

## Brooke House Sixth Form College

Meeting of the Standards Committee held at 0830 in College on 22 November 2018

<b>Present</b>	Ali Abdi	Martin Buck (Chair)	Steve Blackshaw
	Kevin Watson (Principal)		
<b>In Attendance</b>	Ralph Devereux (Clerk)	Kishan Pithia (VPSS)(part of Item 23/18 only)	
<b>Apologies</b>	Mary McCormack (Learning Trust)		

The Chair welcomed all to the meeting; some items would be following up issues raised at the previous Friday's strategic conference, the Chair had also mentioned that, if possible, all Members should join a committee; the possibility of Sheridan Mangal coming to this committee was then raised. The Chair would discuss with him.

### **19/18 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS & MEMBERSHIP**

The apology was accepted. No notice had been received of any member becoming ineligible to hold office. The meeting was quorate, and no interests had been declared.

### **20/18 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held 20 September 2018 were confirmed for signature, Clerk to action. **(Action 1)**

- a. **The information was received.**
- b. **Actions had been identified. (Register at 32/18)**

### **21/18 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

- a. Matters Arising. There were no matters arising.
- b. Actions from the previous meetings. Re Action 10. The curriculum had been part of the considerations at the Strategic Planning Day and the overall concept of enhanced Tutorial Support for a widened and more flexible individualised Study Programme had been widely studied, discussed and a report passed to the FE Monitoring Team. All actions from the previous meeting had been completed or were in progress.
- c. There was no urgent business requested.

**The information was received.**

### **22/18 STRATEGIC OBJECTIVES**

The Post Inspection Strategic Plan (PISP) focused on the ten objectives approved on 29 October 2018 and had been an integral part of the considerations at the recent Strategic Planning Day. Those discussions had been informed by the formal and reassuringly positive response from the FE Commissioner representatives, John Boyle and Jo Nowacki regarding their second "stocktaking" visit to the College. The plans had been welcomed as comprehensive and it had been accepted that some actions had not yet fed through but were expected to bring positive outcomes. Strong and optimistic feedback from both staff and students had been received during the visit and external validation had also been received. The great majority of staff were now in support of the governance, leadership and organisational changes and there was a palpably changed air of purposefulness across the College. In response to a query it was confirmed that: all ten areas of the plan had now been initiated, there was nothing of note to add to the paper content and the Hackney Learning Trust was fully involved.

**The information was noted and received.**

## **23/18 STRATEGIC COLLEGE IMPROVEMENT FUND (SCIF)**

The SCIF detail was discussed, the strategic partner King Edward VI College (KEVI) from Nuneaton in Warwickshire, would complete their first visit on the coming Friday and the meeting was widely anticipated. Four “Strands” for their contribution had been determined and were explained:

- a. Strand 1, Teaching and Learning (T&L) comprising six elements and topics, individually identified in the paper and discussed, the action team would be twenty B6 and five KEVI teachers co-ordinated directly by Kevin and Fiona O'Connor;
- b. Strand 2, Study Programme, comprising five elements and topics comparing and evaluating each college versions, co-ordinated by Kishan Pitha, Rebekah Westgate and Bob Robinson;
- c. Strand 3, Tutorial, comprising five elements and topics focusing on implementation of systems directly designed to enhance success and expectations, co-ordinated again by Kishan Pitha, Rebekah Westgate and Bob Robinson; and
- d. Strand 4. Leadership and Management (L&M) comprising six elements and topics, individually identified in the paper and discussed, the action team would be all B6 and five KEVI managers, co-ordinated by Kevin and the specialist consultant. An overall summary of benefit/vfm would be detailed.

The programme was discussed and agreed as exciting and led into wider considerations, for example whether there was value in resuming initiatives such as 360 focus groups or appraisals and that would remain under consideration.

**The information was noted and received.**

**The VPSS joined the meeting.**

## **24/18 TUTORIAL AND STUDY PROGRAMME**

The comprehensive and well written paper and Annexes relating to the Study Programme informed a wide ranging exploratory scrutiny of the new processes and progress with their implementation. The importance of Quality Assurance (QA) for the Committee and Corporation and continuous assessment of progress was the priority and ways of providing that were discussed. “Leaders of Learning” would be established and wide Governance involvement would be necessary, some dilution of the “management/governance” criteria may be desirable. Local managers would have to observe all members of their team and worthwhile debriefs would reassure the few remaining dissenting voices that there was value to be obtained from the process; all teachers would have been observed by February 2019. Individual “minimum expectations” would be determined and applied, those not willing or capable of acting to them would be dealt with accordingly. It was vital that the basics of educational discipline were re-established and maintained. Regular review meetings would be established with all staff, the importance of student “Minimum Acceptable Grades” (MAG) would be stressed, and SMART targets would be set. All these issues together with other influencing factors would be drawn together into regular reports: in response to a challenge it was confirmed that another sampling point was imminent and it was agreed that an update would be provided for members early in the coming year. **(Action 2)** Training for staff and members was necessary and was widely available, for example the local “Sixth Form Partnership” had recently held a consultant led training session and such opportunities should be taken. **(Action 3)** Finally, details of a college wide learning walk for all middle managers and tutors was planned for the coming Monday and another was planned before the end of term; this information was welcomed. Work on Study Programmes continued and more enrichment data was required, the MIS were working on linking systems to enable this but it had not yet been completed. Challenged for a current assessment on a scale of 1-10 for progress an initial number of seven for comparison with this point in the previous year was tempered down to five for implementation. The VPSS was thanked for his frank and open information.

**The VPSS left the meeting.**

- a. The information was received and noted.
- b. Action had been identified. (Register at 32/18)

#### **25/18 VOCATIONAL RESULTS**

A paper detailing the vocational results for the previous year was circulated and discussed. The detail was late through difficulties with students handing in their work for assessment, an issue that would receive direct attention from now. The data was studied and discussed and it was apparent that a major weakness was retention of students on two-year courses (cross-year retention) these numbers in particular were studied; they were unfamiliar and possibly had not been previously presented – at least in the present clear form, previously the second year data was to the fore. Whole college cross-year retention stood at 75 percent, a number that was not acceptable, numbers for some subjects were very low. Implementation of the individualised study programme and closer monitoring should enable this to change. ALPS data was considered, generally discussed and noted. Relating to the change of emphasis to the new Study Programme and Tutorial system, progress detailed in the update was welcomed and tutorial “Drop In” was particularly imaginative. It was necessary to obtain detail to allow benchmarking to provide competitive assessment.

**The information was received and noted.**

#### **26/18 ENROLMENT AND ATTENDANCE**

Attendance data by Department and by Qualification type was circulated and the numbers of 86% and 87% respectively were discussed. The Head of MIS would attend the January meeting and consideration of attendance was deferred until then. **(Action 4)**

- a. The information was received and noted.
- b. Action had been identified. (Register at 32/18)

#### **27/18 CURRICULUM – WAY FORWARD**

Plans for introduction of the flexible Curriculum had been comprehensively discussed at the recent Strategic Planning day. It was now necessary to get the message across to potential students that a truly bespoke programme to match individual needs would be available. No longer would students be treated as exclusively on discrete courses but it would be possible to be both; the strategy detailed in the accompanying document was agreed as exciting and was currently being publicised. It was stressed that rationalisation, not cessation, of A Level delivery remained the basic intention and that was clearly detailed in the plan. A full update would be provided by March of next year. **(Action 5)**

**The information was received and noted.**

#### **28/18 SIXTH FORM PARTNERSHIP MEETING**

The Chair had attended the recent Sixth Form Partnership Meeting and had found it informative and enjoyable; most member colleges had sent two delegates; it had been an interactive exchange of information and documents. The Chair suggested that he would continue to attend regularly but it might be valuable to for a second attendee to be from the wider membership. That was agreed as a sensible way forward and the Corporation Chair undertook to accompany the Committee Chair to the next meeting.

**The information was received and noted.**

#### **29/18 MIDDLE MANAGER MEETINGS**

The recent meeting of middle managers had been successful and the unstructured informal arrangement had worked well, it was agreed follow the same pattern for another meeting tbh at 0830 on 6 December, when those attending should bring their latest Self-Assessment Report. **(Action 6)**

- a. The information was received and noted.
- b. Action had been identified. (Register at 32/18)

**30/18 URGENT BUSINESS**

There had been no urgent business agreed.

**31/18 DATE OF THE NEXT MEETING**

- a. The next Committee meeting would be held on 18 January 2019 at 0830.
- b. An informal meeting specifically dedicated to exchanges with the HODs would be held at 0830 on 6 December.

**32/18 ACTIONS REGISTER**

See referenced minute for full detail.			
<b>Action 1</b>	20/18. Minutes (20.09.18) confirmed for electronic signature.	<b>Clerk</b>	<b>asap</b>
<b>Action 2</b>	24/18. Update on progress with enhanced management.	<b>VPSS</b>	<b>28.03.19</b>
<b>Action 3</b>	24/18. CPD to be more regularly undertaken.		<b>asap</b>
<b>Action 4</b>	26/18. Attendance to be closely considered.	<b>MIS</b>	<b>18.01.19</b>
<b>Action 5</b>	27/18. Full curriculum update to be considered.	<b>KW</b>	<b>28.03.19</b>
<b>Action 6</b>	29/18. Middle Managers to bring SAR to informal meeting.	<b>VPSS</b>	<b>06.12.18</b>