

**Minutes of the Academic Standards and Quality Development Committee  
held on 18 March 2013 at 8.00am  
in the Boardroom at Birmingham Metropolitan College  
Matthew Boulton Campus**

<b>Present:</b>	<b>Apologies:</b>
Ian Oakes (Chairman)	Raj Mack (RM)
Veronica Docherty (VD)	Adeel Akhtar (Student Gov) (AA)
Jason Allen (Staff Member – Academic) (JA)	Gurjeet Kaur Bains (GKB)
<b>In Attendance:</b>	
Catherine Bennett (Clerk to the Corporation) (Clerk)	
Roger Minett (Executive Director of Academic Affairs and Curriculum) (RM)	
Julie Nugent (Executive Director of Organisation and Strategic Development) (JN)	

**Declarations of Interest:**

There were none save for those already recorded in the Register of Interests.

**Item 1 - Open and Confidential Minutes of Meeting held on 5 December 2012**

The open and confidential minutes of the above meeting were reviewed by the Committee and it was agreed that they were a true and accurate record of the meeting.

**Matters Arising**

**Action:**

- (i) Clerk to circulate whole and part year data on enrolment figures
- (ii) A KIT session on reviewing data and Ofsted preparation to be included on the next KIT programme

**Item 2 – Outcome of Teaching and Learning Review (January 2013)**

- 2:1 JN gave a presentation on the Teaching and Learning Review that took place in January 2013. She reported that the review builds on existing work to improve quality but with a greater emphasis on observing teaching and learning in the classroom and the workplace.
- 2:2 JN went on to report that the review followed criteria from the new Ofsted Common Inspection Framework and examined provision in all ten directorates, pairing Directorates to enable them to have an insight into other areas. JN added that during the second week a team of associate inspectors acting as external observers assisted in the review.
- 2:3 JN reported to the Committee that the results have identified that the College has a high proportion of excellent teaching and that findings from the review have been used to inform Directorate self-assessment plans and the College's overall self-assessment.

- 2:4 The Committee discussed the outcome of the Teaching and Learning Review in detail, paying particular attention to issues and trends that had emerged and the action plans in place to address those issues and trends.

#### **APPROVED:**

The Committee accepted the report on the Teaching and Learning Review and requested regular updates on progress.

#### **ACTION:**

JN and Clerk to circulate summary from Teaching and Learning Review

### **Item 3 - College Performance, Success Rates and Achievement**

- 3:1 JN presented this item. She reported that retention remains strong and led the Committee through the tables set out in the report providing more detailed information.
- 3:2 JN then reported on attendance to the Committee informing it that it is comparable with term 2 last year although further improvements are expected. She outlined some of the key measures that are in place to improve attendance going forward.
- 3:3 JN and RM led the Committee in detail through success rate data, providing a detailed explanation on each area, identifying specific trends and discussing rates in comparison to national averages. JN stated that all areas will continue to be closely monitored by the Quality team.
- 3:4 The Committee discussed the College's performance in detail asking questions in relation to those areas where improvement was required and the impact of the improvement plans in place.
- 3:5 Following detailed discussions, the Committee noted the report.

### **Item 4 – College Self-Assessment Report**

- 4:1 JN presented this item to the Committee.
- 4:2 She led the Committee through the context of the report, the headline messages (including from an Ofsted perspective) and outlined the priority interventions as well as key improvements going forward.
- 4:3 The Committee discussed the SAR in detail and management responded to the questions raised. JN confirmed that the full SAR would be brought to the Corporation in July 2013.
- 4:4 The Committee noted the report.

### **Item 5 – College Quality Improvement Plan**

- 5.1 JN and RM presented this item and led the Committee through the College Quality Improvement Plan (QIP), highlighting key areas to the Committee. RM reported that the QIP is monitored and updated by the Programme Monitoring Boards, relevant network meetings (for example the E&D Network or the Safeguarding network) and Quality Management Meetings.

5:2 The Committee discussed the QIP in detail, asking specific questions in relation to College systems, destination data and target setting and noted the impact of actions were evident. Management responded to all questions raised.

**APPROVED:**

Following detailed discussions the Committee approved the QIP and noted the impact of actions where evident

**Item 6 – Update on Harborne Academy**

- 6.1 RM presented this item. He provided the Committee with an update on the recent Ofsted inspection reporting that staff were pleased with the outcome.
- 6.2 He added that progress is very good but there is still work to be done and that the full inspection report could be found on the Ofsted website.
- 6.3 RM added that the new build development was making excellent progress and there were some fantastic projects taking place at the Academy with significant results for instance, the Skills School.
- 6.4 Following discussions on the Academy's progress the Chairman thanks RM for the update and summarised that there is progress to be made but it is good to hear about the excellent initiatives taking place.

**Item 6 - Any Other Business**

VD reminded Committee members of the AoC event taking place on 5 June 2013 in Birmingham – “Governors role in an Ofsted Inspection”. The Clerk requested that if any Committee members were interested in attending then to email her.

**Action:** Committee members to email the Clerk if they wish to attend the AoC event on 5 June 2013

The meeting then ended.

**Date of Next Meeting – Thursday 20<sup>th</sup> June 2013**

Signed..........Date.....19/06/13.....

**Chairman of the Academic Standards and Quality Development Committee**