

## HOPWOOD HALL COLLEGE

Minutes of a meeting of the **Standards Committee** held on Tuesday 21 October 2008 at the Middleton Campus

<b>Present</b>	Robert Clegg (Chairman)	Phil Chadwick	Linda Feerick
	Derek O'Toole (Principal)		
<b>In Attendance</b>	Ralph Devereux (Clerk)	Margaret Kingsford (Exec Dir (T&L))	Claire McGuire (Asst Dir (Quality))
<b>Apologies</b>	Terry Piggott		

**The Chairman welcomed Phil Chadwick the newly elected staff member to the corporation and to the meeting.**

### 1/08 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

The apology was accepted. No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and no interests had been declared.

### 2/08 ELECTION OF CHAIRMAN

Linda Feerick proposed and Phil Chadwick seconded Robert Clegg as Chairman, there were no further nominations; carried unanimously.

**Robert Clegg was elected Chairman for 2008/09.**

### 3/08 MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on the 5 June 2008 were confirmed and signed.

### 4/08 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising.
- b. There was no urgent business agreed.

### 5/08 HEADLINE IMPROVEMENT TARGETS

- a. Performance. Performance against targets was considered and discussed. Targets for long and short courses had been exceeded in 2006/07 and the upwards general trend for all provision was noted. Figures for the current year were significantly incomplete but were confidently expected to show a further increase based on current achievement rates of 94/97% for long and short courses respectively (2006/07 - 89/96%) and improved retention rates of 83/94% (2006/07 - 82/94). It was noted that the rate of improvement had now taken the College's performance above the national average.
- b. Targets. Challenging but achievable targets for the 3 years 2009/11 were designed to move results into the top 10% colleges with a high "Widening participation" factor and 25% of all colleges; all targets were noted. Processes for course/student matching and individual motivation of individual learners would continue to be robust.
- c. T&L Grades. The number of lesson observations continued to rise with 389 being completed in 2007/08 (2004/05 - 144); 62% of had been graded as "Good or better" (2004/05 - 79%) the apparent reduction, had been the result of a previous considerably more rigorous regime actually reflected rising standards. The regime included closer management review monitoring and the introduction of enhanced wider reviews, which was clearly showing the results of the strong focus on raising T&L standards above grade 3. It was expected that the number of observations would rise and peak in 2008/09 and then decline but with a consequent rise in the proportion of "Good or better" teaching as the benefits of the regime worked through the system and became increasingly effective. The result was predicated on

the continuation of the current rigorous and thorough regime and enthusiasm for the achievement.

**The Report was noted.**

**6/08 ENHANCED WIDER REVIEW (EWR)**

The first cycle of the EWR had now successfully been completed; as a result of a thorough consultation and evaluation of the process several changes were planned for the second cycle.

- a. Each review would include a meeting between the reviewing officer and the staff being reviewed to enhance familiarity of understanding inspection processes and there would also be a greater focus on employer engagement and workplace observations.
- b. The amount of data included in each EWR report would be limited to 6 lines to mirror the OfSTED pattern.
- c. A progress summary since the previous EWR would be included in the report.

These changes were discussed and agreed as an improvement to the review process.

**The changed procedure was noted and agreed.**

**7/08 LESSON OBSERVATION PROCEDURE**

Changes to the lesson observation procedure had been considered and agreed by the CSMT and the trades unions. The main change was that where an observation received an "Unsatisfactory" grading the consequent re-observation would be completed by a different observer, who would also be a member of CSMT. The process was designed to aid and support those staff experiencing difficulties in achieving the necessary standard; newly qualified or "new to teaching" colleagues were provided with extra guidance. It was noted that the drive to improve standards was having an impact on the culture and whilst a Grade 3 (Satisfactory) would, in the fairly recent past, have been accepted there were now many instances of disappointment at such a scoring. Plans to widen and reinforce the Learner Involvement Strategy through strengthening the learner focus groups were also progressing.

**The changes were noted.**

**8/08 FFE/SAR**

The Government's new initiative designed to provide a single quantitative assessment would become operative during 2008.09. The framework consisting of 3 dimensions: responsiveness, effectiveness and finance was explained and discussed. As part of the assessment process the LSC would make direct assessment contact with current and former students through web-based and telephone surveys.

**The information was received.**

**9/08 HOW COLLEGES IMPROVE**

OfSTED had published a review of effective practices in colleges with particular focus on those who had improved performance between the first and second inspection cycles. The report indicated 4 key contributory factors and discussed issues under each. It was agreed as a useful management tool for management and also for corporation members when challenging college processes.

**The Information was received.**

**10/08 URGENT BUSINESS**

There had been no urgent business agreed.

**11/08 DATE OF NEXT MEETING**

The next meeting would be at 0800 on 26 March 2009