

**Minutes of the
Academic Standards and Quality Development Committee Meeting
held in the Boardroom at Matthew Boulton campus
on Wednesday 23rd March 2011 at 8.30 am**

Present:

Professor I Oakes (Chair)
Ms V Docherty (VD) (*until Item 4*)
Mr J Allen (JA)
Dr C Braddock (Principal)

In Attendance:

Mr R Minett (Executive Director) (RM)
Mrs C Bennett (Clerk to the Corporation) (Clerk)

Apologies for Absence:

Mr R Mack

Declarations of Interest

There were no declarations of interest.

Item 1* - Minutes of the Meeting held on 6th December 2010

- 1.1 The Chair led the Committee through the minutes held on 6th December 2010. VD commented that 2.14 needs to be amended so that it reads 'Black African Caribbean men' as opposed to 'Black Afro - Caribbean men'.
- 1.2 Subject to the above amendments, the Committee confirmed that the minutes were a true and accurate record of the meeting held on 6th December 2010.

Action: Clerk to amend minute 2.14 as set out in 1.1 above.

Matters Arising

In relation to page 4 of the minutes of 6th December 2010, VD confirmed that she had provided the information set out in Item 2 and that it was sent to Paul Cornick and Linda Round.

With regard to Item 4.3 of the minutes of 6th December 2010, the Chair clarified that this would be picked up in today's meeting.

With regard to Minute 4 and dates of Committee meetings, the Clerk confirmed that dates of meetings and data availability would be taken into account when the Calendar is drafted for 2011/2012.

With regard to Minute 5.3, RM confirmed that this would be picked up during today's discussion on Ofsted.

Item 2 - Ofsted Report Review

- 2.1 This item was presented by the Principal and RM. The Chair firstly passed on his congratulations to everybody and commented that a lot of hard work had gone into the process.
- 2.2 The Principal added a lot of work was done and as a result of Ofsted there is a lot to do, particularly by this Committee. The Principal reported that management are looking at the implications and actions that have come out of the Ofsted report and whilst there were some very positive outcomes, there are other areas for improvement, particularly in terms of measurements. The Principal added that the College has to align itself with Ofsted's way of measuring, ie three year trends, however, Ofsted's framework is also going to change. A detailed discussion took place around this subject.
- 2.3 The Principal emphasised the point that when reading the College's Ofsted report, it is important to read it in relation to others.
- 2.4 VD asked about the use of measurement tools to which the Principal responded that there is still some harmonisation taking place across sites. The Principal added that the Senior Management Team must look at data on specific issues such as attendance, punctuality, success rates, weekly and monthly, rather than half termly.
- 2.5 RM added that this makes the timing of these Committee meetings all the more important. A further discussion took place about the unique population of the College and its surrounding area, as well as the College's need to set and monitor its targets in a more effective manner. That said, the Principal said that it was a fantastic result and a great deal of work was carried out.
- 2.6 The Principal stated that perhaps the biggest disappointment was being awarded 'Good' in Equal Opportunities when this is at the heart of the College. The Principal added again that this came down to data trends. The Principal added that she was delighted with 'Outstanding' in Safeguarding.
- 2.7 The Principal added that management were now taking stock of what needs to be done. The Chair added that with any process things have

to be measured and this is a journey for which the College has to have aspirations and will now improve from hereon.

- 2.8 The Chair once again congratulated the College on what was a fantastic result.

Item 3 – Quality Improvement Measures Action Plan

- 3.1 This item was presented by RM. RM reported that the recent Ofsted inspection had 'Good with Outstanding Features', but there are areas for improvement and RM led the Committee through those areas, in addition to any other areas in the Quality Improvement Plan (QIP).
- 3.2 The Committee members asked various questions in relation to the QIP. The Chair commented on whether actions need to be more specific? The Principal responded by stating that this is what the College needs to get better at. VD suggested that in addition to the column set out in the QIP, a further column be added which states whether the action has or has not been achieved.
- 3.3 The Principal stated that Quality Improvement will be carrying out a lot of work following Ofsted and part of this will involve a new appointment. There is a request that the Executive Director of Quality and Improvement be a Senior Post Holder.
- 3.4 RM added that the QIP is actually an Ofsted document and Ofsted ask colleges to produce the plan in this set way.
- 3.5 The Principal added that in addition to this, there will be an overarching strategy relating to the Performance Management Systems. Managers will be set targets which will relate to overall success rates for all managers, for example, in the case of Estates Managers, the targets will be how these contribute to the success of students.
- 3.6 The Chair commented that he completely understood and agreed with the approach and asked what specific data the Committee would see. RM responded by stating that if a Committee meeting takes place in October only outcomes will be available at that point. It will be the following year that the full information will be provided.
- 3.7 JA commented that there are in-year statistics which may well be useful for the Committee. RM added that indeed improving on in-year statistics are set out in the QIP.
- 3.8 The Principal added that this Committee's cycle of business needs to be much more focused around the results. RM added that there are systems in place in terms of statistics but some are not yet harmonised and there is a temporary system in place to work out how to do it. The Principal added that parts of the systems work and therefore it should be possible to bring any new results to the Committee and indeed

sufficient data was brought to the Ofsted Inspectors from September to December so it is possible.

- 3.9 The Chair asked what was going to be done in terms of how to measure what is needed to be measured? The Principal stated that an action plan for measurement is going to be put in place to show what can be measured for this Committee.
- 3.10 The Clerk stated that an annual cycle of business specifically for this Committee can be circulated.
- 3.11 VD asked how can you measure, for instance, improvements within specific cohorts such as African Caribbean men? RM added that throughout Ofsted case studies were very useful as it is difficult to have a blanket approach.
- 3.12 The Principal added that it is useful to report strategies at this meeting and this will take place again in June. She added that personnel changes should be completed by June and there will be more reporting at this Committee in terms of developing professional development and learning and teaching.
- 3.13 The Chair asked if the Committee had any additional questions and put his own question to management in relation to improving success rates – what form did the Curriculum Review take? RM explained it related to MLPs which is a funding agency measure. Both RM and the Principal explained the background to this including the BCC strategy whereby students were able to apply to three places and start at three places and therefore drop out of two, which obviously had an impact upon retention. RM stated that students are being tracked more now with drives like EMA albeit this is coming to an end.
- 3.14 The Committee then had a general discussion about EMA given the recent coverage and the Principal added that it will be discussed in more detail at the Corporation meeting taking place the following day.
- 3.15 The Chair asked about the professional development programme and RM explained that it is contained in the School of Access and the purpose is to utilise the expertise of teachers beyond teacher training. RM added that the final detail is yet to be worked out.
- 3.16 The Chair asked about teaching observations and a detailed discussion took place relating to inter observer reliability and what the College plans to do with going forward to manage this. Additional questions were asked about the leadership training programme that took place last year that was delivered by internal and external trainers and was an accredited course. Information was also asked in relation to the apprenticeship scheme in terms of new apprentices announced with the Chamber of Commerce as well as those with Caterpillar. A detailed discussion took place in relation to how the apprenticeships

work and what students are required to do to be awarded the qualification.

3.17 The Chair asked about the Ofsted area for improvement whereby the College needs to ensure self assessment is more accurately informed by rigorous self critical analysis of performance and whether this was aspirational or not. RM stated that it was aspirational and again it relates to trends. The Principal proposed that Wendy Stevens (WS) attended this meeting as she can report on the value added aspects of results which the Committee agreed would be useful. The Principal added that this QIP is the first draft following Ofsted and more detail would come through.

3.18 The Chair commented that the Committee is very supportive of all the elements in the plan and it is important that we drill down to what exactly is being measured.

Action: RM to approach WS about attending the next Committee meeting to report on value added aspects of results.

Item 4 – IQER Update on Development Engagement Action Plan

4.1 The item was presented by RM as well as Item 5 (IQER Self Evaluation Report and Preparation for Summative Review) was presented by RM who suggested they be considered together. RM led the Committee through the findings of the QAA IQER Development Engagement (May 2008) for the Higher Education provision at Matthew Boulton College and an update of the subsequent action plan. He also led the Committee through the report that included the Self Evaluation Document (SED) that had been submitted to QAA prior to the Summative Review that is due to take place on 11th and 12th May 2011.

4.2 RM stated that he was recommending to the Committee that the action plan is accepted as complete and that the SED and preparation action plan be endorsed for the forthcoming Summative Review in May 2011.

4.3 The Committee asked a number of questions about the QAA visit on which management provided responses.

VD left the meeting at 9.35 am.

4.4 RM clarified that the Development Engagement takes place over two days followed by a further day and then an additional two days towards the end of the academic year. RM said that Sue Woodward was responsible for completing the paperwork in relation to this and had done an excellent job. RM confirmed that IQER did not wish to see Governors.

Item 5 – QAA IQER Self Evaluation Report and Preparation for Summative Review (11th and 12th May 2011)

5.1 As agreed this was considered with Item 4 above.

Item 6 – Harborne Academy Update

- 6.1 This item was presented by RM. RM explained that the update had been put together by both Andrew Wright (Principal of Harborne Academy) and himself. He explained that there is an extensive action plan in place with the College staff and students. A detailed discussion took place in terms of National Average and the work that is being carried out to try and ensure that the Academy gets up to National Average.
- 6.2 RM added that exclusions are down dramatically (89 last academic year and 33 this academic year).
- 6.3 The Chair asked what our aspiration is for the Academy? The Principal responded, to create a Science Academy and draw children from Harborne itself which also creates a pathway to BMET. First of all, however, aspirations are to raise the benchmark and outturn of success.
- 6.4 A discussion took place in relation to the funding received for the refurbishment at the Academy. A discussion also took place about the improvements that had taken place in terms of image and that the new uniform had gone a long way in doing this. RM added that the new Science labs are excellent and the walkways and ambience of the Academy are much more improved. RM added that there are two new senior appointments, Head of Maths and Head of English.
- 6.5 The Principal added that this year was all about stability and trying to introduce a move away from things always being done in a certain way.
- 6.6 The Chair referred again to VD's question about where the line of responsibility lies in terms of the College for the Academy. The Principal stated that the College's response of the Academy RM acts on behalf of the College as Chair of the Full Governing Body. The Academy is seen as a department of the College. The Chair asked if the accounts were consolidated with those of the College? The Principal confirmed that they will be. RM added that some departments have been centralised but it is less easy to centralise others like IT.
- 6.7 It was agreed that it might be useful to invite Andy Wright (Principal of the Academy) and Bernadette McAnespie (Interim Director, Quality) along to the Committee meeting to provide a more direct update.

Action: RM to invite Andy Wright and Bernadette McAnespie to the next Committee meeting to provide a more detailed update on the Academy.

Any other business

There was none.

Date of next meeting: Monday 20th June 2011

Signed (Chair) 

Date 