



Meeting of the Standards Committee held at 0830 in College on 26 February 2020

Present	Ali Abdi	Adeshola Onakoya	Steve Blackshaw
	Martin Buck (Chair)	Annie Gammon (39-43/19a only)	Kevin Watson (Principal)
In Attendance	Emma Beal (HOD,English)(Item 40/19a only)	Ralph Devereux (Clerk)	Mohanned Khabbazeh (VPCQ)
	Yasar Mughal (Business/IT)(Item 49/29b only)	Kishan Pithia (VPSS)	Simon Tracey (Humanities)(Item 35/29 only)

The Chair welcomed all to the meeting and explained that items would be taken out of order to accommodate time restrictions on teaching staff.

40/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS & MEMBERSHIP

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

Emma Beale and Yasar Mughal joined the meeting in turn.

41/19 MIDDLE LEADERS

Presentations were received in turn, from:

- a. Head of English Departments (Emma Beal). Emma had been in post since last May and had reviewed the Departmental scheme of work including “speaking and listening” and other progressive modules and had widened access to all by sharing on the departmental computer drive. A major challenge was attendance, getting students into the classroom for the individual 3.5 hrs/wk and for their weekly meetings with Tutors required determination and focus (GCSE attendance 67%). This was particularly true for vocational students. English and Maths (EAM) was embedded across all delivery. Students who missed any classes were encouraged to “catch up” in the LRC, and work was posted on line for external completion and submission. The college, commendably, was currently leading DfE performance tables for London and the November resit results showed major improvements; the question of whether to consolidate achievement numbers or improve grades was under discussion. A recent departmental student survey had shown that students enjoyed the practical elements in lessons including films, group reading and cross-team discussions. Thought was also being given as to whether timetabling lessons in the morning and not at the end of the day might improve attendance. Estimated grades, showing high numbers, had all been moderated using a standardised marking process and were realistic, (they did not include mock exam results). Emma was pleased with her team; intended to maintain focus on attendance and to widen students’ enthusiasm for English language and literature and to consolidate the 8% increase in GCSE passes.

The Head of English left the meeting.

- b. Head of Business/IT (Yasar Mughal). Yasar explained that his aims were to improve attendance and pass rates at Level 2&3, ALPS grades and to improve associated literacy across the department. The relocation of the department to co-locate in a single corridor had proved successful, enhancing team spirit and sharing of good practice. The successful focus on attendance was evidenced for example, by having a phone in each classroom and the practice of immediate call to absentees’ homes to check was proving effective; numbers in class were visibly increasing. and students’ behaviour was increasingly more positive. The changed working atmosphere was discernibly improving and the increased

focus on L2 work in preference to L1 was showing results; the December L2 pass rate had improved from 38% to 51% and the introduction of a wider range of Business Units had improved flexibility. At L3 similar work was underway with scrutiny of the offered units and use of specialist advisers, there had been 20 applicants to UCAS and meaningful preparation for university entrance was in progress. The introduction of a specialist teacher previously based in the Humanities Department to teach on vocational courses as well as A level Business was showing benefit and he had committed to understanding the changed regime and working pattern. The Department was working well and imaginative initiatives addressing enrichment, links with industry and meaningful trips had been, and continue to be, popular and successful.

- c. The presentations were then generally discussed; the two oral reports were essentially different reflecting the differences in leadership style which was maturing in both departments but at different rates.

The information was received.

42/19 MINUTES OF THE LAST MEETING

The minutes of the last meeting (15.01.20) were confirmed for electronic signature, Clerk to action. **(Action 1)**

- a. **The information was received.**
- b. **Actions had been identified.** (Register at 47/19)

43/19 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

- a. Matters Arising. There were no matters arising.

- b. Actions from the previous meeting.

See referenced minute for full detail.		Status
Action 1	33/19. SL & ST to re-present before year end.	Completed
Action 2	34/19. Last Minutes (21.11.19) confirmed for signature.	
Action 3	35/19c. Middle Leaders presentations to include Department SAR.	
Action 4	36/19a. Attendance detail to next meeting.	
Action 5	36/19b. Retention detail to next meeting.	
Action 6	36/19c. Recruitment detail to March meeting,	
Action 7	37/19. Agenda items identified.	

- c. There were no requests for urgent business.

44/19 INFORMATION REPORTS

- a. Hackney Learning Trust (HLT). The Principal explained that the HLT had completed a series of interviews to indicate preparedness for an inspection under the Education Inspection Framework (EIF). The exchanges had been held individually with middle and senior leaders and had explored the quality of education together with aspects of leadership and management (L&M). The outcomes should be used to inform considerations together with other locally collected information. The results had been useful with ten “Headline Findings” leading to assessments against the three “1” format. Five clear recommendations had been made and these would influence and inform locally made assessments of progress. For example, during an inspection:
 - (i) middle leaders would be key in future inspections and it was important that they were all “on message” so clear centrally written documentation was necessary;
 - (ii) knowledge of what has been seen by the inspection team and raising awareness of those positive unseen areas;
 - (iii) scrutinise college strategies, such as the study programme, in the way that the inspectors would.

KW emphasised that it was important to keep the document in perspective and acknowledge that there were generalisations being made perhaps with a small evidence base. Nevertheless, it was also important to respond to the recommendations and to remember that

management had much to broadcast and should be assertive around many achievements. There was a coherent and consistent vision that was working, evidenced by many elements, including Value Added (VA) The Staff Development Day had indicated that the time was now appropriate for more *directed* management. These and wider influencing issues should be documented and circulated to all asap to raise awareness. **(Action 2)**

Annie Gammon left the meeting

- b. Retention. MK explained that retention had been tabulated by annual provision and by this academic year, (ILR R04) showed a commendable 98%. Members were assured that every withdrawal was analysed and all channels to avoid a departure were exhausted. The numbers were on track and there were no pressing concerns and monthly monitoring would continue.
- c. Attendance performance would be reported to the next meeting. **(Action 3)**
- d. Tutorial Review. The recently completed Governor review of the Study Programme was considered and discussed; the aims and purpose of the process were clearly explained at the start of the document and the comprehensive narrative was discussed. All interviews and exchanges had been openly and frankly completed evidencing the current optimistic “can-do” spirit. Amongst emerging issues was whether class teachers as tutors were “owning” more of the change elements of the study programme rather than some middle leaders and whether senior tutors, with existing strong links to curriculum leaders, could facilitate. The general response to the model of delivery, along with PSHCE programme and extracurricular programme and the new Study Award programme, had been positive and forward looking with longer serving students also commenting favourably on the changes. The issue of tutors being generally overstretched within the reduced timescale and yet increased demands was recorded and one for SLT to reflect on. This was viewed as a sound and helpful report and would help to inform management on several issues and the way forward. It was agreed to circulate the Paper to all Corporation Members for information **(Action 4)** and ask for feedback at the next meeting. **(Action 5)**

- a. The information was received.
- b. Actions had been identified. (Register at 47/19)

45/19 URGENT BUSINESS

There had been no urgent business requested.

46/19 NEXT MEETING

The agenda for the next meeting tbn at 0830 on 26 March 2020 would be: **(Action 6)**

Two middle leaders to be determined by SLT and shared with clerk and the chair

- a. attendance update;
- b. curriculum update;
- c. recruitment; and
- d. results.

- a. The information was received.
- b. Actions had been identified. (Register at 47/19)

47/19 ACTIONS REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	42/19 Last minutes (15.01.20) confirmed for signature.	Clerk	wie

Action 2	44/19a. College response to HLT Report to be drafted and circulated to all.	KW	asap
Action 3	44/19c. Attendance detail to next meeting.	KP	26.03.20
Action 4	44/19d. Tutorial Review to be circulated to all.	Clerk	asap
Action 5	44/19d. Tutorial Review to be discussed by Corporation.	Chair	26.03.20
Action 6	46/19. Next agenda items agreed.	Clerk	

Ralph Devereux (Clerk) for Martin Buck (Chair)

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Final Audit Report

2020-03-27

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