

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Curriculum and Standards Committee held on Thursday 17th January 2019

Present: Mr A Teague, Chair
Mr T Fisher, Principal
Mr A Brown
Mr S Heath
Mr C Wiper

Apologies: Mrs J Hillyard
Mr C Kipling
Mr K Sharma

In attendance: Mr M Baker
Mr L Job
Mr I Waite
Mr S Dowson, Clerk

01/19 Declarations of interest

There were no declarations of interest.

02/19 Minutes of the previous meeting

The minutes of the meeting held on Monday 24th September 2018 were **accepted** as a true record and **approved** for signing by the Chair.

03/19 Matters arising

There were no matters arising.

04/19 College Self-Assessment Report (SAR) 2018 – final draft

Mr Waite explained that the SAR would be updated after today's meeting and distributed to all Governors as soon as possible.

The Clerk explained that at their meeting on Thursday 17th January the Search & Review Committee had proposed a review of the scheduling of subcommittee and Board meetings and the Clerk had already contacted Mr Hargrove and Mr Waite to review the future dates of the Finance & Resources and Curriculum & Standards Committee meetings.

Mr Waite reminded the Committee that 'Overall Effectiveness' in the draft SAR considered by the previous Curriculum & Standards committee meeting on 24th September had been ungraded.

DRAFT

Proposed grades had now been agreed and are:

Overall Effectiveness	Good
Effectiveness of leadership and management	Outstanding
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for learners	Outstanding

Mr Waite explained that if *Outcomes for learners* was graded 'outstanding', then it followed that *Effectiveness of Leadership and Management* has to be 'outstanding' given the progress made in this area over recent years.

Although graded 'good' in this report, Mr Waite said he was happy that the *Quality of teaching, learning and assessment* was heading towards 'outstanding'.

Personal development, behaviour and welfare (PDBW) was 'good', but there were still some steps to take before PDBW could be graded 'outstanding'.

The Committee thanked Mr Waite for the SAR, which they described as being, 'informative, soundly based and dependable'. The report made clear what is required to be done to become outstanding overall.

Mr Fisher was very pleased to inform the Committee that 17 students had received offers from Oxbridge this year, the highest number ever, and it was proposed to include a table in the SAR to recognise this success. The Committee welcomed this proposal and congratulated Mr Fisher and all staff on this outstanding achievement.

Mr Waite drew attention to the College Level 2 Maths and English GCSE resit results, which were higher than last year against a national fall overall. These results will put QE at or very near the top of the national table for Maths and English resits.

Mr Teague welcomed the inclusion in the SAR for the first time of, 'Degree classification obtained by students at UK universities in the 2016/17 academic year' (page 11 of the SAR) and asked if it could also be included in future years. Mr Fisher replied that information had been provided by the Sixth Form College Association and it was hoped that it would continue so that comparisons could be made year on year.

The Committee thanked Mr Waite and the SMT for an excellent report in which, 'the conclusions are informed and follow on logically from the information in the report'.

Mr Waite thanked the Committee and undertook to update the SAR and distribute it to Governors as soon as possible.

The Committee **approved** the SAR and recommended it for consideration by the Governors at their next meeting on 24th January.

05/19 College Targets 2018/19

Mr Waite explained that the College Targets were in addition to and reflective of the information on the Governors' Dashboard.

5.1 Academic Targets

The Committee considered each of the targets in turn, comparing them in particular to the 'actuals' that had been achieved in previous years.

In answer to a question, Mr Waite described the targets as, 'aspirational'. If the College came somewhere close to achieving the published targets in 2018-19 it would be outstanding.

5.2 Teaching and Learning Targets

Mr Waite expressed the view that there was no reason why lesson observations at good or better should not be 95% this year. Student views at 3.4 out of 4 was the same as historically and very encouraging.

5.3 PDWB (Personal development, behaviour and welfare)

In answer to a question about attendance, Mr Job explained that the College was aiming for attendance at 95% and actions were being taken to improve attendance. The target for, 'Feel Safe' had to be 100% but was unlikely to be achieved. This is because some of the negative comments (8 only) relate to the way people drive past the College, which is essentially outside the College's control. The current figure of 99.3% is very good.

5.4 Tutorial Views

It was agreed that Tutorial Views at 3.4 out of 4 would be a good outcome.

5.5 Progression Targets

70% was a small increase on the 68% achieved last year and therefore felt to be an achievable and appropriate improvement target.

5.6 Enrolment Targets

In answer to a question from the Committee, Mr Baker explained that current applications were about 50 down on the same time last year. Applications from non-partner schools were down, probably as a consequence of non-partner schools trying harder to retain their own pupils following a large migration to QE this academic year. Applications from partner schools were up in line with the increase in demographics. The target is 2050 students but the anticipated College roll in October 2019, at this early stage, is 2,000. There is still some way to go.

The Committee **approved** the College Targets for 2018-19 and recommended them for consideration by the Governors at their next meeting on 24th January.

06/19 November/December internal exams and projections

The Committee agreed with the Chair's proposal to concentrate on the second year results and projections.

Mr Waite explained that not all results were based on exams, for example some are based on a single piece of coursework.

In answer to a question, he explained that projections are based on each student performing at their best and inevitably a small percentage of students will experience difficulty on the actual day of the exam. Subjects with small numbers of students can be badly hit by one student's poor results. Some teachers/departments take a cautious view and some tend to be optimistic.

Mr Waite said that it was essential to get this right. Since he had joined the College he had worked to ensure that the data was accessible and useful and was always in the forefront of everyone's minds. Again the projected average of 0.27 for L3VA at A Level 2nd year was highly aspirational; if the College only came half way to achieving 0.27 it would be excellent.

The Committee considered in particular the subjects with negative results and projections and asked about the steps and measures taken in each case to improve matters. Mr Waite explained that clarification is always sought when there is a big difference between assessment and projected outcomes.

Mr Waite also highlighted the positives, in particular Computer Science, Business, Geology and Further Maths.

The Committee **accepted** the November/December internal exams and projections.

07/19 Course Support

[Confidential minutes removed]

The Committee congratulated the SMT on the very good progress made by the subjects in Course Support and Course Monitoring.

08/19 Curriculum attendance and retention to end of December 2018

The Committee questioned the College's performance in relation to attendance. Mr Job explained that attendance was not as good as hoped for. A target of 95% is ambitious, but actions are in place to improve attendance. The College's Action Plan was circulated and completed actions were noted.

Considering attendance subject by subject enabled local issues to be highlighted and identified, although interestingly lower attendance did not always result in lower outcomes. There has been a greater focus on curriculum members of staff contacting parents to help manage poor attendance, in addition to interventions from Progress and Principal Tutors.

09/19 Advanced Level Curriculum Reform

Mr Job circulated details of the proposed introduction of T Levels which aim to replace applied general subjects. Mr Job explained that progress was so glacially slow that they are not seen as an immediate concern.

DRAFT

10/19 Confidentiality

Minutes relating to Course Support are to remain confidential.

11/19 Date of next meeting

Monday 10th June 2019 at 5.15pm