



**HUDDERSFIELD NEW COLLEGE  
FURTHER EDUCATION CORPORATION**

**MINUTES OF THE QUALITY COMMITTEE MEETING  
HELD ON 23<sup>rd</sup> NOVEMBER 2009**

**Present** Mr S Leigh (Chair), Mrs L Dearman, Mr D Giblin, Mr D O'Neill  
Mrs A Williams

**In attendance** Mr P Kennedy, Ms H Smithson, Mr R Walker,

**Clerk** Mrs Coupland

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Prof M Page, Ms L Tempest

2. **MINUTES OF THE MEETING HELD ON 28<sup>th</sup> September 2009.**

**Resolved**

**That these be accepted as a correct record.**

3. **MATTERS ARISING**

- *Draft College Self Assessment Report (SAR):* This item is to be presented at this meeting (agenda item no 5).
- *Quality committee members to engage with samples of departmental SAR:* Two members volunteered to engage with the college in sampling departmental reviews. Unfortunately the tight meeting schedule did not permit for this to happen, this will be organised for next year.
- *Terms of Reference:* The revised Terms are to be considered later in the meeting. (Agenda item no: 4).

4. **TERMS OF REFERENCE**

The Members reviewed and considered the amended terms of reference proposed by Ms Williams. It was agreed that they reflected the aims of the Quality Committee and were clear and concise. The Chair thanked Ms Williams for her efforts.

Furthermore, the Committee members deemed it appropriate to annually review the Instruments and Articles of Government as well as the Code of Conduct for Governors in order to reflect any amendments made to legislation.

**Resolved:**

- **To recommend the revised Terms of Reference to the Corporation**
- **The Clerk to ensure that all members of the Corporation have a revised copy of the Instruments and Articles of Government and Code of Conduct for Governors.**

## 5. **DRAFT SELF-ASSESSMENT REPORT (SAR) 2008 - 2009**

Mr Kennedy presented the draft SAR to the Committee. Each section of the report was reviewed. Mr Kennedy advised members of amendments made to the circulated document namely:

Page 3: Summary of Self Assessment/College Information:

- Inspection Framework Grades for 'Guidance and Support' for 2007-2008 and 2008-2009 have been changed from 1 to 2. The Sixth Form Colleges (SFC) benchmark for long level 2 in the Success rates Summary has increased to 81 from 78.
- Additional awards have been added to the revised edition.

Appendix 1: College Retention, Achievement and Success 2008-9 and Targets for 2009-10:

- Benchmark Success for AS 2008-2009 should read 80 rather than 81
- First Diploma 2008-2009 should be recorded as 78 rather than 83.

The Committee were informed that the summary of self assessment indicated that the College had achieved good to outstanding in many areas under the Framework for Excellence. AS Achievement remains below the Sixth Form College average however it is unclear at this stage as to whether this is a local or national trend. Improving the AS success rate continues to be the main focus for improvement in achievement and standards.

Members were advised that the enhanced attendance monitoring across 2007-8 led to a 2% improvement in attendance, which has been maintained in 2008-9 at 90%. Strategies to continue to improve attendance levels were discussed. It was identified that the inconsistencies and discrepancies in secondary schools completing the post 16 transfer forms made it difficult for the college to identify students' problem behaviour, negative work ethic and poor attendance prior to transition to further education. Thus making it difficult for the college to offer prompt remedial action and support interventions where necessary. In addition it was considered essential for the College to have student's attendance levels for all key stage 4 (year 10 and 11) as the current data from partner schools are only for year 11 which is not satisfactory in identifying vulnerable learners.

It was agreed that transfer data from partner schools was essential, however given the aforementioned difficulties and ambiguities with the current post 16 transfer form distributed by Kirklees Council, it was deemed appropriate for the College to take pro-active measures in alerting the Council to this. It was the view of the Committee that the form and its data could be much stronger should it be completed in a more honest and accurate manner by schools.

It was also noted that the increased level of attendance has massively improved retention. The key focus is now to enhance level of achievement. The Committee accepts that the curriculum is broad and flexible and provides a wide range of AS and A level courses and an extensive range of vocational courses at levels 1, 2, and 3 thus meeting the needs of the learners. However Ms Williams advised the Committee that further curriculum reviews and developments may be beneficial in the core subject areas: English, Maths and Science e.g. offering vocational science rather than single science, which may be more appropriate to a number of students as a good vocational route

into gaining advanced qualification. Such Curriculum revisions may result in additional teacher training and support.

Within the Inspection Framework, College Governance was graded as satisfactory. Ms Williams confirmed that this area has been addressed within the improvement plan namely:

- To appoint an independent Clerk
- To review the induction process for all new Governors
- To monitor attendance levels of Governors
- To review skills audit and successive planning
- To address Governor training needs.

Ms Williams confirmed that the above issues were being addressed given Mrs Coupland's recent appointment as Clerk.

It was recommended by the members that the revised copy of the College SAR is to clearly reflect the college successes within the summary. Mr Kennedy agreed to this alteration.

**Resolved:**

- **That with the identified amendments the Self-Assessment Report can be recommended to the Corporation for approval.**
- **The Framework for Excellence is to be provided at the next Quality Committee Meeting as an agenda item.**
- **College Management to approach Kirklees Council and offer comments upon the post 16 transfer form. It would be hoped that a revised document with clear guidelines to schools for completing them will promote standardised practice.**

**6. INVESTORS IN PEOPLE (IIP) RE-ASSESSMENT 2009.**

The Summary of the Investors in people Feedback Report, issued in June 2009, was discussed. This was the college's third successful re-assessment of Investors in People and 14% of total staff were involved in the process. Ms Smithson informed the members that the college found this to be a positive experience. The feedback report commented upon a number of changes and improvements made to people management, procedures and practices, in particular with regards to staff induction, staff development and career opportunities. The Committee members were made aware of the possible suggestions for action as highlighted within the report.

Ms Dearman asked if any of the students were involved in the process. Ms Smithson confirmed that only staff were approached for this award. Ms Williams explained that the College were considering the relevance of other awards such as 'Investors in Pupils' as well as the 'Inclusion Quality Mark' offered by Kirklees Council.

**Resolved:**

- **That the report be received.**

**7. UPDATE ON EXTERNAL QUALITY JUDGEMENT.**

The Committee was presented with a copy of an article published in the Autumn 2009 edition of "Regional Focus" titled 'Major accolade for international links'. This article drew attention to the college having won a 'prestigious prize for the excellence of its international work'. The International School Award is presented by the British Council and the Department for Children Schools and Families.

The Clerk informed the Committee that "Regional Focus" are intending to publish an edition based upon Governance. Regional Focus are therefore wanting Colleges to come forward with articles or peices of work of relevance.

**Resolved:**

- **Ms Williams and Mrs Coupland are to take this item forward and approach Regional Focus with articles of interest.**

**8. ANY OTHER BUSINESS**

There was no further business.

**9. DETERMINATION OF CONFIDENTIALITY**

No items were determined as confidential.

**10. DATE OF NEXT MEETING**

24<sup>th</sup> March 2010 at 4.30pm.