

Wednesday 22<sup>nd</sup> May 2019, 5.30pm

## MINUTES

### PRESENT:

Ms P Rowe, Co-opted Governor, Chair  
Fr G O'Shaughnessy, Foundation Governor  
Mrs S Flannery, Principal  
Miss C Ezekwe, Foundation Governor  
Mr G Thompson, Associate Principal  
Mr S Ebele, Foundation Governor, 5.40pm

### IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors

**The meeting was opened at 5.34pm by Ms Rowe. It was quorate throughout.**

1. **Opening Prayer:** Offered by Mrs Flannery
2. **Apologies:** Mr C Garvey, Ms S Jones, Mr R Vianello
3. **Declarations of Interests:** there were none
4. **Introductions:** The chair invited all to give a brief introduction summarising their interest in governance, their skills and how those skills might be used on this committee.
5. **Minutes of previous meeting, 22<sup>nd</sup> January 2019:** Included in the papers for the meeting were agreed to be a true and accurate record and were duly signed by Ms Rowe.
  - 5.1. **Matters Arising:** there were none not covered by the agenda
  - 5.2. **Actions to be reviewed:**
    - 5.2.1. **Setting up of focus group meeting with BTEC / UAL course students:** This had been confirmed to take place on Thursday 23<sup>rd</sup> May at 3pm.
    - 5.2.2. **T-Level pilot employer placement update (item 8.2 in minutes).** Mr Thompson provided the committee with a "T-Level Industrial Placement Summary" report and explained how the pilot had been implemented for a group of IT Extended Diploma students. He described the challenges and the reciprocal arrangements made with other colleges to provide meaningful placements. He confirmed that the pilot had been successful and the students were doing well. The college Industrial Placement Co-ordinator was undertaking visits. Much of the £49k set up funding had been invested in staff and additional administration. The students had been provided with iPad tablets to support their ongoing work on the study unit and evaluation of their placement. Mr Ebele asked what feedback had been received from the students and heard that they had been enjoying the experience which would continue until mid-June. The committee would look forward to the eventual outcome.
6. **Quality Improvement and Outcomes:**
  - 6.1. **Ofsted new inspection framework:** Mrs Flannery introduced the Education Inspection Framework (published May 2019) being introduced on 1<sup>st</sup> September 2019 which had been included in the papers for the meeting. She tabled an at a glance summary of the revised Ofsted Judgements and explained the intention of the changes and how the three "I" pillars of Intent, Implementation and Impact were drawn into the "Quality of Education" judgement. The other three key graded judgements were noted to be behaviour & attitudes, personal development and leadership & management. The committee discussed what the expectations would be of governors in the new framework and how confidently they would be able to

describe the service students experience at the college. It was noted that internal progress data would no longer be used as inspection evidence.

Mr Ebele asked what measures of progress inspectors would be looking at. He was advised that it would be Value Added. For the college ALPS is the current the validated measure for applied general qualifications.

Mrs Flannery described the change in style of the inspections which would feature deeper dives into particular pre-selected departments and with more dialogue. The committee discussed what support and training the teaching staff would receive to be confident at inspection and heard that the majority of staff training was based on developing pedagogical skills.

Fr O'Shaughnessy expressed his support for the idea of more dialogue and interaction and Ms Rowe observed that the framework encouraged greater focus on natural self-reflection. Mrs Flannery reported that feedback from institutions in the pilot of the new framework had been positive. She would keep the committee informed of reaction as inspections begin to take place in the autumn.

## 6.2. College QuIP:

Mr Thompson tabled a data report of predicted grades for all level three courses which he analysed and explained for the committee. The report included a RAG rated cumulative percentages by subject comparison of predicted A Level results with the previous year's outcomes. He said that indicators were showing that predictions currently at 34% were building against last year towards the aspirations target of 40% A\* to B this year. He explained that it was too early to make value added calculations. It was noted that the number of subjects rated red had halved. The predicted outcome of 99.3% grades A\* to E was noted. Mr Ebele asked about predictions for Geography which were rated red in the higher grades band. Mr Thompson explained the challenges of the small cohort and the application of the students in it to the subject. Miss Ezekwe observed that the predicted outcome was, nevertheless, 100% A\* to D.

Mr Thompson concluded by re-iterating that a key improvement target was to improve higher grades in A Levels. Within the context of adapting to / introducing linear courses and the lack of past papers available for practice, progress was considered to be good.

Reviewing the predictions for BTEC and UAL applied general courses Mr Thompson commented that the forecast was still changing as students complete their coursework. He said that the expectation was that a full pass rate would be achieved by those who completed which would be an improvement on the previous year. It was noted that almost 80% of outcomes in the BTEC Extended Diploma courses would be high grades. Improvement in higher grade achievement in Health and Social Care which had been an area of concern in the previous two years was reported to be showing improved progress with first year students but the second years were carrying over conflated marks. The predicted outcome for results in BTEC subjects was that they would hold or improve. It was not anticipated that UAL Art & Design would hold onto its number one ranking in the country this year.

Ms Rowe clarified that retention was not in these figures and asked whether Mr Thompson had a feel for the level of retention. He suggested it would be similar overall to the previous year. He said that retaining level one students had been a struggle and identified that A Level was good along with first year BTEC. Mrs Flannery related the pattern of retention to staff changes and the impact of the trauma of losing a student in the autumn term. Mr Thompson emphasised that some students who leave go on to positive destinations including apprenticeships.

Fr O'Shaughnessy commented that examining raw data as a measure of the success of the college did not take into account the impact of individual pastoral care and changing of mindset that the college had on its students, which he felt was outstanding.

**Strategic College Improvement Fund:** A report "SCIF Progress" had been included in the papers for the meeting and progress against each workstream and activity was summarised by

Mr Thompson.

Mr Ebele asked about the work and impact of the Achievement Officer and whether a referral compelled the student to attend. Mr Thompson confirmed it was mandatory and added that some students go in to the Directed Learning Centre voluntarily. He said the innovation was working well.

Ms Rowe clarified the driver behind the programme. The SCIF funds were awarded from the DfE and the drivers of the local project were Mr Thompson and the Vice Principal of St Dominic's Catholic Sixth Form College in Harrow - the partner college. It was noted that St Charles' Catholic Sixth Form College had also recently been awarded a SCIF grant and would also be partnering with St Dominic's. Mr Thompson explained that funds had to be spent by October 2019. It was noted that two posts, Achievement Officer and Attendance Officer, were currently funded from SCIF. Continuation of those roles would be subject to an impact evaluation. Mr Ebele asked if there was a success story arising from the work of the Achievement Officer. Mr Thompson gave an example and would provide a selection of case studies.

Ms Rowe requested an impact report on the impact of the project for governors in due course. Mr Thompson summarised the three strands: improving stretch and challenge (higher grades and progress to Russell Group universities); improving student attendance and punctuality; and building resilience and mindset towards effective learning behaviours (impacting on improvement in retention and achievement).

- 6.3. **London Sixth Form Partnership (LSFP):** The committee had received details of the LSFP Summer Conference being held on 28<sup>th</sup> June 2019. Mr Thompson tabled a report which reviewed the key partnership activity over the year 2018 – 19. He reported development of a website for the partnership.

It was noted that SFX had been represented by Ms Rowe and Mrs Lewis at all three of the evening meetings of the Governor Liaison Group this year. Ms Rowe described how the group worked and was constituted. She outlined topics that had been covered and commended the meetings, and LSFP as a whole, as a valuable forum for sharing ideas and practice. She encouraged other governors to participate. A briefing had been arranged by the partnerships for governors and college managers on the Insolvency Regime provided free of charge by a law firm<sup>1</sup>. Ms Rowe recounted a policy update given at the most recent meeting by Eddie Playfair, Senior Policy Manager at AoC and former Principal of NewVIC which had included an important briefing on qualification reform.

The partnership was endorsed as a good opportunity for staff to get out and immerse themselves in other sixth form colleges. It was expanding and maturing and now included St Charles'. Planning was underway for the coming year.

7. **Digital learning Innovation Strategy:** Mr Thompson briefed the committee and reported that policies and paperwork to implement the strategy were in place. Roll out to specific courses would begin in September. Careful consideration was being given to selecting the best supplier and financial deal for purchase of the iPads. Mr Thompson reported that the upgrade to the WiFi vital to support the strategy was evident.

Ms Rowe was pleased to note that the project was progressing and developing.

8. **Governance:**

- 8.1. **Protocol for link governors:** Mrs Flannery introduced the draft framework "Governor Visits and Protocol" which had been included in the papers. She outlined the key elements of the protocol and the committee accepted the premise that link visits should take place within two identified periods in the year and retain a focus on areas in the development plan. The draft would next be taken to the LCC<sup>2</sup> before being proposed to governors for introduction. Ms Rowe confirmed that the start of link visits should wait for agreement on the protocol / framework.

**It was agreed that committee members would email further feedback / suggestions on the draft by 14<sup>th</sup> June for incorporation in the draft to be discussed with the LCC.**

<sup>1</sup> Attended by Mrs Flannery, Mrs Lewis and Mr Belfour

<sup>2</sup> Local Consultative Committee (of the staff associations / unions)

8.2. **Review of publication of arrangements for obtaining views (item 11.1 in minutes of previous meeting):** Following an interim check-over, the committee confirmed that the current statement as published and included in the papers for the meeting, should remain in place and a full review would happen in spring term 2020 to start a routine 2 year cycle.

8.3. **Governance Self-Assessment process & plan for focus morning (Sat 12<sup>th</sup> Oct 2019):** Fr O'Shaughnessy offered his apologies for not being available for this date. It was agreed that the programme should include an introduction to the Ofsted EIF. Ms Rowe prompted a discussion on the length of the event and suggested it could be extended to a full day. She felt that a morning may not provide sufficient time for meaningful self-assessment of governance. It was agreed that the timetable and format for reviewing the effectiveness of governance at the focus day were worthy of review. Suggestions included not requiring the Principal and Associate Principal to remain or inviting an external facilitator to lead the process. It was recognised that governors had family commitments and maybe the day of the week should be reviewed if it were to be extended. Committee assessments would be consolidated into the assessment and would be gathered during the course of this term.  
**It was agreed that further thought would be given to the format of the morning / day and discussed at the meeting of the full Governing Body on 3<sup>rd</sup> July when dates would be agreed.**

Ms Rowe introduced her interest in developing an effective model of evaluating meetings and self-assessment by individuals of their own contribution to each meeting. Members had received a draft template questionnaire. Mr Ebele suggested it was translated into an online questionnaire which could be circulated soon after the meeting and completed within a couple of days whilst the meeting was still fresh but also allowing time for meaningful reflection on the contribution made.

**It was agreed that Mrs Lewis would devise and circulate an online questionnaire using eg Survey Monkey from which would be collated into an assessment of the effectiveness of the meeting.**

8.4. **Governor training & development opportunities.** Mrs Lewis outlined the range and styles of training opportunities and programmes currently available to governors and the expectation that maintaining good governance required individual commitment to training and development and keeping abreast of the changing landscape. She expressed her awareness that governors were being bombarded with information about what was available and had a limited time resource.

**It was agreed that Mrs Lewis would summarise the key current opportunities available to governors at the meeting of the full Governing Body.**

## 9. Effectiveness of committee:

9.1. Revision of terms of reference: The current terms of reference (approved July 2017) had been included in the papers marked with suggested revisions to update terminology and where some areas of reference had moved to the Governance Committee which had been established since the current terms of reference had been put in place.

**The committee agreed the changes as suggested and would recommended them revised version to the full Governing Body on 3<sup>rd</sup> July 2019 for immediate adoption and subsequent routine review on a two year cycle.**

9.2. **Discussion & completion of effectiveness evaluation questionnaire:** Had been incorporated in 8.3.

10. **Risk Management:** The committee confirmed that Quality ranked number 3 on the risk register adequately reflected the key sources and controls.

11. **Any Other Business:** There was none

12. **Dates of meetings for 2019 – 20:** It was agreed that these would be:  
Thursday 3<sup>rd</sup> October 2019, 5.30pm  
Tuesday 4<sup>th</sup> February 2020, 5.30pm  
Wednesday 20<sup>th</sup> May 2020, 5.30pm

**SIGNED** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**The meeting closed at 7.35pm**

**Membership:**  
Mrs B Meier  
Mrs K Taylor

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

Ms C Ezekwe  
Mr G Thompson  
Mr R Vianello

Ms P Rowe, Chair  
Ms S Jones  
Mr S Ebele