

KING GEORGE V FURTHER EDUCATION CORPORATION

MINUTES OF THE MEETING OF THE GOVERNORS CURRICULUM COMMITTEE

6.00pm Monday 20 January 2014

PRESENT

Arlene Allan (Governor)
Chris Baker (Governor)
Jennifer Cope (Student Governor)
Elinor Dodd (Governor)
Nick King (Staff Governor)
Paul Lacey (Governor)
Morag Matthews (Staff Governor)
Julian McInerney (Governor)
John Rostron (Governor)
Vipin Trivedi (Governor)
Sandra Unsworth (Governor)
Adele Wills (Principal)
In attendance
Ian Swift (Vice Principal)
Will Melia (Assistant Principal)
Janet Regan (Assistant Principal)
Tony Langan (Deputy Director Quality and Standards) until 6.45pm
Claire Parry (Director of Quality and Standards) 6.45pm until 7.40pm
Wendy Moorcroft (Clerk)

A Quorum being present Julian McInerney in the Chair opened the meeting at 6.00pm. The invitation to attend this evening's meeting had been extended to all Governors at the last Full Board meeting and Chairman welcomed all those able to attend.

14/01 Apologies

Ronnie Fearn (Governor)
Rob Fletcher (Governor)
Dominic Mousley-Dean (Student Governor)
Bill Johnson (Governor)

With the approval of the Board, the Chairman then took Agenda item 14/04 next in order not to detain the visiting speaker.

14/04 Presentation – Equality and Diversity

The Committee welcomed Mr Tony Langan, Deputy Director Quality and Standards to the meeting. Mr Langan began by giving Governors an overview and background summary of the College's legal responsibilities in relation to Equality and Diversity (E&D) setting out the nine protected characteristics within the Equality Act, and also what Ofsted would expect to see in terms of the embedding and integration of Equality and Diversity across all functions of the College. The last Ofsted visit in 2012 found 'Good' awareness raising of E&D on the whole, well planned promotion of E&D, E&D Data used well to monitor and close gaps,

E&D promotion in lessons, some good but mostly satisfactory practice and outstanding achievement by those with declared disability.

Greater consistency in promotion of E&D and further raising of awareness of E&D issues was required. There had been significant progress to date. The College was confident that all statutory requirements were being met with impact assessments on all decisions made and effective policies in place, all monitored by the newly formed Equality & Diversity Group, members of which were drawn from across College including SLT, Progress Coaches, Teaching Staff and students. Minutes of the group were displayed on the E&D notice Board.

There had been extensive CPD training for all staff on E&D, growing evidence of good use of regular references, through lesson observations and schemes of work in terms of learning & teaching and greater quality links.

Respect Week had been particularly successful in raising wider awareness and celebration of difference. Priorities for the future included continued CPD, learner training on E&D, further embedding of E&D into learning and teaching and further development of the learner voice and capturing issues and actions associated with E&D.

Looking specifically at the role of Governors, priorities for 2014 would be further reporting to Governors on progress made on E&D issues, Governor impact assessment on decisions taken on KGV learners, Governor representative on the KGV Equality & Diversity Group and Governor completion of on-line E&D training. Governors then took the opportunity to ask questions. Governor Vipin Trivedi agreed to join the Equality and Diversity group. Governors agreed that it was important that the group had clear objectives in terms of its purpose and aims. Dr Trivedi also had safeguarding responsibilities and reported that he had recently attended a full day course. Governors asked if E&D was seen by staff as a key element of lessons or an 'ad-on' to be included to satisfy other bodies. The Staff Governor reported that over the last three years, awareness of missed opportunities, discussions across college and CPD training had resulted in staff thinking differently with E&D becoming more and more embedded over time. Governors asked how ethnicity data was collected and reported. It was noted that the ALPS data showed gender analysis. Data was collected on the student enrolment form although not across all of the protected characteristics but the aim was to ensure that there was an atmosphere which enabled students to talk about things in an open and safe manner. Staffing data was collected on application forms and reported annually in the human resources report to Governors. Ethnicity within the College represented levels in the local area and the College was confident systems and the environment ensured that there were no inequalities in the way smaller minority groups were treated. Governors asked how students and support staff developed E&D awareness. Mr Langan reported that Respect Week was student driven and use of learner voice surveys was another vehicle. Support staff had all received E&D training and had representation on the E&D group.

Governors thanks Mr Langan for the interesting and informative presentation.

Mr Langan left the meeting at this point (6.45pm)

14/02 Minutes of Meeting of 14 October 2013

The minutes were accepted as a true and accurate record and signed by the Chairman.

14/03 Matters Arising

There were no other matters arising from the minutes.

14/05 SAR

The Committee welcomed Ms Claire Parry, Director of Curriculum and Quality, to the meeting. Ms Parry explained that the presentation she was about to deliver had also been given to all staff so all staff were aware of the key issues within the SAR. The process of preparing the SAR had been an honest, reflective and self critical one and was believed to clearly and accurately portray where the College believed itself to be now, where it wanted to be in the future and how it intended to get there. The three areas of focus within the SAR were outcomes for learners, learning teaching and assessment and leadership and management. Governors noted both the strengths identified along with areas for development for each of these areas and the resultant grading.

There was some debate amongst Governors on the grading for leadership and management. Ms Parry explained that the decision had been based on the position the College was in 12 months ago and that the SAR was a reflection on last academic year. Since then, there had been significant changes to the management structure and the College had moved forward considerably and was now in a much better place. The position statement as at 31 December 2013 which accompanied the SAR set out what had been accomplished so far and the impact of these changes. Following the presentation to staff, Governors asked if staff recognised the College as represented in the SAR and what feedback there had been. Ms Parry explained that there had been little feedback so far as the presentation had only taken place last week. The Staff Governor reported that staff accepted generally that the SAR was an accurate reflection and improvement was necessary. Governors asked what they could further do in terms of Ofsted expectations. The Principal reported that the Board members had a wide range of relevant and appropriate skills and expertise and knew the College very well. It was important that it continued to provide robust challenge and demonstrate understanding of the learning teaching and assessment process as well as awareness of the improvements which needed to be made. Members felt that regular monitoring of progress was important and the Principal agreed that a process of regular updating would be established. **ACTION AKW**

The Board thanked Governor Julian McInerney who had been involved in SAR process and the detailed discussions at course level.

The Committee approved the Report including the curriculum targets for recommendation to the Board thanking Ms Parry for her work in the preparation of a comprehensive and detailed report

Claire Parry left the meeting at this point (7.40pm)

14/06 Any Other Business

Mrs Janet Regan, Assistant Principal, reported on the tender situation with regard to the Creative Arts Building project. Following an initial short listing process three companies had gone forward to the interview stage. The interview panel which had included Governor Chris Baker had asked a number of fixed questions and scored independently. Based on the scoring and costing weightings, Turners had emerged as the preferred option. Mrs Regan reported that Turners were highly recommended and had significant experience of projects in the education sector including recently Edge Hill University. The tender cost was within the sum approved by Governors.

Governors approved the appointment of Turners as building contractor for the Creative Arts Building thanking Chris Baker for his time and assistance in the interview process.

Mrs Regan then went on to report that the new round of BCIF funding had been announced. Given the condition of Fearn Building the College intended to submit a bid for a replacement building. It was understood that 100% funding would be required in order to proceed. Should funding be granted, the money would need to be spent before the end of March 2015. In order to meet this requirement, Mrs Regan was proposing that plans be drawn up and a planning application be submitted so that the College would be ready to proceed immediately if funding was forthcoming. The cost was not expected to exceed £20k. If full funding was not granted the College would utilise any funding received to repair and refurbish Fearn Building.

Governors approved expenditure up to a maximum of £20k to enable plans to be drawn up and a planning application submitted for a replacement build for Fearn Building.

There was no other business.

14/07 Date of Next Meeting

28 April 2014

There being no other business the meeting closed at 7.50pm.

SIGNED BY THE CHAIR AS A TRUE AND ACCURATE RECORD

..... **DATE**