



## CORPORATION LZ6 GOVERNANCE COMMITTEE

### MINUTES OF THE MEETING OF THE CORPORATION LZ6 GOVERNANCE COMMITTEE HELD ON MONDAY 6 JUNE 2011

**PRESENT:** Dr G Wilson Chair  
Mr J Bisset  
Mr M Garrity  
Mrs R Smith  
Ms W Wright Principal

**IN ATTENDANCE:** Mrs P Connell Clerk to the Corporation  
Mr S Andrews Deputy Principal  
Ms J Kelly Head of LZ6

#### 7/11 APOLOGIES FOR ABSENCE

Apologies were received from Ms S Edwards, Mr A Robinson and Ms L Warmer.

#### 8/11 MINUTES

The minutes of the meeting held on 7 March 2011 were received and confirmed as a correct record.

#### 9/11 MATTERS ARISING FROM THE MINUTES

There were none.

#### 10/11 TERMLY OPERATIONAL REPORT FROM THE LZ6 MANAGEMENT COMMITTEE

**The Committee received and considered the above document, which was contained within appendix A.**

The Head of LZ6 spoke on the report, drawing Members' attention to the most significant developments since the last meeting of the Committee in March. Members noted the progress made in implementing the curriculum objectives presented to the Committee at that meeting. All course programmes in support of NEET engagement had been offered in the spring term. Levels 1 and 2 provision had failed to recruit but recruitment to the Level 3 programme had been successful. The Level 2 Circuit Training programme was expected to be re-launched in September 2011 and planning for the introduction of all

#### ACTION

new BTEC programmes was well advanced, with courses being promoted through open evenings and the College's website. Very positive feedback had been received from students attending the Performing Arts Workshop and regular meetings between staff from the College and Macclesfield High School were being held to ensure that the new Performing Arts and Music programme was effectively delivered. Significant funds had been invested in purchasing resources and equipment for this new provision. The possibility of establishing a Football Academy was also being explored.

The Head of LZ6 advised that the LZ6 Trimester 2 Performance Monitoring Review had been held on 11 April. The report on the outcome of the review was contained within appendix Aii and would be considered separately. Members noted that curriculum area performance reviews had now also been introduced in LZ6 on a trimesterly basis. During these reviews the Head and Deputy Head of LZ6 met with course teams and personal tutors, who were asked to submit course and student performance data. Appropriate action plans were drawn up to address any identified issues. The aim was to rigorously monitor data and enhance quality assurance procedures.

The Mid-Year Student Survey had been undertaken during the spring term. The results were reviewed in the Report on Trimester 2 Performance Monitoring from the Deputy Principal, which was contained within appendix Aii. There was some good evidence of positive distance travelled in relation to nine of the twelve statements concerned. However, overall ratings for LZ6 had fallen below those for College respondents as a whole and prompt action had been taken to address any concerns which had been identified. In particular, additional seating had been purchased and Creative and Media students had been commissioned to re-design the foyer area in LZ6. Lunch-time activities had been introduced which offered students the opportunity to participate in a wider range of activities, such as additional sports, computer games, a debating society and film and chess clubs.

Discussion ensued concerning the tutorial support which all learners continued to receive. Members noted that the focus during the second trimester had been on students' intended progression routes. Students were enjoying more input into the content and delivery of the tutorial sessions, which had become more tailored to the needs and interests of each individual group. It was felt that, although welfare issues naturally absorbed some of the contact time between students and their tutors, the main emphasis needed to be on student performance and progression.

The Head of LZ6 was pleased to report that eighteen students from LZ6 formed the Student Ambassadors Group, which was working very successfully to support the College's recruitment activities and to encourage young people to enter Higher Education. The Group supported the College's Learner Involvement Strategy and its members had met with the senior management team to discuss their experience of studying in LZ6. The College's AimHigher strategy continued to be effectively delivered. All Level 3 curriculum areas within LZ6 had identified links with universities and all Level 3 LZ6 students had attended a UCAS Convention in Manchester during the second trimester. Members noted the considerable achievements of College students in the Worldskills UK Competition and recorded their congratulations to those students who had been particularly successful in this area. They also welcomed the wide range of activities which had been undertaken in LZ6 as part of the Equality and Diversity Week in March.

The Head of LZ6 spoke on the Student Applications Report as at the end of April 2011. The Committee noted that, overall, applications to LZ6 were slightly above the equivalent number for 2010. Members considered the increase and decrease in applications in particular curriculum areas and, also, at various levels of learning. It was felt to be particularly pleasing to note the significant increase in applications in the STEM subjects. A range of activities was planned for the remainder of the academic year to maximise the conversion rate from application to enrolment. Much effort continued to be expended by staff to ensure optimum progression of students within LZ6 and to support students who were not yet achieving their target grades in raising the standard of their work.

**The Committee received the LZ6 Retention and Attendance Report as at May 2011, which was contained in appendix Ai.**

The Deputy Principal spoke on the performance data which had been presented with regard to retention and attendance for all LZ6 courses during the current academic year. It was pleasing to note that, following the introduction of a number of strategies to improve performance levels, retention on GCSE English and Maths courses had significantly improved. Indeed, overall retention for both areas was high and above benchmark figures. Retention on A Level courses remained good in the majority of cases, with an overall retention figure of 92% being reported. At AS Level, there was evidence of some excellent performance, with eight courses maintaining 100% retention rates, but performance overall was less consistent and action was being taken to effect improvements in those subjects which had fallen below benchmark levels.

It was noted that certain Foundation Learning courses had recorded exceptionally good retention rates, but in other Entry and Level 1 courses, retention rates had declined. A lengthy discussion ensued concerning the measures put in place to address difficulties which had been experienced with the management of learners in the Foundation Learning curriculum during the current academic year. In particular, it was intended to strengthen transitional arrangements to support these groups of students and it was anticipated that retention rates in this area would improve in 2011/12.

Some disappointment was expressed concerning the retention rates on Level 3 applied learning courses with an end date of 2010/11. The Head of LZ6 was to present a report to the Senior Management Team during the following week so that strategies could be put in place to secure improvements in this area. It was noticeable that, following the adoption of such strategies for 16-18 Level 3 applied learning first year learners with an expected end date of 2011/12, performance in this area had shown significant improvement.

The Committee considered the attendance data presented within appendix Aii. It was noted that there had been little change in the attendance rates for GCSE English and Maths courses since the previous year (79% and 85% respectively). A Level attendance rates continued to be strong. At AS Level, attendance levels were less consistent, with a few subjects recording poorer performance. The overall attendance level on applied learning programmes stood at 91%, but attendance was more problematic on certain Foundation Learning programmes.

**Members received the Report on the LZ6 Trimester 2 Management Review, May 2011, which was contained within appendix Aii.** The Deputy Principal spoke on his report which focused on the data presented for LZ6 for the following key areas:

- i **retention continuing** (LSC Rules Applied). Members commended performance at Level 2 (16-18 year olds), noting that LZ6 delivered more than half of the provision in this category. The poorer performance at Level 3 (16-18) had been discussed at length under the previous report. The Deputy Principal reiterated the need to secure improvements in this area. At 19+, it was acknowledged that performance at Level 1 needed to be raised, although the small numbers in this category meant that it was difficult to draw firm conclusions from the data.
- ii **attendance.** Again, this data had been reviewed under the previous report.
- iii **lesson observations.** It was noted that the observation process was risk based with priority given to staff who had received a grade three in the previous year, new staff and newly qualified teachers. Developmental support had been put in place for all staff receiving a grade 3 or below. This had led to an improvement when those staff were re-observed during trimester two. It was anticipated that the overall number of observations resulting in a 'good or better' grade would improve further during trimester three.
- iv **student feedback.** The data was presented in table 4 of the Deputy Principal's Report. This had been discussed under the item relating to appendix A.
- v **staff qualifications.** The data revealed that a very high percentage of full-time and part-time staff were either fully qualified or working towards a teaching qualification.

In conclusion, Members thanked the Deputy Principal for his report and for the sustained efforts which were being made to continuously monitor and raise standards.

**The Committee received and considered the AS/A2 Modular Examination Results for January 2011. These were contained within appendix Aiii.**

It was noted that the results had been carefully scrutinised and a meeting had been held with the Deputy Headteacher at Macclesfield High School to ensure that appropriate action plans were put in place for any under-performing students.

**The Committee received the Macclesfield High School Ofsted Inspection Report, which was contained within appendix Aiv.** The extract in this appendix related to the Sixth Form. Members noted the grades which had been awarded together with any implications for the College as the principal sponsor of the new Academy to be opened in September 2011.

## **11/11 THE FUTURE OF THE LZ6 GOVERNANCE COMMITTEE**

Members received an oral report from the Chairman concerning the Corporation's decision to dissolve the LZ6 Governance and Management Committees when Macclesfield High School closed at the end of the current academic year. The College would assume responsibility for the new

Academy in its role as principal sponsor. It was noted that a proposal was being considered to formally extend the links, at a governance level, with Park Lane Special School.

The Chairman thanked Members of the Committee for the contribution they had made since the Committee's inaugural meeting in November 2007. **It was agreed that** the Chairman should write to Mr A Robinson to thank him for his service to the Committee and, also, to extend Members' best wishes to him for the future.

**GW**

Pamela J Connell  
Clerk to the Corporation  
10 June 2011

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