

**Minutes of Meeting of the
Personnel & Quality Assurance Committee
of the Governing Body of Carmel College
held on Tuesday, 5 February, 2008 at 5.30 pm**

Present: Dr John Humphreys (Vice Chair)
Mr Mike Nencini
Mr Rob Peacock
Mr Karl Smith

In attendance: Mrs Moira Barton
Mr Nick Burnham
Mrs Margaret Buckley (Observer)

Mr John Perry (Clerk)
Mrs Alison Fishwick (Minuting Clerk)

Ms Marie Gettings, Assistant Principal Students Services
for Agenda Item 5

1. Declarations of Interest

There were no declarations of interest.

2. Apologies

Apologies were received from Canon Leo Stoker, Mr Peter Alcock, and Ms. Bojana Kozarevic.

3. Minutes of the Meeting 11 September 2007

The Minutes were agreed as a correct record and signed accordingly. The Vice Chair requested clarification as to the meaning of the last paragraph under Agenda Item 7. The Vice Principal confirmed that this referred to Year 0 September Reviews.

4. Matters Arising

There were no matters arising.

5. Quality Assurance Report: Student Support: The Pastoral System – Recent Developments and Plans for the Future

The Assistant Principal Student Services, presented an overview of the Pastoral Support System; it's present structure, recent changes to enhance the system and plans for the future.

Governors asked how students are allocated to Personal Tutor Groups. The Assistant Principal explained that this is carried out randomly although the College endeavours to balance gender and schools. It was also noted that the groups are large and it can take a few weeks before the Personal Tutor really gains any knowledge of individual students. However, the L6 Personal Tutor groups are extremely busy in the first few weeks with various activities and

Personal Tutors would not necessarily use this time to get to know their students.

Governors noted that each Senior Tutor has a responsibility for approximately seven/eight Personal Tutor groups and are called upon when an issue with a student requires attention and expertise at a higher level. It was also noted that since doubling the number of Senior Tutors last September the role has become much more manageable. The Principal reminded Governors that in the past it was the Assistant Principal that undertook this role and now that Senior Tutors have taken on this responsibility it allows the Assistant Principals to concentrate on strategic issues.

The Vice Chair enquired as to how the Pastoral System is quality assured adding that it must be difficult to apply within this structure. The Assistant Principal responded that the College uses the 'Student Voice' and are exploring the idea of observations. Indeed the Student Voice 2007 gave high approval ratings for Personal Tutors and the Programme. The College's MIS team are also looking at producing performance indicators for pastoral support. The Principal referred to the College's electronic attendance system which enables staff to record notes on individual students which all staff can view. A Traffic Light System to alert staff to a particular status of a student has also made a big difference.

The Vice Chair thanked the Assistant Principal for her informative and clear presentation.

6. Whole College Self Assessment Review (SAR)

The Vice Principal reported that the College has graded itself as 1 (Outstanding) for overall effectiveness and this has been validated by the external expert who is a current Ofsted inspector.

Governors noted that one area had been graded 4 (inadequate) by the College and robust actions to address this are taking place. This is referred to later in the meeting under Agenda Item 7 Internal Review Action Plans.

Governors asked what critique the College uses to prompt an Internal Review. The Principal responded that it isn't a mechanical process; the College looks at unsatisfactory trends over a period of time and the reasons behind the trend. Indeed some areas are subject to an Internal Review not because there is an issue but because the College wishes to take that subject area to the next level, the onus is for subjects to improve.

Governors noted the contents of the report.

7. Internal Review Action Plans

The Vice Principal informed Governors that Internal Reviews had been introduced for the first time this year and have been welcomed by staff. They provide the basis for an action based improvement plan monitored by senior staff and heads of subject.

A formal review of progress to-date will take place in March upon which a further report will be presented to the Governing Body. The Vice Principal

apologised for the varying formats used for the Reviews but a standardised format will be prepared. Governors suggested adding a progress column.

Governors noted the contents of the report.

8. 'Framework for Excellence': The Implications for the College

The Vice Principal updated Governors on the College's experience of the pilot year of the Framework for Excellence. The College had some concerns regarding the *Quality of Outcomes* under *Effectiveness Dimension*, the criteria for which would place Sixth Form Colleges in the second band and appeared to be bias in favour of GFE colleges. It was recognised that GFE colleges have embedded Key skills which would achieve 100% completion rates, in addition GFE provides a number of short courses which generally have higher success rates than one and two year courses. The College has raised these issues and are awaiting judgement on their concerns.

Governors noted that the initiative is GFE dominated in content and there was some doubt as to whether in the future it will apply to those institutions which fall under the Department of Children, Schools and Families. Governors will be kept fully informed of developments.

Governors noted the contents of the report.

9. Progress on Investors in People Action Plan

Governors noted that the College will be using an external consultancy again to carry out the employees' perception survey.

Governors referred to implementation of succession planning and how effective this can be.

Governors noted the contents of the report.

10. Recommendations from the Appeals Panel

Governors considered the College's response to the Governors' recommendations borne as a result of the experiences encountered at a recent Appeals Panel case. The Panel had recommended that the manager conducting the interview should be accompanied by a witness.

Governors concurred with the College's wish to remain the status quo with Back to Work interviews except in exceptional circumstances when a witness may be required to attend. The Principal added that the College would not wish to change the nature of the Back to Work interviews which are supposed to be supportive and non-adversarial.

The Panel affirmed that consistent documentation is needed of the support given to staff with disabilities. The College reaffirmed that documentation is held but was not asked to be presented at the hearing in question. The Clerk referred to the new Instruments & Articles soon to be published which may eliminate Articles relating to staffing procedures which would mean that the College will have to prepare procedures to implement employment regulations.

Governors noted the report and endorsed the College's response to the recommendations of the Governors.

The Appeals Panel were very appreciative of the support provided by the HR Department on the evening in question and this was echoed by the Vice Principal. The Principal added his thanks to Governors for giving their time.

11. Staffing Update

The HR Manager reported that further to the recruitment data circulated to Governors there are five teaching posts, three support staff posts and one internal post presently advertised. It is a very busy time for the HR Department.

Governors noted the contents of the report.

12. Absence Report

The HR Manager referred to an error on the data. The number of days (including long term absence) for period 01 Sept 07 – 31 Dec 07 should read (2) for Support Staff and (1) for Cleaning Staff.

Governors noted the report which reflected that absences are generally low.

13. Accident Report

There were no particular trends to note.

Governors noted the contents of the report.

14. Any Other Business

There was no other business.

15. Date of Next Meeting

Tuesday, 6 May, 2008 at 5.30 pm

The meeting ended at 7.15 pm.

Signed by the Chair

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On this day