

Quality & Standards Committee

Minutes of the meeting held on Wednesday 5 October 2016

Present: David Cooper, Donna Fitzgerald, Chris Gurevitch, Diana Hoskins, Pat Mould, Diana Palmer, Jon Richardson

In attendance: Jo Brownlee, Steward Edwards, Alan Foster

1. Election of the Chair for the forthcoming year

Resolved: Diana Hoskins was elected Chair of Quality & Standards for 2016/17.

2. Apologies for absence

Resolved: There were no apologies for absence.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the previous meeting: 18 May 2016

Minute 3: The Seeds of Change project were successful with two out of three bids they submitted. They secured £17k through the City of Culture, which will pay for a container for growing plants under LED lights, as well as a further £3k via the National Lottery for an outdoor pizza oven.

Minute 5: See main agenda item 11(b).

Minute 6: See main agenda item 11(a).

Minute 10: Governors requested an update on the staff voice activity. Ben Wallis noted that this had been completed and will be fed back to staff this week, then submitted to the Finance & General Purposes Committee.

Resolved: The minutes of the meeting held on 18 May 2016 were approved as a correct record and signed by the Chair.

5. Student Achievement Report 2016

It was agreed that Minute 5 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

6. Enrolment (provisional)

It was agreed that Minute 6 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

7. Review of curriculum/student support policies

BW presented the following updated policies:

- Anti-bullying Policy
- eSafety policy
- Student Conduct and Behaviour for Learning Policy
- Exclusion Policy

BW noted that tracked changes had been used so amendments are identifiable.

Recommended: That the policies listed above are approved.

8. Performance management framework

Ben Wallis presented his papers on the performance management and quality assurance framework, which continues to build upon last year's developments. He noted that outcomes of the reviews will form part of decision-making for pay progression, as part of the balanced scorecard that SMT are in the process of developing. He noted that this will be completed once results are finalised.

Recommended: The update on the performance management framework was received.

9. Student Voice calendar

Karen Ashman presented the report on Student Voice, which outlines the key activities that took place during 2015/16, and those that are planned for 2016/17. She explained that Moodle will be the platform for all planned Student Voice this year, allowing students to be heard as individuals (rather than groups) and allowing opinions to be given confidentially. Karen Ashman noted that Student Voice feedback has had a good impact on learners and led to many developments (e.g. changes to the timetable, more open access IT facilities, more resources on Moodle, better canteen facilities). Other developments in Student Voice included: improving the methods for feeding back to students (e.g. you said, we did posters), and also celebrating the positive feedback received.

Karen Ashman stressed that other Student Voice activities, in addition to those calendared, will continue to take place – both formal and informal – as the year progresses. Students are also able to submit feedback at any point via the Student Voice button on Moodle.

Governors queried the number of students participating in Student Voice. Karen Ashman noted that last year it was 760 students, compared to just over 400 in the previous year.

Resolved: The report on the Student Voice calendar was received.

10. Student attendance data 2015/16

It was agreed that Minute 10 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

11. Governor scrutiny

(a) Follow-up on previous visits

Resolved: It was agreed that Governors who undertook the scrutiny activity in English will follow this up further to see how new strategies have been implemented and how new staff are taking these forward.

(b) Governor scrutiny 2016/17

On reviewing the results, Governors agreed that:

- Governors will undertake scrutiny activities in the Visual Arts department.
- The panel will be made up of Diana Hoskins and Chris Gurevitch, with Diana Palmer – due to her expertise – providing support.

Resolved: Governor Scrutiny will be undertaken in the Visual Arts department after half term.

12. Any other business

Resolved: There was no other business.

13. Date of next meeting

Resolved: The next meeting of the Quality & Standards Committee will take place on 16 November 2016.

14. Confidential items and reports

It was agreed that minutes 5, 6, and 10 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

15. Learner impact

The Committee scrutinised and provided appropriate challenge in the following areas, all of which helped to improve student performance and achievement:

- Ensuring student outcomes that are positive and enable progression through effective curriculum management and support
- Undertaking Governor Scrutiny activities to provide further challenge and review of teaching, learning and assessment
- Ensuring students have a forum in which they can give feedback to the college
- Continuing development of the College's Performance Management to ensure greater accountability throughout the college

Action schedule

Minute no	Title	Action by	Action
11.	Governor scrutiny	Clerk	Organise a date for the Governor Scrutiny of Visual Arts
13.	Date of next meeting	Clerk	Arrange the next meeting