

**The Sixth Form College Farnborough  
Curriculum and Quality Committee Meeting, 14 March 2011  
Minutes**

The meeting opened at 4.35 pm

Members Present: Peter Eyre (Chair), James Bacon, Harminder Dhillon, Andrew Tidd, Simon Jarvis

Apologies: William Bagnall

In Attendance: Catherine Cole, Mike Collis, Jon Marks, Simon Reigh, Vince Scannella, Rebecca Sharp, Gavin Sheffield, Graham Thompson, David Woodward

Not Present: Amy Grandvoinet

**1. CQ 11/01 Apologies**

Apologies were received and accepted from William Bagnall. Amy Grandvoinet was not present.

**2. CQ 11/02 Declaration of Pecuniary Interests**

None declared

**3. CQ 11/03 Minutes of 22 November 2010**

The minutes were agreed, and signed by the Chair.

**4. CQ 11/04 Matters Arising**

There were no matters arising from the previous meeting.

**5. CQ 11/05 Chair's Business**

Peter welcomed Mike Collis, Assistant Principal Quality Measures and the Directors of Faculty: Simon Reigh; Rebecca Sharp and Graham Thompson to the meeting.

As this would have been Amy's last meeting as Student Association T&L Officer, she was thanked for her input at meetings.

**6. CQ 11/06 Risk Register**

Issued with the agenda

The document had been produced in September 2010 and highlights the main high risk subjects. The Directors of Faculty gave overviews of each of their subjects explaining why they believed issues had arisen.

(Harminder Dhillon arrived at 4.42 pm)

A range of ways forward had been identified, including: change of staff, new ways of working, 1-1 support, workshops, review of exam scripts, improved liaison with examination boards, , and enhanced use of Moodle.

Governors agreed that this review should be a yearly update, and that a bulleted summary for each subject issued with the agenda would be useful.

*Action: Agenda March 2012*

## **7. CQ 11/07 External Quality Review (EQR)**

Issued with the agenda

Graham talked Governors through the paper.

The review had been requested by the College to look at how to stretch and challenge students to improve their grades, especially A\*. Due to various reasons, this was the first chance for English to have a review for many years.

This had proved to be thorough and very useful; areas of good practice observed during the review, and approaches the College may consider in the future were included in the document issued.

AS and A2 PE and AS Biology had been nominated for the next round of EQRs in 2011 -12 subject to confirmation by the scheme administrators

The operation of the EQR scheme was explained. The College had put forward names of staff who would like to become reviewers. The feedback from the scheme supervisors on the quality of the reviews carried out by our staff is outstanding and a testimony to their professionalism and to the care taken in the selection process for training under the scheme.

*Q. What happens with the information from the EQR next? How are developments fed back to the committee?*

The curriculum team will look at the review, noting the focus points and deciding how to improve. Progress in addressing the issues raised will be monitored and checked by the Director of Faculty. An updated report will come to the committee at a later date.

In order to allow the Directors of Faculties and Graham to leave the following, under item 14, was reviewed:

## **14. CQ 11/14 Any Other Business**

A press release on the Farnborough extended project had been issued with the agenda.

Simon Reigh reported that all 2<sup>nd</sup> years students were invited to volunteer to produce a project on their chosen subject. This does not receive any UCAS points, and is not a recognised qualification. A survey showed that 95% of students enjoyed the work, and found it useful to have it listed on their application forms for Higher Education placements or employment.

Professor Debra Humphris, Pro-Vice Chancellor of the University of Southampton, would like some of the projects to be put online.

Q. Will the extended project be offered again next year?

This will depend on the funding situation at the time a decision needs to take place.

## **8. CQ 11/08 Information and guidance**

Information issued with the agenda

Mike gave a detailed presentation on the page titled "Information and Guidance for enrolling onto AS classes for 2011 – 12".

Main risk areas for students with average GCSE scores of less than 6 had been reviewed. The aim is to help give the best advice possible to students on enrolment as to which courses to follow.

An explanation was given on how students get onto courses taking into account student wishes, their results, risk factors, curriculum manager and tutor input.

*Governor Comments:*

If there is a significant chance that a student would fail a course given this information, it must be used and acted on.

The College needs to find the right balance between an attractive offer to students to maintain demand, the cost of delivery, the impact on results and the impact on funding.

## **9. CQ 11/09 Summer 2011 Presentation**

Vince suggested that the committee may like a presentation on an action research project by Becky Barnes (Curriculum Manager, Textiles) investigating the extent to which lesson observations by students could be used to improve the student experience at the College.

This was agreed for the next meeting.

*Action: Agenda Item / Vince Scannella*

## **10. CQ 11/10 Achievement and Retention targets.**

"Policy for Retention and Achievement Targets 2010/11" issued with agenda  
Mike explained the figures to Governors. This information is for internal reference only, as it does not need to be reported to outside agencies anymore.

The College aims to have a success rate of at least 90%, in the last academic year this had dropped to 88%.

**Governors approved the targets which had been set.**

## **11. CQ 11/11 January 2011 module results**

These results had only been received on the 10<sup>th</sup> March. A copy was tabled for Governor reference; an updated version needed to be issued with the final minutes, as a few amendments were required.

Jon explained the figures which compare January to January. This will be reviewed in more detail at the next meeting.

*Action: Agenda Item*

**12. CQ 11/12 Ofsted Good Practice visit**

Issued with the agenda

The outcomes of the visit are to be used on an OFSTED Best Practice link. The committee will be advised when it is live.

**13. CQ 11/13 Committee Self-Assessment**

Forms had been issued with the agenda

As only three Governors were able to complete the forms for this exercise, it was not known how effective the self-assessment system is, especially as they take into account the period to August 2010. It was felt that the process should be reviewed by the working party.

*Action: Alison Venner*

**14. CQ 11/14 Any other business**

None

Date of next meeting: 16<sup>th</sup> May 2011, 4.30 pm

Meeting closed at 6.30 pm