

Wednesday 13th June 2018, 5.30pm

MINUTES

PRESENT:

Ms P Rowe (Chair), Co-opted Governor
Mr C Garvey, Foundation Governor, (Co-chair; Chair of Governors)
Ms S Ebele, Foundation Governor
Mr R Vianello, Foundation Governor
Mrs S Flannery, Principal
Mr G Thompson, Associate Principal

IN ATTENDANCE:

Mrs E Lewis, Clerk to the Governors
Ms R Clarke, Head of Maths for items 1 - 4

Ms P Rowe was in the chair and opened the meeting at 5.32pm. It was quorate throughout.

1. **Opening Prayer:** Offered by Mrs Flannery
2. **Apologies:** Were presented on behalf of Fr G O'Shaughnessy; Ms C Ezekwe and Ms S Jones and were accepted.
3. **Declarations of Interests:** there were none
4. **Subject Area: Maths.** Ms Rachel Clark, Head of Maths introduced her paper "SFX Maths Department" which supported the presentation she gave. She described the range of courses taught at SFX from basic entry foundation learning level to A level further maths and explained the levels and content of each. It was noted that the "Use of Maths" was being withdrawn as a qualification and would, therefore, be discontinued. Ms Clark outlined the teaching provision and exam entry arrangements for the high numbers of students retaking Maths GCSE. She explained how the online learning environment "MOODLE" supports teaching and learning and the range of resources provided.

Mr Garvey asked Ms Clark what techniques she uses to make sure she and her team keep on top of changes in curriculum and specifications. He challenged Mr Thompson to say how he kept track of the delivery of changes within the Maths department. Mr Thompson and Ms Clark summarised the training and support given to teaching staff including understanding of new specifications and analysis of feedback from external examination performance and benchmarking.

Mr Garvey discussed with Ms Clark whether teachers within the Maths department observe each other teaching and the frequency and effectiveness of this in sharing techniques and ideas. He explored the methodology setting targets for teachers in the Maths department within the professional standards and PRM. Mrs Flannery explained the challenges of GCSE re-takes in the context of target setting and Mr Thompson commented on the lack of commitment to retakes by the students. Ms Clark and Mr Thompson emphasised the importance of exam practice.

Ms Clark was thanked for her presentation and the opportunity for discussion with governors. Mr Thompson paid tribute to the Maths team. Copies of Ms Clark's presentation and paper would be made available.

Ms Clark left the meeting at 6.20pm.

It was agreed that Mr Ebele (who had studied Maths at SFX) should be put in contact with Ms Clark as a potential speaker for the students.

5. **Minutes of previous meeting, 22nd February 2018:** Were reviewed, agreed as a true and accurate record and duly signed by Mr Garvey.
- 5.1. **Matters Arising:** there were none
- 5.2. **Actions to be reviewed:**
Setting up of student focus groups: Arrangements and purpose were discussed and it was agreed that Mrs Flannery would arrange for a group of Psychology and Politics students to meet with two or three governors before the 3rd July. She would prepare some exemplar questions to start the discussion.
ACTION: Mrs Lewis and Mrs Flannery to co-ordinate arrangements.
6. **Quality Improvement and Outcomes: [BAF 3 QUALITY]**
- 6.1. **Ofsted risk assessment: predicted L3VA:** Mr Thompson explained a summary report of SFX Value Added Predictions against prior year L3VA which had been compiled to mirror the Ofsted desktop risk analysis. The charts presented included A Level, Academic (including AS) and Applied General (BTEC and UAL) and compared actual in 2016 – 17 with predicted outcomes for 2nd year students for 2017 – 18. The committee examined the predictions in relation to actual outcomes in the prior year; Ofsted quintiles and national averages and discussed with Mr Thompson and Mrs Flannery how they could be sure that the predictions, which indicated an improvement in value added, were sound. Mr Thompson described the process of scrutiny and interpretation of data with each Head of Department Mr Garvey reflected on the interrogation of improvement evidenced at the Quality Day in November 2017 and commented that improvement was being driven from the middle upwards.
Mrs Flannery said that work is being done to shift the ownership and understanding of data to teachers who have the ability to influence outcomes. Mr Thompson said that L3VA is becoming part of the language used by teachers who, by understanding it, can see what needs to be done to achieve improvements.
The committee was advised that no Applied General results would be published for SFX for 2017 / 18 as none of the subjects had been externally tested. Mr Ebele confirmed that this would impact on the value added score.
- 6.2. **College QUIP¹:** The committee received the “Key Priority: Outcomes for Learners” extract – agreed to be the most relevant RAG rated section for this meeting. Progress and impact of the key actions put in place to meet the improvement targets was analysed.
Mr Vianello commented on the difference in achievement and pass rate outcomes in each of Chemistry, French and Biology in the context of retention. Ms Rowe discussed the entry and subject combination requirements for students taking sciences and the relationship with retention and achievement.
Mr Garvey referred to the new timetable which had had a beneficial impact on attendance at A Level classes. In BTEC lessons further improvement would be achieved by a reduction in the amount of homogenous work in the longer session.
The committee was informed that Nick Allen’s six dimensions’ comparative data set for Sixth Form Colleges suggests that retention will be around 65 – 70% for the new linear courses. Departments had been alerted to specific groups that needed to improve retention.
- 6.3. **London Sixth Form Partnership:** The committee received a document summarising cross college engagement with partnership activities during the year which would culminate in a conference at the end of the month. Each activity was reviewed and Ms Rowe endorsed the value of the partnership which, she said, was an example of excellent practice.
The committee was informed of future plans in response to changes in the Directorship of the partnership and noted that there was an enthusiasm from each of the five members colleges to continue and to invest in the association. Funding would also be brought in through bids. Mr Vianello was assured that feedback from participants was good – teachers taking part in *Teach like a Pro* were fully engaged and outcomes were very positive.
Student visits and reflections had produced some encouraging, positive feedback on SFX.

¹ Cross referenced to the Post Inspection Action Plan (PIAP)

7. **Governance [12 GOVERNANCE]:**

7.1. Self-Assessment process & plan for focus morning (Sat 13th Oct 2018).

Mr Garvey endorsed the Saturday morning session held in 2017 which he said had worked well as a focus on preparation for Ofsted and an opportunity for reflection on the effectiveness of the Governing Body (self-assessment).

Mrs Flannery suggested that the session this year might offer an opportunity for deliberation of structural options and future plans including formalising a contingency view on Academisation.

Ms Rowe suggested that consideration be given to following through the recommendation made by Ofsted that governors should develop a more practical grasp of what goes on in curriculum areas. She reminded the committee that the idea of link governors had been floated and needed to be revisited. It was agreed that guidelines would be required to support governors.

It was proposed that the morning might be organised as a twin track event. Self-evaluation could be incorporated into the link governor exercise.

ACTION: Highlight date at meeting of full Governing Body to encourage attendance and participation.

8. **Revised HR Policies: [BAF 4 HR: STAFF RECRUITMENT & RETENTION; EMPLOYER RELATIONS]**

8.1. Absence Policy

The committee had received the draft revised policy along with a summary digest of the changes in the papers for this meeting.

Mrs Flannery introduced the updated policy. She explained the background to each of the changes and the commitment to managing sickness absence effectively. She confirmed to Mr Vianello that the staff associations (unions) had been engaged in the consultation process and had approved the update. Ms Rowe asked how staff are made aware of the policy and reminded of its contents. Mrs Flannery explained that a refresher summary of the key points is circulated at the beginning of each new academic year. The committee discussed aspects of the practical implementation of the policy and dealing with aspects of absence.

The policy was accepted and would be recommended to the full Governing Body for approval and immediate adoption on 10th July 2018.

9. **Effectiveness of committee: [BAF 3 QUALITY 12 GOVERNANCE]**

9.1. The Clerk proposed that the terms of reference of the committee (approved July 2017) should be updated to add a routine review cycle of two years. The next revision would be due in June 2019. **Agreed for report to full Governing Body on 10th July 2018.**

9.2. Evaluations of effectiveness of committee: Governor members completed the questionnaire which, collated, indicated overall satisfaction and contentment with the level of training received.

10. **Risk Management: [12 GOVERNANCE; ALL]** Governors reflected on whether any new risks had been identified or existing risks modified during the course of discussion and concluded that the risks of quality of outcomes are reflected relevantly in the register.

11. **Any Other Business:** there was none

12. **Date of next meeting:** Thursday 20th September 2018

The meeting closed at 7.45pm

SIGNED _____

DATE _____

Membership:

Mr C Garvey, Chair
Mrs S Flannery
Fr G O'Shaughnessy

Ms C Ezekwe
Mr G Thompson
Mr R Vianello

Ms P Rowe, Chair
Ms S Jones
Mr S Ebele