

# Minutes of Meeting of the Personnel & Quality Assurance Committee of the Governing Body of Carmel College held on Tuesday, 6 May, 2008 at 5.30 pm

**Present:** Mr Peter Alcock (Chair)  
Mrs Margaret Buckley  
Dr John Humphreys  
Mr Mike Nencini  
Mr Karl Smith

**In attendance:** Mrs Moira Barton, HR Manager  
Mr Nick Burnham, Vice Principal  
  
Mr John Perry (Clerk)  
Mrs Alison Fishwick (Minuting Clerk)

## **1. Declarations of Interest**

There were no declarations of interest.

## **2. Apologies**

Apologies were received from Canon Leo Stoker, Mr Rob Peacock and Mrs Helen Stevenson.

## **3. Minutes of the Meeting of 5 February 2008**

The Minutes were agreed as a correct record and signed by the Chair.

## **4. Matters Arising**

None.

## **5. Quality Assurance Report: University of Liverpool Degree Provision – Year 0**

This was deferred to the next meeting due to the imminent meeting of the Accommodation Working Party.

## **6. January 2008 Modular Results**

The Vice Principal presented the report which, at the request of Governors, included an improved presentation of comparative examination data (2006-07 and 2007-08).

Governors noted that overall performance was excellent, indeed AS results exceeded expectations and there were no concerns regarding A2 results.

Governors noted that at A2 two subjects saw a significant increase in their performance and five saw a decline, the latter as a result in the fall of percentage A-B grades. At AS ten subjects enjoyed a significant rise and six saw a considerable fall. Some of this decline in two of these subjects at both AS and A2 has been as a result of significant staffing changes.

The results have been analysed with Heads of Faculty and any actions necessary have been implemented.

Governors referred to the Media Studies results at A2 which showed 2006/07 A-B Pass rate at **69.4%** and 2007/08 A-B Pass Rate at **26.9%** and queried the significant fall. The Vice Principal apologised that he was unable to provide an answer to this at the meeting but would explore the reasons behind this result and report back. The Vice Principal felt that it may have been because of the nature of the cohort.

Governors referred to the Critical Thinking results (58.7% at A-B for 2006/07 and 29.5% at A-B for 2007/08). The Staff Governor explained that it is a skills based course and in this case students had significantly higher GCSE scores than the previous cohort and yet achieved lower A-B grades, this has led to some suspicion over marking practices. There was some concern about the quality issues of using non-teaching markers generally. Governors noted that tutors are encouraged to remain vigilant and to pursue re-marking if they feel unhappy about the grades.

**Governors noted the contents of the Report.**

## **7. Review of Careers Provision**

The Vice Principal presented the report. Governors noted that the model of delivery for careers has not changed for some time and the review was not to question the performance of staff but to explore whether the format is still appropriate and effective. The Review did reveal however that the area was presently overstaffed and the rota system in operation did not allow for specialism. It was also found that the process for tracking leavers required improvement. There was also the view that with most students naturally progressing to universities, students were less likely at this stage to be thinking about future career aspirations, however they do require high quality advice and guidance through the UCAS system and into HE.

**Governors noted the Report and the redeployment of two staff and the request for more Connexions resources.**

## **8. Framework for Excellence: Final Report**

The Vice Principal presented the report. Governors noted that the Framework will now be rolled out to all colleges next year. Carmel has been judged as outstanding. The Vice Principal explained that the Learner Views was graded as only 'good', it was believed that the survey may have been contextualised to take into account the level of study as students response is less positive the higher the level of their study. Two other Sixth Form Colleges were also graded in this way. The Vice Principal added that this will be challenged at the next Framework for Excellence meeting.

In respect of the Finance Dimension the College was graded as Good and this correlated with other Sixth Form Colleges. The issue here is how the Framework judged a surplus as Sixth Form Colleges do not run high surpluses and again this will be challenged. The Clerk added that as the monies are allocated to a one year cohort there should not be high surpluses as it would signify that the money is not going towards the education of the students as intended.

**Governors noted the contents of the report.**

## **9. Stress Audit**

The Vice Principal presented the report. The College received an overall stress score of 23% which is well within the low risk range and the College is very pleased with this. The Report has been presented to the Unions, the Corporate Management Team and the Health & Safety Committee. The response rate was 50%.

The Chair asked that the College promotes the College's Stress Policy to staff alongside the Stress Audit results. The Vice Principal confirmed that this will be presented to staff at the end of the academic year.

**Governors noted the report.**

**10. Staffing Update**

The most current recruitment data was tabled. Governors noted that there had been a poor response to the post of Chemistry tutor and the College decided to re-advertise it as an established post. There had been twelve posts filled since September 2007 together with one vacancy.

**Governors noted the report.**

**11. Absence Report**

Governors noted that two members of the teaching staff have now returned to College from sickness under a 'phased' arrangement.

**Governors noted the report.**

**12. Accident Report**

There were no particular trends.

**Governors noted the report.**

**13. Any Other Business**

None.

**14. Date of Next Meeting**

Tuesday, 16 September, 2008 at 5.30 pm

The meeting ended at 6.25 pm.

Signed on this day: .....

By the Chair: .....