

## Priestley College

Minutes of the Curriculum & Standards Committee meeting  
held at 4.30pm on Thursday, 3 March 2016  
in the Conference Room (P1.16)

<b>PRESENT:</b>	Ms K Simcock	Chair
	Mrs K Hope	Staff Governor
	Ms H Roach	Student Member
	Mrs B Scott-Herron	
	Mr Y Shaikh	
<b>IN ATTENDANCE:</b>	Mr M W Grant	Principal
	Mr G Contos	Vice Principal (Curriculum & Standards)
	Mrs F Evans	Director of Student Services (Item 5)
	Mrs C Blinkhorn	(Minutes)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr M Hartill, Mr L Horrigan and Mr B Jackson-Spruce.

### 2. DECLARATION OF INTERESTS

There were no declarations of interest.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 November 2015 were accepted as an accurate record. The Chair then signed the minutes.

### 4. MATTERS ARISING

There were no Matters Arising.

### 5. COLLEGE INDUCTION QUESTIONNAIRE - OUTCOMES

Mrs Evans (Director of Student Services) circulated and presented the revised results of the annual survey of new starters and students progressing from Level 2 to Level 3 courses, completed in the weeks after October half term. She reminded the Committee about the basis of the survey and reported the move from Survey Monkey to QDP Services, as this allows the College when using the same or similar questions, to benchmark against national data and also provides more focused feedback. Initially some 600 questionnaires

were completed and through an extra push, a further 68 responses are now included, equating to a 58% completion rate this year compared to 66% last year. The Committee examined the analyses by gender and cohort. The responses from students on Level 2 courses were considered, and it was recognised that the slightly lower levels of satisfaction might be attributable to staff illness.

All responses to the 18 questions indicated a high percentage of satisfaction, with the exception of Q12 (77% - national benchmark 88%) and Q17 (87% - national benchmark 88%). Regarding Q12, Mrs Evans reported subject reviews have only just taken place and through talking to individual students it transpired that they did not fully understand the nature of reviews and Mrs Evans is arranging a mini survey to focus on this aspect of student experience.

In broad terms, the Committee agreed that the survey results appeared to confirm a very high level of satisfaction.

The Committee then considered the narrative comments, noting the reflective comment on feedback. Through investigation of the student's Tutor Group and subject area, Mrs Evans reported that it emerged they do lots of little assessments to build up to big assessment, it is more reflective of the nature of the subject area and how feedback is delivered.

Mr Shaikh commented that he was not sure what to conclude, students know what the expectations are but it seems some students don't act on it. Mr Grant responded that the activities in the first 6 weeks appear to have made a difference and attendance at this time was very good and retention is much better this year. Subject reviews is an area for further work.

Ms Simcock asked if students were able to add text after each question. Mrs Evans noted that there is a text box at the end of the questionnaire. Mr Grant suggested next time if there was a negative response, that a text box pop-up be activated.

**Action 1 - F Evans**

Ms Simcock asked if the outcomes of the survey were fed back to students. Mrs Evans reported that outcomes have gone back to Personal Tutors who have fed back to students. Also noted in the interim we are currently conducting a Teaching and Learning Survey.

The Chair thanked Mrs Evans for her report and congratulated the College on the many positive responses.

*(Mrs Evans left the meeting)*

**6. COLLEGE IMPROVEMENT PLAN UPDATE**

Mr G Contos (Vice Principal – Curriculum & Standards) presented the latest update of the College Improvement Plan.

Mr Contos then went through each issue, reporting on progress.

**RESOLVED : That the updated College Improvement Plan is approved.**

At this point Mr Contos took the opportunity to report on attendance and confirmed that Period 3 figures showed a decline against Period 2 figures for this year and that the overall position for the current year was lower than in 2014/15.

Mr Shaikh commented that it doesn't make sense, if students are not withdrawing, is it they are disinterested? Mr Contos reported on strategies to address attendance issues ie

Tutor Group competitions, staff going into each other's classes checking on attendance and contacting parents more regarding student attendance. He also noted that there are more students with issues this year and an increased number on FSM or from deprived wards. A longer term strategy is to have in place Academic Tutors next year – first year tutors whose main focus will be student attendance. He reported on a visit to Cardinal Newman College who have a similar process in place which has resulted in timelier, smarter contact with students and parents.

**Item 9 was taken**

**9. STUDENT ACHIEVEMENTS AND DESTINATIONS – 2015**

The Committee received the Student Achievements and Destinations 2015 booklet and Mr Grant highlighted the Student Destinations by Courses Table and destinations by individual student, the latter being used to highlight those students who have progressed to STEM HE, employment or apprenticeships at the STEM Revalidation visit on 21 April at which some governors will be invited to attend. Mrs Scott-Herron noted that the booklet is used at school to praise those that have done well and as a marketing tool for Priestley.

**RESOLVED : That the report on 2014/15 student destinations is accepted.**

**10. STUDENT RECRUITMENT AND CURRICULUM UPDATE**

The Principal presented the latest data on student applications, interviews and acceptances September 2016 through to January 2016. Mr Grant noted that when compared to the same time last year, we have received 96 more applications (+7.6%).

Applications by School – all lines show an increase with the exception of Runcom/Widnes Schools.

Significant declines/increases in applications – decreases in line with fall in numbers on role in schools. Positive outlook for those schools with significant increases.

Mr Grant updated the Committee on recent developments and future activities.

*(Mr Grant and Mrs Scott-Herron left the meeting)*

**7. STUDENT RETENTION AND ATTENDANCE UPDATE**

Attendance taken under Item 6 above.

Mr Contos presented the student retention data as at February 2016. He confirmed that overall the rate of retention was higher than in the previous year, a positive picture.

**8. QUALIFICATION SUCCESS RATE REPORTS / COLLEGE TARGET-SETTING (SUCCESS RATES, RETENTION, ACHIEVEMENT)**

Mr Contos noted the College is yet to receive the Qualification Achievement Rate data. This data is expected this month. However, in line with the College's drive for continuous improvement and as part of the quality cycle, Cross College Targets for 2015/16 were recommended.

**RESOLVED : That the Governing Body is recommended to endorse the Committee's approval of the targets for 2015/16.**

**11. DATE OF NEXT MEETING**

The next meeting will be at 4.30pm on Thursday, 28 April 2016.

C Blinkhorn  
3 March 2016

<b>Action</b>		<b>Responsible</b>	<b>Status</b>
1	College Induction Questionnaire – for 2016/17, if there was a negative response, that a text box pop-up be activated.	Mrs Evans	

***Accepted as a true record and signed by the Chair***

***Signature .....***

***Date .....***