

**STANDARDS AND EXCELLENCE COMMITTEE**

**Minutes of the meeting held at 4.00pm on 14 October 2014**

<b>Present:</b>	M Symonds (Chair) J Finn (Vice Chair)	J Bloomfield A Head	W Burrlock N Savvas
<b>In Attendance:</b>	R Carter, Chair A Maltpress T O’Sullivan, HR	S Gerber M Wagner, VP B&C J Bridges, Clerk	S Clarke L Johnson, VP C&Q

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

**Action**

- 1 **Apologies for absence**  
Apologies for absence were received from A Gordon-Stables, D Wildridge, C Manning, K Golding, B Unwin, Quality Co-ordinator and S Steeds, HE Director. There were no apologies for absence from Committee members.
- 2 **Minutes of the meetings held on:**
  - i. **Curriculum and Quality Committee – 30 June 2014**  
The minutes of the meeting were agreed as a correct record. **Proposed** by J Finn and **seconded** by N Savvas.
  - ii. **HR Committee – 3 July 2014**  
The minutes of the meeting were agreed as a correct record. **Proposed** by A Maltpress and **seconded** by J Bloomfield.
- 3 **Matters Arising**
  - i. **Curriculum and Quality Committee 30 June 2014**  
The matters arising from the meeting were summarised in the report and all actions reported had either been resolved or, where appropriate an update had been provided on progress elsewhere on the agenda.
  - ii. **HR Committee – 3 July 2014**  
The matters arising from the meeting were summarised in the report and all actions reported had either been resolved or, where appropriate an update had been provided on progress elsewhere on the agenda.
- 4 **Committee Terms of Reference**  
Each Committee is asked at their first meeting in the new academic year to review and **approve** its Terms of Reference. Due to the changes of our governance arrangements the terms of reference of this Committee are proposed to significantly change as tracked in the report received. Members of the Committee agreed to amend the twelfth bulleted point to read ‘Review the results of stakeholder surveys and plans developed by the College in response to the results’ and the fourteenth bulleted point referring to the hearing of staff appeals will be removed. The standing invitation to attend committee meetings will also be extended to include the Vice Principal, Business and Community and the Head of HR. Subject to these amendments the Committee **approved** to recommend the terms of reference to the Corporation at the 12 December 2014 meeting. **Proposed** by J Finn and **seconded** by S Gerber.
- 5 **Draft Whole College Self-Assessment Report 2013/14**
  - i. **Outcomes for Learners**
  - ii. **Quality of Teaching, Learning and Assessment**  
Individual SSA SAR meetings have been held over the summer and the data from these meetings have been used to compile the draft whole College SAR.

An Associate HMI is to externally validate the report and the document is to be proof read for spelling and grammatical accuracy before being finalised ahead of the 12 December 2014 meeting of the Corporation.

Members reviewed the report page by page. The full record of which is appended to these minutes ([link](#)). The Self-Assessment Report, once amended, will be presented to the Committee at its meeting to be held in November 2014. It is the intention of the Committee to consider the report again before putting forward a recommendation to the Corporation at the 12 December 2014 meeting for approval and to upload the document to the Provider Gateway.

S Gerber left the meeting at 5.55pm  
J Bloomfield left the meeting at 6.05pm  
A Head left the meeting at 6.15pm  
T O'Sullivan left the meeting at 6.30pm

### **iii. Leadership and Management**

#### **a. Completion on 2013/14 Quality Improvement Plan**

Pages 49 to 56 of the Self-Assessment Report contain the completed position of the 2013/14 Quality Improvement Plan. Members asked that the Red and Yellow status areas for improvement follow onto the plan for 2014/15. The 2013/14 plan was considered line by line. The full record of which is appended to these minutes ([link](#)).

LJohnson

#### **b. Development of 2014/15 Quality Improvement Plan**

The areas for improvement from the Self-Assessment Report will be transferred into the Quality Improvement Plan for 2014/15 and as agreed above will also include the red and yellow status areas for improvement from the 2013/14 plan. The draft will be presented at the next meeting of the Committee to be held in November 2014.

LJohnson

A Maltpress left the meeting at 6.50pm

### **6 Any other business**

The overall effectiveness grade awarded in the Self-Assessment Report is Good. Members agreed that the College is a confident grade 2 yet recognises the poor results with Maths and Access to HE. It is important that the College appropriately responds to the areas for improvement and the SMT is tasked to ensure that improvements are made and seen. Members questioned whether it was appropriate to grade Leadership and Management as outstanding when outcomes for learners and quality of teaching, learning and assessment are graded as good. The Vice Principal, Curriculum and Quality confirmed that it is possible to grade leadership and management as outstanding when other areas are graded good. The Ofsted report from Kirklees College and others who have been graded in this way will be shared with members and it was agreed that no decision concerning grades will be made until the next draft is considered at the November meeting of the Committee.

JBridges

The Clerk will defer the 11 November 2014 meeting to a later date in the month to enable sufficient time for the Vice Principal, Curriculum and Quality to prepare a further draft. The meeting will be open to all members of the Corporation to attend.

JBridges

#### **Date of next meeting**

Deferred to a later date in November 2014. Date to be confirmed.

The meeting closed at 7.05pm