincentivised. The committee noted the results of the Use of Mathematics stepping stone to GCSE qualification which was being discontinued. Students taking this course had shown progress. Mr Thompson explained a new system of “streaming” maths student whereby they would be taught together grouped by results (all grade 3 together etc) to enable teaching to be adapted accordingly.

Value Added: Mr Thompson reported an overall improvement in value-added scores for level three. He reminded the committee that the target was zero and showed from the “anticipated top level summary based on actual results” data that had been included in the papers that the A Level score had more than halved from -0.36 in 2016/17 to -0.15 against the prior year. He emphasised that the summary was provisional pending confirmation in October. Both tables in the summary were analysed and the projected improvement in quintile position was noted. Mr Thompson highlighted the positive 0.03 score in Applied General which was better than the national benchmark.

Mrs Flannery announced that a SCIF¹ bid for £150k was being prepared for submission. The college qualified to apply to the fund to work with a partner college on improvement because it had been judged as grade 3 for outcomes at the last inspection. The partner college would

¹ Strategic College Improvement Fund

be St Dominic's Catholic Sixth Form College in Harrow which was strong on high end ability. Mr Thompson said that one of the Ofsted areas for improvements was to push most able students – the projected movement from the bottom quintile (5) last year up to the top quintile (1) this year for those students with high prior achievement was an indication of some progress with this target.

Mr Thompson referred the committee to the L3VA comparison by subject data for Academic and A Levels which was RAG rated and showed more green than the previous year. The results were examined and discussed at course level. Mr Thompson confirmed that the breakdown for Applied General was being worked on.

Mr Garvey said the results were worthy of congratulations. He expected further forensic analysis of what could be done to improve the red and build on what went well to create the green. Mr Thompson agreed and commented that there had been a cultural shift to bring about the improvement. Ms Rowe said it was a positive start to the new year on the back of a lot of hard work over the past few years. Mr Thompson added that the structure of four Heads of Faculty was increasing scrutiny and increasingly careful attention at enrolment led to students being on the right courses for them.

- 5.2. **QIP:** Mr Thompson explained that the SCIF bid would, if successful, support quality improvement in outcomes focusing on under-performing areas and pushing up high grades across all A levels. He noted that the percentage of high grades had remained stable at 29% but the challenging target was 40%. He said there was a lot of work to be done on improving attendance and punctuality. The bid would facilitate working with St Dominic's which achieved a 94 % attendance rate and to learn effective strategies and techniques. The full programme of activity would embrace supporting more students to gain places at Russell Group universities; perseverance with the "Teach each other" objective; engagement in more supported experiments; trialling different TLA strategies and continuation of the growth mind-set drive with staff and students to build resistance and develop positive learning behaviours - all of which would contribute towards gaining better grades.

The outcome of the bid would be known in mid-October.

Ms Jones asked what kind of strategies were in place to get students into the top universities. Mrs Flannery said that students with potential would be clustered together in tutor groups to facilitate a range of support activities such as inspirational speakers, academic competitions and trips / visits.

Ms Jones described a mentoring / coaching scheme for those looking to go into medicine which her daughter was participating in as a mentor. It was agreed that this would be a useful avenue to look into for extending and developing student interest in specific fields.

- 5.3. **London Sixth Form Partnership (LSFP):** Governors received the partnership programme setting out the range of activities planned for 2018 – 19 in the papers for the meeting. The dates of the Governor Liaison group meetings were noted. Mr Thompson confirmed the college intention to participate in as much of the programme as possible. He reported a successful final meeting at the end of the summer term at which continuation of the partnership had been endorsed. A new Partnership Director had been appointed, Dawn Hamilton-Barrett currently Vice Principal at Leyton Sixth Form College.

6. **Student Experience / Learner Voice Survey:** This would be deferred to the next meeting due to a delay in collating the responses caused by staff absence. **ACTION: for agenda**
7. **Adult Learner experience:** The report provided in the papers was reviewed and accepted.

8. **Governance:**

- 8.1. **Self-Assessment process & plan for focus morning, Sat 13th October:** Mr Garvey said that the Saturday morning session the previous year had delivered a successful, tangible focus on Ofsted and governor understanding of quality.

He proposed that, because a large number of governors had not heard the report on results this evening, the presentation should be repeated at the focus morning. It was important, he said, that outcomes were scrutinised before the December full Board meeting. In preparation for the meeting governors would be asked to analyse the results and identify the weaknesses and formulate some questions

Ms Rowe said that self-assessment needed to be undertaken willingly and could explore the reasons for low attendance at committee meetings and lack of participation in this one. Mrs Flannery proposed that some of the meeting should be devoted to critical thinking and debate to form a collective view on academisation and options for sustainability and structure. She advised the committee that enrolment of students for 2018 – 19 would fall short of target triggering the need for discussion and review.

- 8.2. **Training review of 2017 – 18 and plan for 2018 – 19.** The report included in the papers for the meeting summarised all training and development activity during the year. Expenditure had been within budget but a wide range of participation had been maintained. The training plan would follow from the self-assessment process. A suggestion to incorporate an explanation of Key Performance Indicators and a governor's responsibility to challenge performance against them in the induction programme was agreed. The development of the link governor idea and possible extension to new governors would be included in the training plan.
9. **Effectiveness of committee:** Returns from the questionnaire completed after the previous meeting had been summarised in the minutes of that meeting and indicated satisfaction. No specific training needs had been identified.
10. **Risk Management:** Have governors identified any new risks or modifications to existing risks on the register? The impact of ongoing under-recruitment was noted to be ranked in the top two risks.
11. **Any Other Business:** there was none.
12. **Date of next meeting:** Tuesday 22nd January 2019. The committee requested the attendance of another Head of Department at this next meeting. It was suggested that Mr Aaron Takyi, Head of Business, should be invited.

The meeting closed at 7.05pm

SIGNED: _____

DATE: _____

Membership:	Mr C Garvey, Co-Chair	Ms C Ezekwe	Ms P Rowe, Co-Chair
	Mrs S Flannery	Mr G Thompson	Ms S Jones
	Mr R Vianello	Fr G O'Shaughnessy	Mr S Ebele