



**Minutes of the Meeting of the  
Academic Standards and Quality Development Committee  
held on Thursday 9<sup>th</sup> February 2012 at 8am  
in Room 814 (MB Campus)**

**Present:**

Ian Oakes (Chairman)  
Jason Allen (JA)  
Gurjeet Kaur Bains (GKB)  
Anisa Shabahn (AS)

**In attendance:**

Roger Minett (Executive Director Academic Affairs) (RM)  
Sian Davies (Director of Quality Improvement) (SD)  
Clive Hill (items 6 and 7 only)

**Apologies:**

Christine Braddock (Principal)  
Veronica Docherty (VD)  
Raj Mack (RMa)

**Declarations of Interest**

There were no declarations of interest other than those already declared.

**Item 1 – Minutes of the Meeting held on 29<sup>th</sup> November 2012**

The Chairman led the Committee through the minutes of the above meeting and it was agreed that they were a true and accurate record of that meeting.

**Matters Arising**

The Committee discussed the Student Handbooks and it was agreed that these would be circulated electronically.

**Action:**

RM and Clerk to arrange circulation of Student Handbooks to Committee members.

**Item 2 – In-Year Curriculum Performance Monitoring**

2.1 RM presented this item and led the Committee through the report containing detailed information on retention, attendance and projected success rates.

- 2.2 Each area was discussed in detail by the Committee with RM focussing on specific areas to bring to the Committee's attention.
- 2.3 Following detailed discussions, the Committee noted the report.

**Action:**

As well as the data provided, management to provide national averages (even if one year out of date).

**Item 3 – Review of Impact of Quality Improvement Plan (QIP)**

- 3.1 SD presented this item. She reported to the Committee that in line with the agendas of the Programme Monitoring Boards, the QIP has recently been updated. She led the Committee through the main revisions and well as the action points which the Committee discussed in detail.
- 3.2 Of particular focus of discussion were the Wednesday afternoon staff development sessions, student surveys and the professional development centres.
- 3.3 Following detailed discussions, the Committee noted the report and thanks SD and RM for their hard work in relation to this.

**Action:**

- Report on projects and outcomes of Wednesday afternoon staff development sessions to be presented at the next meeting - RM
- Results of Student Surveys to be provided at next meeting - RM
- Arrangements to be made for Committee Members to see the new Professional Development Centres – RM and Clerk

**Item 4 – Summary of Lesson Observations, Gradings and Actions**

- 4.1 RM presented this item and reported to the Committee that a lot of work is being undertaken in this area following the College's own analysis and the Ofsted visit in February 2011.
- 4.2 RM informed the Committee that a radical new approach is being taken in this area and led the Committee through some of the more significant changes. A detailed discussion took place in relation to this.
- 4.3 Following detailed discussions, the Committee noted the report.

**Action:**

A sample of paperwork to be completed at the end of a lesson observation to be provided at the end of the next meeting.

**Item 5 – Update on Harborne Academy (including recent Ofsted Visit)**

- 5.1 As Chairman of the Harborne Academy Full Governing Body, RM led the Committee through an update on the Academy looking at the monitoring visit from the school's commissioner and Ofsted visit, results, new build project and financial reporting.

5.2 A detailed discussion took place amongst Committee members and it was agreed that a site visit would be extremely useful.

5.3 Following detailed discussions, the Committee noted the report.

**Action:**

- Site visit to Harborne Academy to be arranged – RM and Clerk
- Latest Ofsted Report to be circulated to Committee members – RM and Clerk

*CH joined the meeting at this stage.*

**Item 6 – Wellbeing and Improvement Activities in College**

6.1 CH gave a presentation to the Committee which set out in detail the wellbeing and improvement activities in College. He also provided detailed information to the Committee on the wellbeing survey that staff have been asked to complete.

6.2 CH also outlined the new BMET Rewards system and the fact that Corporation members can also benefit from it. Clerk to provide registration details.

6.3 The Committee noted the presentation and agreed it was very useful.

**Action:**

Provide registration details in relation to BMET Rewards – Clerk.

**Item 7 – Changes to Management Structure**

7.1 CH presented this item and informed the Committee of the proposed new structure going forward. He added that the changes have not created any staffing issues but is simply an improved way of working.

7.2 The Committee discussed the revised structure in detail. Following discussion, the Committee noted the information and agreed that the presentation was very informative.

**Item 8 – AOB**

There was none save that the Chairman commented on the excellent and timely information being provided to the Committee.

The meeting then ended.

**Date of Next Meeting:**

Tuesday 24<sup>th</sup> April 2012

Signed..........Date.....*24/04/12*.....