

**Minutes of the Academic Standards and Quality Development Committee
held on Tuesday 24 April 2012 at 8am
in Room 814 at Matthew Boulton Campus**

Present:

Ian Oakes (Chairman)
Jason Allen (JA)
Veronica Docherty (VD)
Gurjeet Kaur Bains (GKB)
Anisa Shahban (AS)

In Attendance:

Roger Minett (Executive Director - Academic Affairs) (RM)
Julie Nugent (Executive Director – Organisation and Strategic Development) (JN)
Barbara Hughes (Assistant Principal – Quality) (BH)
Wendy Stevens (Executive Head of Harborne Academy) (WS)

Apologies

Christine Braddock (Principal)
Raj Mack (RMA)

Declarations of Interest

There were no declarations of interest other than those already declared in the register.

Item 1 – Minutes of the Meeting Held on 9 February 2012

The Chairman led the Committee through the minutes of the above meeting and it was agreed that they were a true and accurate record of that meeting.

Matters Arising

VD asked for a copy of the papers from the Committee meeting that took place on 29 November 2011.

Action:

Clerk to arrange.

In terms of the site visit at Harborne Academy, it was agreed that this action point would be carried forward depending on the programme of the new build.

It was agreed all other action points had been completed.

Item 2 – Data Update

- 2.1 RM presented this item and led the Committee through the report containing detailed information on retention and withdrawals, attendance, projections on success rates and comparisons with January projections and summary in year achievements/results (January examinations).
- 2.2 Each area was discussed in detail by the Committee, with Committee members asking management about various aspects of the information. RM focused on specific areas that needed to be brought to the Committee's attention.
- 2.3 Following detailed discussions the Committee noted the report.

Item 3 – QIP Assessment and Update in Line with January Results

- 3.1 This item was presented by RM who led the Committee through an update on the Quality Improvement Plan.
- 3.2 RM specifically focused on those areas highlighted in yellow where updates had been provided. Committee members asked a number of questions in relation to those areas as well as areas where actions still needed to be carried out.
- 3.3 Committee members agreed that this document was very useful but in terms of presentation a more succinct version would be of greater benefit to the Committee which removes actions once they are complete. Management agreed this would be a better way forward.
- 3.4 Following detailed discussions the Committee noted the report.

ACTION:

A more succinct version of the Quality Improvement Plan to be provided in the future which does not include completed actions.

Item 4 – Update on Harborne Academy

- 4.1 This item was presented by WS. WS led the Committee through her report on Harborne Academy which looked at attendance, Academy role, curriculum achievements and developments, Academy new build, Maths curriculum, English curriculum, Science curriculum, Art and Performing Arts/Humanities, Sport, Technology curriculum and whole school initiatives.
- 4.2 Committee members asked various questions which WS responded to but overall the Committee agreed it was a very useful update.

Item 5 – Projects and Outcomes of Staff Development Project (Wednesday Afternoon Sessions)

- 5.1 RM provided an update on the Wednesday afternoon staff development sessions providing some detail of what type of sessions have taken place during this time. Committee members discussed the programme in detail and it was agreed that an evaluation exercise would take place at the end of the academic year and the results of that evaluation would be brought to this Committee during the Autumn term.

ACTION:

Evaluation of staff development sessions to be brought to this Committee during the Autumn term.

Item 6 – Outcome of Student Surveys

- 6.1 This item was presented by RM and JN. RM led the Committee through the Executive Summary report on this which set out the general messages and recommendations with regards to the outcomes of the student surveys.
- 6.2 A general discussion took place in relation to improving response rates and showing that the College has actioned what was asked of it.

ACTION:

Management to look at ways of showing that actions have been carried out when students' opinions have been sought. For example, message boards etc.

Item 7 – Sample Documentation from Lesson Observations

- 7.1 The sample documentation from all levels of lesson observation was provided for the Committee and a general discussion took place.
- 7.2 Members asked if more completed information can be provided once more analysis has been carried out for example how many have shifted up a grade from satisfactory to good etc.
- 7.3 BH was able to give an Ofsted perspective on lesson observations which the Committee agreed was very useful.

ACTION:

More detailed analysis of lesson observations to be provided once results have been obtained by the end of the year.

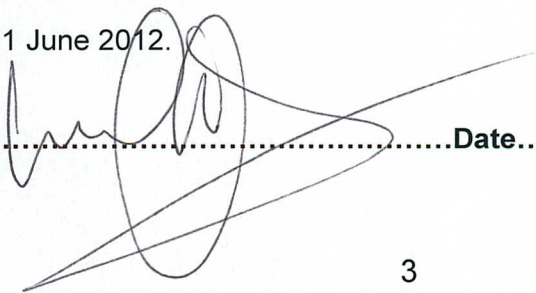
Item 8 – Any Other Business

- 8.1 The Chair asked about the Corporation's responsibility for the Academy which was clarified by RM in his capacity as Chairman of the Board of Harborne Academy and the Clerk.
- 8.2 A general discussion took place in relation to the distribution of iPads which was extremely positive.

Date of Next Meeting:

Thursday 21 June 2012.

Signed.....
Chairman



Date.....

21/06/12