

Brooke House Sixth Form College

Meeting of the Standards Committee held at 0830 in College on 20 September 2018.

<b>Present</b>	Ali Abdi (Items 1-8/18 only)	Martin Buck (Chair)	Steve Blackshaw
	Kevin Watson (Principal)		
<b>In Attendance</b>	Ralph Devereux (Clerk)		
<b>Apologies</b>	Mary McCormack (Learning Trust)		

**01/18 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.

**02/18 CHAIRMAN**

Kevin Watson proposed and Steve Blackshaw seconded Martin Buck as Committee Chair for 2018/19, there were no other nominations; carried unanimously. (**Action 1**)

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

**03/18 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 4 June (verbal) and 21 June 2018 were confirmed for signature, Clerk to action. (**Action 2**)

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

**04/18 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS**

- a. Matters Arising. There were no matters arising.
- b. Actions from the previous meetings. All actions from the previous meeting had been completed or were in progress.
- c. Members Activity. There was no members' activity to bring to the attention of the Committee.
- d. There was no urgent business requested.

**The information was received.**

**05/18 PERFORMANCE INDICATORS (PI)**

It was necessary to identify a suite of PIs to provide Members with ready and immediate performance information as elemental to the improvement process. Eight commonly used PI had been listed with appropriate definitions and these were considered and discussed; inevitably, the prioritisation of any would reduce the credence of others. The final suite would hopefully be arranged so that each component would complement the whole to encompass a wide range of information, providing an immediate, realistic and meaningful quick assessment of progress. The information and explanation provided was welcomed and it was agreed to include it for the Corporation meeting the following week. (**Action 3**) Some of the indicators would only be truly meaningful at year end but (Teachers) professional judgements throughout the year would provide necessary assurance. The merits of "Alis" (an adaptive baseline assessment software for students aged 16 to 18) and ALPS (which measures actual achievement against expectations) were discussed and it was agreed that ALPS provided a

sound level of information but there were some limitations and should be supplemented with other data. The use of Minimum Acceptable Grades (MAG) was discussed in depth and it was felt that the information was useful and should be continued as a base for PI and management action. It was agreed to progress a KPI table based on all eight described indicators. **(Action 4)** During the related discussions it emerged that student work presentation deadlines were often not met, and this presented challenges in related management activity; this was not acceptable, and deadlines were to be enforced. It was agreed that all Heads of Departments (HOD) should be invited to present to the Committee their preferred arrangements for outcomes and other predictions and to answer questions as necessary; the next meeting would be set aside for that purpose. **(Action 5)** The enrolment process was now nearly complete and routine weekly electronic dissemination of attendance data to all corporation members would begin shortly. **(Action 6)** The importance of moderating raw data to reflect "Authorised" or "Unavoidable absence was noted and agreed.

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

#### **06/18 EXAMINATION RESULTS**

To supplement the disappointing A and AS level results, which had been previously circulated, the Alps tables were considered, to provide the "Value Added (VA)" perspective. Members were reminded that, essentially actual achievements were compared with GCSE scores on entry to the College, the aggregated data then generated a score for individual subjects and the whole, the latter ("T grade" score) being the most significant; "dropped out" students were not reflected in the numbers. Comparative data for the last four years had been analysed on a table rated 1-9 where those adding least value were graded 7, 8 and 9 (Blue); the three year "T grade" score for both AS and A Levels had remained static at 8. Subject performances were discussed and would inform the agreed meetings with the HODs. The issue was considered in some depth, some staff considered that the student population was disproportionately represented by disadvantaged and challenging students, however study of the data showed that to be false. Imaginative and determined processes may need to be established, but essentially the entry to B6 represented the norm for the wider area. Individual Learning Record (ILR) data had been received that morning and was circulated, the 2 sets of tables by curriculum area were discussed, it was unanimously agreed that improvement was necessary and urgently required based on performance for 2017/18; the numbers were:

- a. Achievement - 77.5% (17.18 - 79.6%);
- b. Retention - 91.6 (17.18 – 91.7); and
- c. Pass – 84.6% (17.18- 84.6%).

It was agreed that a more rigorous selection process for exam entry was necessary. Vocational results had not yet been received and would be circulated asap. **(Action 7)**

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

#### **07/18 ENROLMENTS**

Enrolment performance had been graphically represented with reference to informing parameters and was discussed in detail; the outcome at cease work the previous day had been a total of 1024 on roll; the associated target had been 1100 and the trends had not been dissimilar from previous years. More attention had been given to student:course matching during the current round and the need for more local applications remained a priority, a proactive policy, including enhanced relationships with local schools would be progressed. **(Action 8)**

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

**08/18 STRATEGIC COLLEGE IMPROVEMENT FUND (SCIF) – UPDATE**

The draft bid for a grant from the SCIF had been drawn together and discussed with the ESFA advisers and the final version would be submitted on Friday (21.09.18). A summary of the four strands was explained, considered and discussed, the strands were:

- a. Teaching and Learning (T&L), leads Kevin Watson and Fiona O'Connor;
- b. Study Programme leads Kishan Pithia and Bob Robinson;
- c. Tutorial leads Rebekah Westgate and Kishan Pithia; and
- d. Management leads Kevin Watson and an External Consultant.

Those involved in the drafting were optimistic for a positive outcome and the final version would be circulated to members asap after submission. (**Action 9**)

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

**09/18 HACKNEY LEARNING TRUST**

The Chair and Principal had visited the Hackney Learning Trust to discuss provisions in the support package, which were detailed in the accompanying paper. The outcome of the discussions and the content of the package including possible additions and Value for Money (Vfm) would form part of the programme for the strategic planning day tbh on 16 November 2018. (**Action 10**)

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

**Ali Abdi left the meeting**

**10/18 VICE-PRINCIPAL (VP) POSTS – UPDATE**

Detail of the circulated information to applicants for the three VP post were attached and noted. The matter would be discussed by the Appointments Panel immediately after this meeting.

**The information was received.**

**11/18 TUTORIAL AND STUDY PROGRAMME**

In response to comments made in the recent Ofsted Inspection Report, and in accordance with Strategic Objective (SO) 5, organisational changes to the Tutorial and Study Programme were being introduced. A digest of the nine actions, which had already been completed was included in the paper and was discussed item by item regarding impact and the next steps. It was agreed as early in the programme and a full report was required for the next Committee business meeting. (**Action 11**)

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

**12/18 LONDON SIXTH FORM PARTNERSHIP (LSFP)**

Kevin Watson had resigned as Director of the LSFP wef 1 September 2018, however full support for the aims and purposes of the organisation was re-affirmed and the intention was to participate fully in the activities. The first of three Governor Liaison Group meetings was to be at 1800 on 9 October and B6 would be represented.

**The information was received.**

**13/18 MANAGEMENT STRUCTURE**

The current management structure had been detailed as background to inform considerations of the shape of the organisation after appointment of the three new VPs.

**The information was received.**

**14/18 CURRICULUM**

The future shape and scope of the curriculum had been considered by the Committee at an earlier meeting at which several interesting and elemental issue had been discussed. Some more radical would require more consideration although others had been introduced; these were explained in the accompanying paper and were discussed and fully endorsed. It was agreed that the matter of the curriculum including the more far-reaching changes should be considered at the Strategic Planning Day tbh on 16 November. (**Action 12**)

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

**15/18 STAFFING**

Staffing detail for 2018/19 had been detailed and tabulated into a consolidated document. There was only one unfilled teaching post, which should mitigate against the high agency staff costs of recent years. Support staff areas were less fortunate with Learning Support and other vacancies all specifically detailed in the paper.

**The information was received.**

**16/18 URGENT BUSINESS**

There had been no urgent business agreed.

**17/18 DATE OF THE NEXT MEETING**

The next meeting would be held on 10 October 2018 at a time to be determined. This would not be a business meeting but specifically dedicated to exchanges with the HODs.

**18/18 ACTIONS REGISTER**

See referenced minute for full detail.		Resp	Date
Action 1	02/18. MB elected as Chair for 2018/19.	Clerk	wie
Action 2	03/18. Minutes (4 June and 21 June 2018) confirmed for signature.		asap
Action 3	05/18. KPIs to Corporation for information.	Chair	27.09.18
Action 4	05/18. KPIs recommended to Corporation for approval.		10.10.18
Action 5	05/18. HODs to Committee meeting on 10 October 2018	KW	
Action 6	05/18. Weekly attendance data circulated to Corporation Members.		
Action 7	06/18. Vocational results circulated to Committee Members.		
Action 8	07/18. Local school relationships to be enhanced.		asap
Action 9	08/18. Final SCIF Bid circulate to Corporation Members.		
Action 10	09/18. Learning Trust to be considered on Strat Planning Day.	Chair	16.11.18
Action 11	11/18. Tutorial/Study Progress Report to next business meeting.	Clerk	22.11.18
Action 12	14/18. Curriculum to be discussed on Strat Planning Day.	Chair	16.11.18