

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Curriculum and Quality Committee of Godalming College held at the College on Monday 22nd February 2010 at 7.00pm

- Present:** Stephen Dennison (Chairman)
Victoria Elliott
Angela Gallagher-Brett
Helena Hockridge
Neil Parsons
- Advisors:** Dave Cartwright (Assistant Principal)
Carol Horlock
May O'Keeffe (Assistant Principal)
- In Attendance:** Stella Halloran (Clerk to the Corporation)

ACTION

- 1. Apologies for absence**
There were no apologies, although Robin Galliver did not arrive.
- 2. Declaration of Interests**
There were no interests declared at this point.
- 3. Minutes**
The minutes of the meeting held on 9th November 2009 were approved and signed.
- 4. Matters arising from the minutes**

Item 4 – Stretch and Challenge

It was suggested that Dan Wright, Head of the Social Sciences Faculty be invited to the Summer term meeting of this committee to report on Stretch and Challenge within his faculty.

CLERK

- 5. Shaping Futures**

Carol Horlock had been invited to the meeting to update the committee on progress with 'Shaping Futures'.

She first explained that this was a re-branding of the tutorial programme in order that there was more time for 1:1 student / tutor meetings and that the 'big' PSHE issues could be dealt with in greater depth and by experts visiting College or students going out to events. This had been in place since September 2009.

The Big Event of the Autumn term was 'Safe Drive, Stay Alive' – all students went to Dorking Halls for an event aimed at promoting students' responsibilities as drivers and passengers, run by joint Surrey Services (ambulance, fire, police etc). This had had a big impact on the students.

Post AS exams in the Summer term there will be two themed weeks:

- Health and Well-being (including volunteering, financial capabilities and a careers day)
- Citizenship week – being organised by Dan Wright.

It was explained that the one hour weekly tutorials were spent partly on business and then on one-to-one meetings. A record of these meetings was kept in a booklet, which was structured to ensure that key topics were covered. This also gave structure to the mentoring system.

A governor questioned the time allocation and Carol reported that in the Lower Sixth it was tricky to fit everything in. In the Upper Sixth more time was required in the Autumn term because of UCAS applications and that therefore staff were weighting tutorial time to the Autumn term to give all students sufficient time.

The link between efficiency savings and the cut in tutorial time was explored. Although the cut created efficiency savings, this was not the prime reason for making the change, which was in response to student and staff requests.

Governors enquired how, over time, the success of these changes would be measured. It was reported that this would be through focus groups, questionnaires, attendance and retention statistics.

The Chairman thanked Carol for her input and she left the meeting.

6. IQRs 2009 - 2010

May O'Keeffe explained that the process had changed since last year, when all departments were looked at on a biannual cycle. This year 5 cross-curricular areas would be quality reviewed, together with any department where changes were required

The five areas were reported as:

- E-learning
- Assessment for Learning
- Study Skills
- Level 2 provision
- Learning Support

The e-learning IQR had been completed and the report was available. It was agreed that it would be sent out with the minutes of this meeting.

**M O'KEEFFE /
CLERK**

The Assessment for Learning IQR was in progress. AfL was explained as looking at how assessment could be used to improve learning – i.e. formative rather than summative.

It was agreed that May would produce a summary of all the IQRs for the Summer term meeting.

**MAY
O'KEEFFE**

Mini-IQRs had been undertaken in Music Technology and Computing. As a result it had been decided to offer a BTEC (Level 3) in Music Technology rather than the A level. The BTEC was far more practical and would better

suit the type of student who wished to take this subject.

In Computing A level, it was agreed that more guidance needed to be given to students enrolling on the course – a good capability in maths was required. An alternative would be a BTEC in ICT – this course has proved very successful.

7. Curriculum Developments

Dave Cartwright explained Young Apprenticeships for 14 – 16 year olds. Waverley Federation had been successful in bidding for a Young Apprenticeship in Business. Young apprenticeships are better funded than BTEC level 2 courses. The Young Apprenticeship course would require the students to undertake 50 hours of work placed learning over the two years, which might prove difficult, both to fit in and to find businesses prepared to offer placements.

The twilight course in Italian GCSE was now included in the Federation offer to 14 – 16 students.

8. SFBac

The Chairman declared an interest as he was currently working as a consultant to the Director General of the International Baccalaureate.

A paper outlining the pilot scheme for an SFBac was circulated. Dave Cartwright explained that this was a wrap-around certification of all aspects of a student's time at Godalming and included academic courses studied, additional developmental skills and values and proof of a breadth of study and activities.

The College had committed to being part of the pilot study starting in September 2010

Governors raised the following points in discussion:

- Would attendance be part of the criteria for awarding a SFBAC? – Yes
- The SFBac might change the way students and parents think of 6th form education.
- Work would need to be done in selling it to students, parents, etc.
- Would the SFBac be recognised by Universities and employers? – Ideally yes, it could add value to an application, but at this point nobody knew how universities and employers would receive it.
- How would it be validated? – Initially only by the group of Colleges piloting it. It is a kite mark, not a qualification.
- Did the College already offer all that was required? - the current curriculum offer had to be analysed to see how much was offered, which proved a useful and informative exercise; most was already on offer.
- How did this differ from the AQABac, the Scottish and Welsh BACs and the Diploma programme of the International Baccalaureate? – the IB was separate and different, the others were similar to what was being proposed in the SFBac.
- Why did the College not just opt for the AQABac? – in order to make Sixth Form Colleges distinctive and add value to them.

- Would all students have to do it? - it would be an offer, not a requirement. The student governor felt it would be good for students to have something recognising all they had achieved during their time at Godalming.

Members of London University Institute of Education who were involved in the idea of such a Bac would be visiting Godalming College shortly.

The committee agreed that it looked forward to following the progress of the pilot, hoping that it would enhance the reputation of the College and not divert students or staff into something that was not the best use of their time.

The committee looked forward to regular updates.

9. **Development Plan 2009 -10 February update**

The committee considered items 1 – 33, 55 and 56, commenting on the following:

1. The withdrawal rate from non-federation schools was currently 7.5%, which kept within projected numbers for September 2010.
7. The retention rate was good
12. Teaching squares were explained – the period of doing this was coming to an end and had been found to be useful.
- 13 Molenet had donated 200 ipods which had been used in exciting ways in specified departments. Governors were pleased that the College was involved in such an innovative venture.
19. the BTEC document was now on the website – potential students needed to be more aware of college courses other than AS and A levels.
22. EPQ going well again this year.
- 25 Annual ECM audit is becoming increasingly important from an Ofsted point of view. Governors wondered whether or not this was a document they should see. May O’Keefe would find out.
- 32 There had been a big increase in UCAS applications from ex-students, which was proving a strain on both the careers department and tutors.
33. The new student union president has been elected

M O’KEEFE

The committee noted the updated sections relevant to it and would recommend this section of the Development Plan to the Corporation.

10. **Risk Register 2009 – 2010 February update**

Item 2.2 - the budget for next year was known and the additional 20 students currently in College would be funded. The settlement for 2010 – 2011 was better than expected, but 2011 – 2012 was likely to see cuts.

Item 3.4 – a reduction in the risk was noted.

11. **Date of next Meeting**

Monday 7th June 2010 at 7pm

The meeting closed at 8.40pm

Signed:

Date: