

Tuesday 6th June 2017, 5.30pm

MINUTES

PRESENT:

Ms P Rowe, Co-opted Governor, Co-Chair of Committee
Ms S Jones, Co-opted Governors
Ms Claire Ezekwe, Foundation Governor from 5.57pm
Mrs S Flannery, Principal
Mr G Thompson, Associate Principal

IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors

The meeting was opened by Ms Rowe at 5.35pm who was in the Chair. It was quorate throughout.

1. **Opening Prayer:** Offered by Mrs Flannery in memory of Alexander Paul RIP and victims of the London and Manchester terrorist attacks
2. **Apologies:** Received from Mr Colin Garvey and Fr Gerry O'Shaughnessy were accepted.
3. **Declarations of Interests:** there were none
4. **Minutes of previous meeting, 23rd February 2017:** were reviewed; agreed to be a true and accurate record and were duly signed by Ms Rowe.
 - 4.1. **Matters Arising:** there were none that had not been captured on the agenda.
 - 4.2. **Actions to be reviewed:**
 - 4.2.1. It was noted that a review of the scheme of delegation was outstanding. This remains under review following restructuring of college responsibilities / job descriptions and would be a matter for the Governance Committee once established.
 - 4.2.2. Draft terms of reference for the establishment of a (Search and) Governance Committee were submitted to the Governing Body on 22nd March 2017 where it had been agreed they would be considered for confirmation at the meeting of the Governing Body on 11th July 2017, following review by governors in the interim.
5. **Quality Improvement and Outcomes [BAF 1, QUALITY]**
 - 5.1. **HMI Support & Challenge Visit 12th May 2017:** The committee had received a paper summarising the key points from the visit by the Senior HMI providing support and challenge to the college. Mrs Flannery reviewed and expanded on the summary notes with the committee. It was understood that the outcomes of the summer exams would be a significant determining factor at the next inspection. The HMI may return for a final visit in the autumn term to review those results and he will trigger the timing of the re-inspection. Mr Thompson commented that staff had responded well to the visit and feedback was positive.
 - 5.2. **L3VA case study:** Mr Thompson introduced two illustrative charts which had been included in the papers for the meeting. He gave a demonstration of how tracking works using the L3VA method and how it is used as a tool to determine where effort is most needed and explained how the DfE L3VA "ready reckoner" is used for faster, targeted intervention.



A L3VA RAG¹ rated summary position paper was examined noting that the robustness of the data was subject to the quality of the predicted grades provided. That would be tested in September when predicted outcomes would be compared with actual achievement. It was acknowledged that with the new linear specifications comparative data was not currently directly comparable.

[Ms Ezekwe arrived during this discussion at 5.57pm]

Mr Thompson expanded the RAG rated list explaining where and why interventions had been made and described what those were eg additional resources to support specific students on a particular course.

As a key measure of performance, it was noted that the overall value added target for this year was zero as possible and was running at -0.15 compared with -0.3 overall last year. Mr Thompson commented on the positive adoption of the system by teaching staff who could see immediately how their students were progressing toward what they should be achieving.

Mrs Flannery commented in the context of subjects where students were being tested for the first time in two years.

Ms Rowe summarised that the system seemed to be a good one which teachers and managers could interact with to track progress and trigger intervention.

It was noted from the update to the improvement plan that L3VA would replace ALPS for in-year tracking and summative reporting for 2017.

Progress against Post Inspection Action Plan / QUIP: A detailed report “Impact Assessment of Post-Ofsted Action Plan” had been included in the papers for the meeting. Mr Thompson introduced the report which updated the progress towards priorities and key performance indicating targets and recorded the impact to date in sections relating to the areas for improvement and their milestones. He highlighted items which had been particularly updated since the previous meeting.

Mr Thompson reported a positive response from the HMI to the use of undergraduates offering targeted support to students and, whilst the impact was difficult to quantify, the success of this experiment was discussed in terms of benefit to the SFX students and the graduates.

Development and impact of the “KAPP” student progress monitoring cycle was reviewed and noted to show clearly where each student was in relation to their targets in an analytical and visual process.

The programme and scrutiny of results of mock examinations held in three sessions (December, March and June) was reviewed to be working well delivering further opportunity for evaluation of progress and intervention. A fall in the number of u-grades against predictions and how this had been achieved was noted.

Mr Thompson described training given to a group of students to develop their growth mindset which had been positively reviewed. This training would be extended and embedded in the tutorial programme using “VESPA” based on “The A level Mindset” by Steve Oakes and Martin Griffin.

Progress in subjects that were being monitored for improvement was noted from the report. Mr Thompsons confirmed that value-added would be added to the final column to compare with final outcomes.

The results of GCSE re-sit examination results in English and Maths taken in November 2016 were analysed and the strong iGCSE outcome noted. In response to a question from Ms Jones it was explained that there are cohorts of students in some subjects where lack of prior achievement in English and / or Maths would impact on outcomes.

Mr Thompson reported that an assessment of marked work had been undertaken to analyse how well teachers were equipping students to move to the next grade boundary. A report was

¹ Red, Amber, Green



produced and shared with all staff identifying best practice in diagnostic smart marking.

Mr Thompson described how an INSET session focusing on improving questioning had been received positively. A group had formed from amongst to develop questioning techniques.

- 5.3. **New Timetable:** The committee had received the new timetable being introduced for the new academic year, 2017 – 18 with an explanatory supporting paper “Curriculum rationale for a change to the timetable”. The intentions behind the change to macro lessons were discussed including longer periods to enable student engagement in in-depth study and eradication of “dead” or broken engagement time. There would be time within a lesson to develop independent learning skills – scope for a teacher to step back and allow this. The advantages and risks were discussed including the impact of a student being absent and missing a significant chunk of learning. Teacher contact time was being increased and there was a national trend towards a three A level programme for learners. Other institutions that had introduced a similar model had reported an improvement in attendance. It was acknowledged that some disciplines don’t favour this model (maths, languages) – it was a preferred model for linear courses.

Ms Rowe commented that it would be interesting to see how the new timetable pans out and the impact on teaching and learning. The HMI had also shown interest in this. Ms Rowe confirmed with Mr Thompson that staff would be supported with training and guidelines for the implementation of the new timetable.

Mr Thompson further explained how the addition of subject tutorials would support student monitoring and tracking of progress and could be used flexibly. Mrs Flannery endorsed the shift to putting time back into subject areas to create richer conversations on student progress towards improving student outcomes. Ms Ezekwe drew a comparison with university tutorials.

- 5.4. **London Sixth Form Partnership:** Mr Thompson described a scheme to be introduced for the coming year through the five college partnership “Teaching like a Pro” which was illustrated by a graph. The aim would be to develop particular themes through research projects and meetings which would be disseminated to colleagues in each college. There would be an aim to get subject networks established. Participants would be a mix of those expressing an interest and others being supported and coached in response to judgements made through lesson observations. Impact would be measured through learner voice feedback.

Ms Jones and Ms Ezekwe discussed with Mr Thompson how the participants would be recruited and motivated. Ms Rowe enquired whether participation would earn credits towards a further qualification such as a Masters. This is under review.

6. **Governance** [12 GOVERNANCE]:

- 6.1. **External Review of Governance (ERG), July 2016:** Mrs Lewis reviewed progress against the recommendations made in the report which had been included in the papers for the meeting.

- 6.2. **Self-Assessment process & plan for focus morning (Sat 14th Oct 2017):** Ms Rowe reflected on her attendance at a governance summit at which she had met a peer from the Sixth Form Partnership. She and Ms Jones supported the idea of forming a governors group within that partnership to explore good practice in the self evaluation of governance.

ACTION: Clerk to network with Clerks in the partnership.

Ms Jones referred back to the ERG process and suggested that reflection was needed on the current priorities for planning. Mrs Flannery agreed that preparation for the coming re-inspection (likely in spring 2018) would provide a good base for considering the effectiveness of governance. She would make available for circulation some core Ofsted questions for the committee to review as an exercise for the Focus morning to prepare governors to answer inspectors enquiries confidently. Governors would divide into groups each taking a selection of the questions. An action plan for governor development would be drawn out of the discussion of the questions

ACTION: Clerk to circulate core questions.

Mrs Flannery discussed setting up student focus groups to meet with governors to talk about



their curriculum views and experience and suggested this could happen from next term.

ACTION: Clerk to liaise with Mrs Flannery to devise a plan to introduce this forum.

- 6.3. Review 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” [Article 5 (2) (b)]: Governors considered the current statements which had been included in the papers for the meeting. It was agreed that opportunities to meet with staff and get close to their experience of the college would benefit the governing body as an employer. Ms Jones commented that governors are accountable to staff and to students and the statement should reflect this.

ACTIONS:

Clerk to provide more examples of the statements made by other governing bodies.

Structure and opportunities for forums with student and staff representatives to be drafted and arrangements made: Mrs Flannery and Clerk.

Mr Garvey had previously proposed creating an ethos link governor responsibility. Related to this, Mrs Flannery suggested setting up an informal meeting between some governors and two former Notre Dame girls to explore their experience of transferring to SFX.

7. Effectiveness of committee [1 QUALITY & 12 GOVERNANCE]:

- 7.1. **Review of Terms of Reference:** a draft update had been included in the papers for the meeting. The draft was agreed with the addition of:
 * a sentence under “2. Membership & Attendance” quoting from the minutes of the meeting of the full Governing Body on 11th March 2017 to read “The agenda for each meeting will be circulated to all governors and any of them (other than staff or student governors) may attend.”

* “at least” to be added at 2.1 to read “The Committee shall comprise of at least 6 members....”

ACTION: with those changes made, the revised terms of reference to be proposed for approval to the full Governing Body at its next meeting on 11th July 2017.

- 7.2. **Discussion & completion of questionnaire:** The committee decided to complete the questionnaire after the meeting and set a deadline for return to the Clerk of 13th June.

ACTION: Clerk to compile summary and circulate.

8. Revised HR Policies [HR: STAFF RECRUITMENT & RETENTION; EMPLOYER RELATIONS]: Mrs Flannery introduced two policies which had been included in the papers supported by an explanatory cover sheet:

- 8.1. **Pay Policy:** The draft update was explained by Mrs Flannery to be a model prepared by SFCA² It was agreed that the policy should be proposed to the full Governing Body for approval with a change on page 2 to bring the holders of senior posts in line with the definitions in the Instrument and Articles of Government (2015).

ACTION: Clerk to make the agreed change and included the policy on the agenda for approval on 11th July 2017.

- 8.2. **Reference Policy:** Mrs Flannery explained the background to the creation of the policy. Following some discussion, it was agreed that some change would be made to the wording and a new draft circulated to the committee for agreement prior to presentation to the full Governing Body for approval and adoption on 11th July 2017.

The committee emphasised that once the policy is agreed it should be communicated effectively. Mrs Flannery confirmed it would be incorporated in the induction / refresher training plan at the start of the new term.

ACTION: Clerk to re-circulate revised draft and seek agreement. Miss Ezekwe to review to ensure procedure would be legally binding.

² Sixth Form Colleges Association



9. **Risk Management [12 GOVERNANCE & ALL]:** The committee reflected on whether any new risks had emerged or modifications necessary to existing risks on the register. Discussion highlighted external / economic factors which impact on the college and reflected on the risk identified at the previous meeting regarding the turnover and recruitment of good calibre teaching staff. It was anticipated that the outcome of the General Election on 8th June could impact on policy. Mrs Flannery commented that the apprenticeship initiatives were beginning to “creak” exposing a lack of interest in the scheme by 16 – 19 year old students.

10. **Any Other Business:**

10.1. The committee confirmed that it would wish to invite a Head of Department to the spring meeting.

ACTION: Clerk for Agenda

11. **Date of next meeting:** Tuesday 26th September 2017³

The meeting closed at 7.39pm.

SIGNED _____

DATE: _____

Membership:

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

Ms C Ezekwe
Mr G Thompson
Mr R Vianello

Ms P Rowe Co-Chair
Ms S Jones

³ Other dates: Thurs 22nd February 2018; Wednesday 13th June 2018

