

Northumberland College Corporation

Standards Committee

Minutes of a meeting held on 30th September 2008 at Ashington at 3.00pm

Present: I Todd (Chairman)
T Shirley
R Casson
M Rossi

In Attendance: C Taylor (Clerk to the Corporation)
H Wright (Vice Principal – Curriculum and Quality)
P Cook (Assistant Principal – Quality and Internal Services)
M Charlton

SC08/049 Working party recommendations

Initially the meeting commenced as a working party until a quorum was established. Items SC08/050 to SC08/054 were dealt with by the working party until SC08/055 when a quorum was established. At that point the members endorsed the recommendation to agree the Minutes as a true and accurate record at SC08/053.

SC08/050 Preliminaries

The Chairman expressed his thanks to SMT indicating to all members that the standard of papers was encouraging and the Committee was moving forward on various issues.

SC08/051 Apologies

Apologies had been received from Rachel Ellis-Jones.

SC08/052 Register of Interests

None.

SC08/053 Minutes of the Meeting held on 16th June 2008

The minutes were agreed as a true and accurate record.

SC08/054 Matters arising and not otherwise covered on the agenda

None

It was noted that the action list should be updated.

SC08/055 Confirmation of Quorum

The Chairman confirmed that the meeting was quorate at 3.30pm.

SC08/056 ALS Presentation

DFer presented the paper confirming that the amount of ALS supplied during the year would not be known until next year. New robust systems were in place to capture data. A steering group had been established and a data sharing information agreement entered into with Connexions. DFer was confident that information would be in place indicating where finances had been/would be incurred by the end of October.

It was noted that HW should include within the equality and diversity policy to be reported at the next Corporation meeting an overview on how the Equality & Diversity

Clerk

HW

Committee was ensuring that ALS issues were dealt with.

After a healthy discussion it was agreed that RC would speak with DFer further on how the Local Authority could assist schools and the College in obtaining data within this area. Tests had been put in place to ensure a smooth transition for school leavers to the College. DFer to give further thought to transition planning.

DFer

It was agreed that the finances associated with ALS should be highlighted to governors and DFer to work with CSa on this.

DFer

The report was received.

SC08/057 KPI relating to framework for excellence

DFer confirmed that the KPI's were used to measure the College's performance. The KPI's were driven by the LSC and would become part of the inspection framework integrated into the self assessment report. It was noted that a software package would be used to model the KPI's but that more work was required internally to provide the College with a quality improvement vehicle.

The report was received for information purposes.

Q SC08/058 Report on student satisfaction

It was noted that this was the first year a national benchmark had been used. MC confirmed that the information was illuminating and areas of negativity had been highlighted. The results had been linked into self assessment. MC to consider whether there was a need for any further course evaluation.

MC

Members confirmed that this was an excellent paper.

SC08/059 Aide Memoir to the Quality Improvement Strategy

It was agreed that the QIS should go to the Corporation for information only.

Clerk

SC08/060 Review of lesson observations and proposed staff development

PCo confirmed that the College had travelled a distance but that further work was required. How lessons had been validated would be highlighted and identified and tools had been introduced. It was noted that the appraisal system was currently under review with UCU.

Members noted that the staff development system had been changed but there were still teething problems.

SC08/061 Retention 07/08

The paper was received it being noted that self assessment validations would be available in November.

A retention achievement mentor (RAM) was mentioned and MR to speak further with DFer on this matter.

MR

SC08/062 Governors questions for inspection

It was noted that the paper was intended to inform governors on how the governance function worked. The Clerk was asked to insert the financial information before the paper was placed before governors at the next Corporation meeting.

Clerk

SC08/063 Terms of Reference

After discussion it was agreed that the purpose of the Committee as set out in point 2 should be included within the frequency of meetings in point 4.

Clerk

SC08/064 Good governance tool kit

The Clerk confirmed that this matter would be taken forward by Sara Allanson the new clerk. It was agreed that the findings of the survey would be reported to the next meeting.

Clerk

SC08/065 Any other business

None

SC08/066 Matters designated as confidential

None

SC08/067 Date of Next Meeting

There being no further business the meeting closed. It was noted that the date of the next meeting would be 4th December 2008.

ACTION LIST

DATE	DESCRIPTION	PERSON RESPONSIBLE
1.4.08	SC08/021 PCo to informed members of improvements made on retention, achievement and success so that these areas could be managed effectively	PCo - ongoing
16.6.08	SC08/038 PCo to provide 2 page list on Q.I.S QIS to go to corporation once out of draft	PCo
16.6.08	SC08/041 curriculum planning update to go to corporation for information	HW
16.6.08	SC08/042 Curriculum planning from audit Clerk to update terms of reference.	Clerk
16.6.08	SC08/044 Governors questions to be amended and produced to the next meeting. Chair to ask corporation whether standards committee should formally work on the strategic plan.	Clerk IT