



## CORPORATION LZ6 GOVERNANCE COMMITTEE

### MINUTES OF THE MEETING OF THE CORPORATION LZ6 GOVERNANCE COMMITTEE HELD ON MONDAY 7 MARCH 2011

**PRESENT:** Dr G Wilson Chair  
Ms S Edwards  
Mr A Robinson  
Ms L Warmer  
Ms W Wright Principal

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

#### ACTION

#### 1/11 APOLOGIES FOR ABSENCE

Apologies were received from Messrs J Bisset and M Garrity and Ms R Griffiths.

#### 2/11 MINUTES

The minutes of the meeting held on 22 November 2010 were received and confirmed as a correct record.

#### 3/11 MATTERS ARISING FROM THE MINUTES

**19/10 LZ6 Annual Report.** The Head of LZ6 advised that appropriate procedures had been put in place to implement the action recorded on page three of the minutes.

#### 4/11 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 its most significant points. It was noted that the LZ6 Trimester 1 Performance Monitoring Review had been undertaken in January. The outcome was reported separately in annex ii of appendix A. Discussion ensued concerning the profile of the teaching and learning observation grades emerging from the

autumn term. In total, twenty seven observations of applied learning / vocational areas had been conducted. No A level observations had been reported for this period, although three had subsequently been completed. The Head of LZ6 explained that grades were usually lower for the first trimester, since the College continued to embrace a risk based approach, with staff who were new or who had received a 'satisfactory' grade in the previous year being prioritised for observations at the beginning of the new academic year. Overall, 54% of observations had been graded 'good or better' and a further 42% of observations had been graded 'satisfactory'. Members reiterated their view that, in the longer term, all grades should fall into the 'good or better' category. They noted the measures which had been put in place to secure continuous improvement, particularly with regard to the extended use of ILT and supporting newly appointed staff in relation to effective student behaviour management.

The Head of LZ6 reported that all applied learning and vocational teams were making good progress with their course reviews. There had also been a marked improvement in the completion of AS and A2 level course reviews. One sector review had been undertaken in the autumn term, the outcome of which had corresponded with the grade in the SAR. Two further sector reviews were scheduled for the current term. It had now been agreed that A level course data would, in future, be considered as part of the selection process for courses to be included in the sector review programme.

The Head of LZ6 reported that a Parents' Consultation Evening had been held for Year 13 A level students in November. Trimester 1 student reviews had been held during the two week period commencing 29 November 2010. Attendance had been good and alternative arrangements had been made for any students who had encountered difficulties because of the severe weather in December. Group tutorials continued to be delivered on schedule. The main focus in the autumn term had been on UCAS applications and safeguarding issues. A redesigned tutorial programme had been introduced, in response to student feedback in 2009/10. All UCAS applications had now been submitted. The AimHigher scheme continued to be used successfully. The latter allowed students in year 12, who were unsure about applying to university, to receive additional advice and support from seven MMU graduates.

Timetabling arrangements for 2011/12 were well advanced. Subject option blocks and matrix timetables had been devised for years 12 and 13. Members commended the progress which had been made. In particular, they were pleased to note the plans to:

- i adapt the A level timetable from the current fortnightly to a weekly model
- ii timetable sessions in two hour, rather than the current one hour blocks
- iii further extend the A level timetable from 3 pm to 5 pm
- iv stagger lunch breaks, where possible, within the A level timetable.

The Head of LZ6 reported that it had also been agreed to maintain the same number of annual guided learning hours for AS and A2 provision. Members noted that, subject to the successful outcome of the consultation process regarding the College's proposed sponsorship of The Macclesfield Academy, further consideration would need to be given to the transition of the full A level provision to Macclesfield College / LZ6.

The Head of LZ6 advised that the prospectus for the forthcoming academic year had now been published and the applied learning / vocational curriculum had been extended to include Performing Arts (Performance and Production), Music and Dance, This provision was to be further marketed through a Performing Arts Workshop, which was to take place during the Easter vacation.

**Members received and considered the LZ6 retention and attendance report, which was attached as annex i to appendix A.** It was noted that the report presented data with respect to student retention and attendance on all LZ6 courses during the current academic year. In general, retention on GCSE courses remained good, although there had been a small number of withdrawals since the last report had been compiled. The Head of LZ6 believed that the extensive work which had been undertaken to ensure that students received excellent advice at induction had impacted positively on retention rates. In particular, retention for GCSE English and Maths was above national benchmark figures. Retention at AS level remained good for the majority of courses. Members considered at length the actions being taken to effect improvements on the few courses where performance had fallen below benchmark level. It was acknowledged that on courses which contained a very small cohort of students, it was difficult to draw definitive conclusions from the data. Members supported the Principal's view that it was critically important to counsel students, at the beginning of the year, to ensure that they enrolled on the most appropriate courses to enhance their performance.

It was noted retention on A2 Level courses remained strong. Entry and Level 1 retention was generally good, but there were some courses (again with small numbers) where improvements needed to be effected. 16-18 Level 2 applied learning retention rates were, also, good but two courses had fallen below 90% retention rates and measures had been put in place to ensure that the reasons for this were addressed and the situation did not recur. Discussion ensued concerning those Level 3 applied learning courses with an end date of 2010/11, where retention rates were below benchmark. These courses were being carefully monitored to identify the causes for poorer performance and to ensure that improvements were secured. 16-18 Level 3 applied learning courses with an expected end date of 2011/12 generally had good retention rates. Again, any exceptions were being rigorously monitored.

Members considered attendance rates for courses at all levels. It was noted that poor attendance could often result in early withdrawal. The Committee concurred with the view of the College's senior management team that any poor performance should be identified and addressed at an early stage. The Head of LZ6 advised that personal tutors had been asked to provide action plans for all learners whose attendance fell below the College's target attendance figures.

**The Committee received and considered the report concerning the LZ6 Trimester 1 Performance Monitoring Review, which was contained as annex ii to appendix A.** The Deputy Principal spoke on his report, informing Members that Performance Monitoring had been introduced to replace the Management Review process, with the exception of the Principal's Review, which would continue to be conducted in October each year. The Deputy Principal advised that the report focused on the data presented for LZ6 in five

key areas viz continued retention, attendance, lesson observations, student feedback and staff qualifications. He believed that these were all critical factors in determining the quality of students' experience and, also, their performance. The agenda for the Performance Monitoring Reviews was, in fact, even more extensive and, in future, it was hoped to produce additional data to accurately reflect the position in several other areas eg the use of the virtual learning environment. The Deputy Principal spoke on the strategies which had been put in place to secure further improvements in retention rates in LZ6 for the remainder of the current year and, also for 2011/12. Although attendance rates were generally good, as reported in annex i to appendix A, the Deputy Principal was eager to ensure that there was no complacency and that standards were continuously improved. It was noted that the current corporate target which had been approved was 90%. It was intended to invite the Corporation to increase this to 93% for the forthcoming year.

It was noted that the teaching and learning observation grades had already been discussed, earlier in the agenda item. The Deputy Principal confirmed that support had been put in place to further improve staff performance in this area. He anticipated that, as a result, the overall figure for 'good or better' teaching would be significantly enhanced by the end of the academic year. The student feedback table showed the results of the induction survey carried out in October 2010. Further feedback had recently been obtained and it was envisaged that this information would be reported to Members of the Committee at their next meeting, once it had been formally evaluated. The Deputy Principal was pleased to report that data for the last three years revealed, overall, a positive distance travelled by students. However, he believed that there was still much work to be done to improve students' perception of their experience in LZ6.

SA

The staff qualification table revealed that a very high percentage of full and part-time staff were fully qualified or working towards a teaching qualification. The current position was very strong and would continue to be robustly monitored by managers through the College's CIPHR system. The Deputy Principal advised Members that, at the current time, the Performance Monitoring Reviews related only to College courses. The Principal's Review also encompassed A level courses. This structure would, naturally, need to be reviewed once the outcome of the consultation process relating to the establishment of the Academy was known.

Members thanked the Deputy Principal for his report and looked forward to receiving a further progress report at their next meeting in the summer term.

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## 5/11 DRAFT BUSINESS PLAN 2011/12

**The Committee received and considered the above document, which was contained within appendix B.** It was noted that the production of the Business Plan had been delayed in the autumn term, since clarification of the new government's policies in the publication of a White Paper had been awaited at that time. The Head of LZ6 spoke at length on the various factors which had significantly influenced the formulation of the Plan. In particular, the planned development of LZ6 had been cross referenced to the agreed strategic aims of the College and Park Lane Special School. Demographic data showed a decline in the number of 16-18 year olds over the next two decades, but LZ6's strategy would be to continue to focus on growth and to

respond effectively to government priorities and to market needs at local and regional levels. It was aimed to make LZ6 the sixth form college of first preference within the local area.

The Head of LZ6 drew Members' attention to the most significant features of the Plan in relation to the following areas:

- i curriculum overview, including new developments / provision.
- ii development plan
- iii strategy for growth in student numbers
- iv improvement in teaching and learning support for students
- v raising standards and success rates
- vi student voice / learner involvement
- vii employability and progression
- viii human resources
- ix physical resources and health and safety
- x staff development plan.

**In conclusion, Members thanked the Head of LZ6 for her report, supported the draft Business Plan for 2011/12 and commended it for approval by the Corporation on 29 March 2011. It was agreed that the Plan should also be recommended to the governors of Park Lane Special School, for their approval, at the next meeting of the School's Governing Body.** It was felt that a recommendation to the Governing Body of Macclesfield High School concerning the Business Plan for LZ6 for the forthcoming academic year would be inappropriate in view of the current public consultation process regarding the establishment of The Macclesfield Academy.

#### **6/11 DATE OF NEXT MEETING**

This would be held on Monday 6 June 2011, at 10 am.

Pamela J Connell  
Clerk to the Corporation  
8 March 2011

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