

Tuesday 27th September 2016, 5.30pm

MINUTES

PRESENT:

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

IN ATTENDANCE:

Mr M Belfourd, Foundation Governor, Vice Chair of Governors
Mrs E Lewis Clerk to the Governors

The meeting opened at 5.40pm and was quorate throughout.

1. **Opening Prayer:** offered by Mrs Flannery
2. **Apologies:** Received from Miss Claire Ezekwe were accepted.
3. **Declarations of Interests:** there were none.
4. **Election of Chair and Co-Chair:**
 - 4.1. Mr Garvey was proposed as Chair by Ms Jones, seconded by Ms Rowe and was duly elected unanimously for a one year term of office under the current Terms of Reference 2.2 (December 2015).
 - 4.2. Ms Rowe was proposed as Co-Chair by Mr Garvey, seconded by Ms Jones and was duly elected for a two year term under the current Terms of Reference 2.3 (December 2015).
5. **Minutes of previous meeting, 22nd June 2016:** Circulated on 2nd August 2016, were agreed to be a true and accurate record and were duly signed by Mr Garvey.
 - 5.1. **Matters Arising:** There were none not covered by the agenda.
 - 5.2. **Actions to be reviewed:** The Clerk explained that a review of actions carried forward in the minutes would be a standing item on the agenda to track that actions are being followed up. The Clerk noted that confirmation of a scheme of delegation is an outstanding action.
6. **Quality Improvement and Outcomes: [BAF¹ 1 QUALITY]** Mr G Thompson / Mrs S Flannery
 - 6.1. **Results 15/16:** Prior to this meeting, Mrs Flannery had emailed headline A2 and AS outcomes to all governors on 19th August 2016 and followed this up with more detailed notes and RAG² rated A2 and AS results subject by subject on 8th September 2016.
In the papers for this meeting the committee received a written report from Mrs Flannery extending that information with data, performance statistics; analysis and observations on the A2 (provisional); the AS (final); the Vocational and the GCSE (English and Maths) outcomes.

The committee noted the colour coding of outcomes clearly indicating where improvements or deterioration had been made. The analysis of results in all programme areas was examined

¹ Board Assurance Framework

² Red: Significantly below all college benchmark. Amber: Marginally below all college benchmark. Green: Above college norm



in detail.

A2 Outcomes, Headlines (still a few minor points to resolve): A2 achievement had improved from 91.7% to 94.7%. A fall in the number of entries was explained to reflect a movement towards the vocational routes (BTEC, UAL). Mrs Flannery commented that the intake of new students for the new academic was currently 60:40 diploma to A level. A* to B grades had increased from 23.5% to 31.6%. Governors noted that this would improve value-added outcomes. The 94.7% A to E grade pass rate for A2 was noted to be below the National (All England Colleges) pass rate of 98.1%. That rate, 98.1% A to E had been set as the target for 2016 – 17.

Mrs Flannery reviewed the “U” graded outcomes discussing how the risks would be managed down with prompter intervention strategies; the identification of any patterns and the correlation with previous examination performance / ALIS scores. In summary it was noted that the number of “U” grades had halved at A2.

Governors identified that students taking A2 exam alongside a vocational BTEC Extended qualification were at risk of failure or very low grade. Mr Thompson confirmed that to manage that risk extended diploma course students would not – except for those with exceptional GCSE results – take up A2 courses alongside the three A level equivalent diploma qualifications. He explained how enrolment had been rationalised to support this and other improvement strategies including firmer guidance from senior counsellors on subject combinations that would work for learning as well as progression; and closer attention to entry qualifications including average GCSE scores. The student induction period had been extended to include diagnostic testing and the development of learning and study skills. This would assist the early detection of those students at risk of failing to gain their qualification. Mrs Flannery reflected on the progression strategy for current students in the context of the risk presented by students with prior E grades at AS. Remedial strategies for improving achievement would be further analysed and those which proved to be positive levers would be reproduced and enhanced.

Governors discussed with Mrs Flannery and Mr Thompson how mid-course progress would be managed and checked on the two year linear A level qualification courses. Mr Thompson explained there would be five /six formal internal assessment points during the two years which would also support the building up of the students’ skills and confidence in preparation for the end of course exams. Governors endorsed the benefit of short term tracked goals within the long term aims.

AS Outcomes, Headlines: An improvement by 1.5% to 82.06% in the A to E pass rate for AS in 2016 was noted. A to B grades were up by 3%. A fall in entries was explained by Mrs Flannery in the context of qualification reforms. The paper included a tabulated review of AS areas that had been monitored for improvement over the previous four years with a commentary recording progress and actions.

Performance by subjects showing improvement or where outcomes had fallen compared with the previous year at both A Level and AS level was reviewed from detailed summaries in the paper.

The committee noted which subjects would have particular focus on improvement in 2016 – 17.

2016 Vocational Outcomes, Headlines:

An improvement from 80% to 90.5% pass in foundation level achievement was noted. Level 2 outcomes reflected the impact of the introduction of external tests - there were no distinctions. The committee heard that qualification for progression had been flexed in response to the outcomes.

Level 3: The year one results were presented in tabulated form showing outcomes which were agreed to place the students in a good position for progression to second year. The overall pass rate was 90.11% in year one and 96.9% for the second year. The committee examined the outcomes subject by subject for year one and year two noting where there were large



numbers of entries; which had shown progress and which had a downturn in results. It was also noted that the diploma routes build not only academic skills but job knowledge. The number of Distinction/D* results for the completed diplomas were 63.3% an improvement of 3.7% on the previous year.

GCSE Outcomes

GCSE Maths A to C grades were reviewed and noted to have improved by 2.5%. GCSE English A to C grades had remained the same compared with the previous year. The report showed that National benchmark outcomes showed a decline in both subjects for the 17+ cohort. There had been 230 entrants in Maths (November and June) and a total of 238 for English. The committee discussed the changes in grade boundaries and specifications which had affected outcomes. Mrs Flannery explained the impact of the revised grading system from next year which would change the existing grades from A to E to a new scale 9 (top) to 1. The committee heard about the use of bksb³ diagnostic software to regularly test and monitor skills development and show where targeted support is needed. The rationale for introducing the iGCSE English qualification for resits in November was described and accepted.

Governors discussed how well the intervention measures had worked. Progress could be seen from the uplift in A2 outcomes.

Mrs Flannery outlined plans to manage risks to outcomes in each programme which were summarised in the report. Additional teaching and learning support for Maths GCSE including a team of Maths undergraduates would be in place in the period leading up to the November retakes.

The discussion led in to the improvement plans.

- 6.2. **Progress against Post Inspection Action Plan (inc QIP):** The committee received two reports which had been included in the papers for the meeting: "The SFX College Post-Ofsted Action Plan as at June 2016 – including September updates" and the "Review of the Quality Improvement Plan 2015 – 16".

Post inspection plan: Mr Thompson introduced the report referring to the impact assessment of the plan (page 11 onwards) which had been annotated with detail of the most recent progress against each of the action point identified to address the support and challenge priorities arising from the inspection in January 2016. Mr Thompson and Mrs Flannery reviewed and explained the progress made and how the plans were being implemented. In his explanations Mr Thompson referred back to the enquiry governors had made regarding the impact of the additional money invested in improvement and highlighted where this could be seen in the progress checks. It was agreed that the additional money had made a difference to achievement overall. The intention to engage external scrutineers and subject specialist advisors to support the quality review and self-assessment processes was noted.

The plan offered a subject by subject commentary recording whether value added scores had improved or declined using the ALPS metric and exam outcomes. Governors reviewed the plan in detail in discussion with Mr Thompson and Mrs Flannery.

Governors discussed the targets and plans for improving GCSE outcomes and heard how students with lower entry qualifications would be enrolled to appropriate stepping stone courses to support their long term success at this level.

Mrs Flannery explained the process of national college benchmarking and confirmed this would be circulated as comparative data by the end of the term – cautioning that the benchmarks run one year behind.

Governors were impressed to know that results from the bskb diagnostic tests would be shared between teachers of other subjects via the Dashboard (electronic student pastoral / academic tracker system) encouraging collaborative working with students on improvement. Mrs Flannery commented on Dashboard as vehicle to communicate and monitor progress stressing that there is a challenge to encourage staff to embrace it as a beneficial tool and not an extra. Mr Thompson explained the intent to tie up the reporting system with the marking system to streamline effort. The committee discussed the importance of shifting

³ <http://www.bksb.co.uk/products/diagnostic-assessment/>



culture to use effective marking to take students to the next grade. The bksb software system would be rolled out to level 3 students during this term.

Mr Thompson announced that a cross college English and Maths co-ordinator was in post to promulgate the College English and Maths strategy by supporting and encouraging the embedding of English and Maths (formerly referred to as literacy and numeracy) into all lessons. He confirmed that there was a cross-college literacy mark scheme in place and that English and Maths would be referenced on every lesson observation record.

Excellent results in Core Maths (taught over 2 years) were noted. Engineering students and some scientists who are not taking A level maths follow this course. The future of the course is not certain but if it continues there is an intention to roll it out to other subjects which include use of number in the studies.

Governors explored how the training and development of teaching staff was supporting the improvement actions of the plan, noting the inclusion of feedback on student assessments and assignments and independent learning. Arrangements for the sessions were explained to be factored in to directed hours with some additional voluntary sessions available. Homework expectations of students and staff had been written into the student handbook.

The revised mechanism for gathering and circulating destination data on former students was discussed. Governors wanted to know whether this was done more than once and at what intervals in the context of Ofsted's reason for wanting to see this developed.

Mr Garvey responded to the summary of the post-inspection plan and the QIP commenting that governors had wanted to see a scientific and forensic response to the areas judged to require improvement and the plans showed that approach was underway. He asked whether ongoing improvements had been factored into this year's budget. Mr Thompson responded that everything reported had been factored in with a contingency for further projected improvement.

- 6.3. **London Sixth Form Partnership:** Mr Thompson introduced papers circulated for the meeting which set out the objectives of the consortium of five London sixth form colleges formed to assist those institutions in the continuous improvement of teaching and learning within the overall quality of provision. Groups and networks would form to undertake college peer review and exchange of good practices. Mr Garvey urged the committee to read the information in the papers. The Director of the consortium was noted to be Mr Kevin Watson, Principal Leyton College. The partnership would support the SFX Quality Days scheduled for 3rd / 4th November 2016. Governor representation is included in the plans for The Quality Days.
7. **Student Experience / Learner Voice Survey BAF 1 QUALITY:** The committee received and reviewed the SFX Learner Voice report comprising an overview; detailed summary and commentary of the e-survey all students had completed in the summer term and an example subject feedback report (Sociology).
The overview explained the qualitative and quantitative strands to the Learner Voice process. The summary of the Learner Voice e-survey presented students views through graphical representation at programme and course level drilling into which courses are getting the best and least satisfied outcomes. It was shown that the feedback sometimes correlates with outcomes. Governors noted that Heads of Departments are provided with a copy for the courses in their department and are expected to comment on it in their SAR⁴. Focus groups are formed cross college and department. The methodology of "you said – we did" was encouraged and example of this was provided in the AS Sociology example in the papers. The committee heard that every course would have at least one student ambassador – charged with giving feedback and encouraging student dialogue. **Learner Voice report noted.**
8. **Adult Learner experience [BAF 8 NON CORE ACTIVITY]:** The report was received. It summarised the provision for 2015 – 16 and included a review of feedback from learners and "What People Are Saying About Community Education" which showed overall satisfaction and enjoyment of the programme. The report also summarised the outcome of, and recommendations arising from, a

⁴ Self-Assessment Report



quality review visit / observation of classes undertaken by a former HMI and Teaching and Learning expert. **The report was noted.**

9. **Revised HR Policies: [BAF 4 HR: Staff recruitment & retention; employer relations]:** Revised Staff Absence Policy, Disciplinary Procedure and Grievance Procedure had been included in the papers for the meeting supported by a summary paper setting out the rationale for the changes. **The committee approved each policy / procedure for approval and will recommend them to the full Governing Body for adoption at the meeting to be held on 8th December 2016.**
ACTION: For agenda of full Governing Body meeting, 8th December 2016.

10. **Governance: [BAF 12 GOVERNANCE]**
 - 10.1. **To re-consider DBS clearance for Governors:** Following previous risk assessments by the Governing Body, the current practice of appointment of governors does not include DBS clearance. The committee discussed new guidance introduced by an update to the DfE publication “Keeping Children Safe” (effective 5th September 2016). The committee reflected on advice in AoC Governance Briefing 08/16 and the key consideration of whether SFX governors would be engaging in regulated activity and concluded that there had been no major change in practice to include regulated activity. However, the discussion would be **referred to the full Governing Body on 8th December 2016 for a risk assessed decision.** Appointment of foundation governors by the Bishop’s officers at the Education Commission does not include DBS clearance – this would be the responsibility of the College.
ACTION: For agenda of full Governing Body meeting, 8th December 2016.

 - 10.2. **External Review of Governance, July 2016:** The report arising from the ERG had not been released. Mr Garvey advised the committee of how the review had been undertaken and fed back the discussion he had had with the reviewer, John Boyle, regarding membership of this CSQ committee and how the quality of outcomes could be monitored more widely and effectively by all governors. Mr Belfour agreed that there was too long a gap between results and the full Board meeting at the end of term. It was generally agreed that opening up this autumn term meeting of the CSQ to more governors would bridge that gap. Ms Rowe agreed that governor representation should be increased to underpin the most essential work of governors in driving up standards.
ACTION: For agenda of full Governing Body meeting, 8th December 2016.

 - 10.3. **Self-Assessment process & plan for focus morning:** Reflection and focus on the effectiveness of the Governing Body would be a central part of the governors’ morning on Saturday 15th October. The self-evaluation would use a questionnaire to be circulated in advance by the Clerk for completion in advance of, or collectively on the day and summarised. An audit of governors’ skills, expertise and professional qualifications would be included.
ACTION: Clerk.

 - 10.4. **Training review of 2015 – 16 and plan for 2016 – 17:** A report summarising and reviewing governance training and development for 2015 – 16 was received by the committee. The training budget for 2016 – 17 was noted to be £600. Appended to it was a current summary of governors’ skills and qualifications. It was agreed that the training plan for this current year should include new exam specifications; self-assessment and succession planning but would be agreed from the outcomes of the review of effectiveness on 15th October and the External Review of Governance.
ACTION: Clerk.

11. **Effectiveness of committee (deferred from previous meeting): [BAF 1 QUALITY; BAF 12 GOVERNANCE]**
 - 11.1. Discussion & completion of questionnaire: A questionnaire included in the papers was distributed to governor members for return to the Clerk for collation and report at the next meeting. Attendance at committee meetings for the year 2015 - 16 was noted to average 82%.
ACTION: Clerk for next meeting

 - 11.2. **Review of terms of reference:** The terms of reference were reviewed and a change to the term of office of Chair should be made to 2.2 so that the Chair and Co-Chair both serve a two



year term from election. Retaining a Co-Chair was unanimously agreed. It was noted that a recommendation could arise from the ERG that a Search Committee be introduced which might provide a vehicle to embrace some of the terms of reference of this CSQ committee.

The update to the Terms of Reference amending 2.2 will be recommended to the full Governing Body for approval. Conversion of the election of the Chair of the committee (item 4.1) to a two year term would follow if that change is agreed.

ACTION: For agenda of full Governing Body meeting, 8th December 2016

12. **Risk Management: [BAF 12 GOVERNANCE]:** Governors were invited to identify any new risks or modifications to existing risks on the risk register. It was suggested that Government legislation eg re-creation of Grammar Schools could impact on quality and competition. Mrs Flannery highlighted that although the ABR⁵ had not yet concluded an acceptance that Sixth Form Colleges could stand alone seemed to be emerging. She suggested that some resistance should be made against being pushed too far towards diplomas / vocational programmes in order to protect the A level provision for students who may otherwise have no-where to go.

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

14. **Date of next meeting:** Confirmed as scheduled for Thursday 23rd February 2017

Mr Garvey closed the meeting at 8.10pm

SIGNED _____

DATE _____

Membership:

Mr C Garvey, Chair
Mrs S Flannery

Ms C Ezekwe
Mr G Thompson

Ms P Rowe
Ms S Jones

⁵ Area Based Reviews

