

Quality & Standards Committee

Minutes of the meeting held on Wednesday 4 October 2017

Present: David Cooper, Chris Gurevitch, Diana Hoskins, Pat Mould

In attendance: Karen Ashman (Assistant Principal), Alan Foster (Observer), Colin Peaks (Deputy Principal), Vikki Reeve (Clerk), Ben Wallis (Assistant Principal)

1. Election of the Chair

Resolved: Diana Hoskins was elected as Chair of Quality & Standards for 2017/18.

2. Apologies for absence

Resolved: Apologies were received from Donna Fitzgerald, Diana Palmer and Jon Richardson.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the previous meeting: 17 May 2017

Resolved: The minutes of the meeting held on 17 May 2017 were accepted as a correct record and signed by the Chair.

5. Matters arising from minutes/action schedule

Minute *Matters arising (Minute 36):*

49 David Cooper noted that all staff who undertook a GCSE Maths exam in college had passed.

Minute *Technical Levels:*

54 David Cooper noted that Technical Levels have been put back one year and pilots will now take place in 2020, with timelines currently being discussed with awarding bodies. Colin Peaks noted that the college is looking into depts that could pilot, particularly in areas such as Hair & Beauty and Health, Caring & Early Years where they are already fully set up to deliver. It was agreed that further updates should be provided as appropriate.

Minute *Governor scrutiny – Visual Arts:*

56a David Cooper informed Governors that results in Visual Arts are very good and amongst the best in College: all are Alps 4 or above; 100% pass rate in A Level and 100% of Level 2 students progressed to Level 3. It was agreed that the team will be sent a letter of congratulations from Governors.

Resolved: The updates from the previous minutes/action schedule were received.

6. Student achievement report 2017

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. Enrolments (provisional)

It was agreed that minute 7 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**).

8. Policies

a) Policy for Students with Additional Needs

Ben Wallis noted that the policy has been reviewed by himself and the Study Support Manager and no changes are required.

b) SEND Local Offer

Ben Wallis noted that minor updates had been made to reflect the new tutorial framework. Governors noted the reference to a Governor Link for SEND and suggested this be changed to "it is reported to Governors", so it reflects actual practice. The Clerk will investigate whether a Link Governor for SEND is required.

c) eSafety Policy

Ben Wallis noted that minor updates had been made to reflect structural changes, and that the guidance given to students has been updated, particularly around social media. David Cooper explained that college internet usage is monitored and Ben Wallis reviews flagged activity every day and follows this up as appropriate.

d) Student Conduct and Behaviour for Learning Policy

Ben Wallis noted that some updates had been made to reflect structural changes, and that some guidance has been included around student dress code.

Governors referred to GDPR and asked if anything is required from the college now in terms of policies etc. Karen Ashman noted that some changes had been implemented already, e.g. enrolment forms, given the change comes into force mid-year. SMT and relevant staff are also attending training courses in the coming weeks.

Recommended: The policies listed above are approved.

9. Performance management and quality assurance framework

Colin Peaks noted that the College's HR Manager has taken a more significant role in the production and updating of paperwork around performance management. He presented his report and noted that the process is very similar to the previous year's. The only change is that the pre-appraisal element has been developed and more time and consideration given in advance of the appraisal meeting, allowing for more meaningful and thorough conversations.

Governors asked if feedback has been sought from the college's union representatives. David Cooper confirmed that a meeting had been held with the unions re. the performance management process.

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

10. Lesson observation framework 2017

Karen Ashman presented her report on the lesson observation framework for 2017. She outlined the following key points:

- Last year, it was agreed that lesson observations would not take place and a continuous programme of learning walks would take place instead. This allowed staff to try new things and put into practice ideas shared in the TLA meetings.
- This year it has been agreed with staff that formal lesson observations will take place, in order to evaluate the embedding of those developments. Staff will be notified of the lesson in which they will be observed.
- There will be three formal rounds of observations: the first for new staff (these have taken place already); the second for all staff; the third for any new staff starting mid-year, anyone not seen in previous rounds and anywhere there are concerns.
- Any staff with a lesson graded as 3 or 4 will work with the TLA Coordinator and TLA Coaches on any areas to develop.

Governors asked if the college is still on target in its aim to become outstanding. David Cooper noted that there are a lot of variables, but that broadly it was.

Resolved: The information on the lesson observation framework for 2017/18 was received.

11. Student voice

Karen Ashman presented her report on student voice. She re-capped on some of the activities in 2016/17 and its impact, and outlined plans for 2017/18. She noted:

- A student voice is currently underway on safeguarding and support and there will be a further safeguarding activity in May 2018.
- There will be a disability equality survey in May 2018.
- Throughout the year, there are two qualitative surveys and one quantitative survey planned.
- There will be ongoing student voice activities throughout the year, as required.
- Students can provide individual feedback at any time via the student voice button on Moodle.
- The college will continue to seek feedback from all stakeholders (parents, employers, work placement providers etc) throughout the year.

Governors commented on the strength of the college's student voice programme, with an already strong system getting better each year.

Resolved: The student voice report was received.

12. Student attendance data 2016/17

It was agreed that minute 12 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)**.

13. Governor scrutiny

Further to discussions as part of item 6 (student outcomes), David Cooper recommended that the A-level Action Plan be a focus for Governor scrutiny and that this be reviewed at the next Quality and Standards Committee meeting when progress against the plan can be seen. Governors agreed with this.

Resolved: The recommendation was received and Governor scrutiny will be agreed at the next Quality and Standards Committee meeting.

14. Federation update

David Cooper presented his report on Federation developments. He noted that Governor representatives and Principals from all colleges met on 22 September to agree the legal framework going forward. As a result of these agreements, the colleges will now move forward with the quality framework. It was agreed that the update should be shared with all Governors by email.

Resolved: The Federation update was received.

15. Any other business

15.1 Clerk appointment

The Chair of the Corporation noted that they had been successful in appointing a Clerk, and thanked the Acting Clerk for providing cover.

Resolved: The update on the appointment of a Clerk was received.

16. Date of next meeting

Resolved: The next meeting will take place on Wednesday 15 November 2017.

17. Confidential items and reports

It was agreed that minutes 6, 7 and 12 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).

18. 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
5.	Matters arising	Clerk/ Chair	Write a letter of congratulations to the Visual Arts department, including JPB as Curriculum Director.
8.	Policies	Clerk	Find out if a Link Governor is required for SEND.
13.	Governor scrutiny	All	Add the A-level Action Plan to next Q&S agenda for the Committee to review progress.
14.	Federation update	Clerk	Send an update on the Federation to all Governors.

