

Quality & Standards Committee

Minutes of the meeting held on Wednesday 15 October 2017

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

In attendance: Karen Ashman (Assistant Principal), Colin Peaks (Deputy Principal), Ben Wallis (Assistant Principal), Catherine Sykes (Clerk).

19. Apologies for absence (Agenda Item 1)

Resolved: No Apologies received.

20. Declarations of interest (Agenda Item 2)

Resolved: There were no declarations of interest.

21. Minutes of the previous meeting: 15 October 2017 (Agenda Item 3)

Resolved: The minutes of the meeting held on 15 October 2017 were accepted as a correct record and signed by the Chair.

22. Matters arising from minutes/action schedule (Agenda Item 4)

Minute *Lesson Observation Framework 2017:*

10 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.

Minute *Student Voice:*

11 Karen Ashman informed governors that the first student voice survey had started. Information was being collected by courses, focussing on students understanding of how to achieve their targets, the use of Moodle, use of Tutorial sessions, support sessions to help with University applications.

Minute *Enrolment Data:*

12 Ben Wallis noted that further to the attendance report for 2016/17, there has been further data received relating to the 2016/17 enrolment on where applicants went who did not enrol. There was no clear pattern of where students went, spread across most institutions..

Minute *T-Levels (minute 54)*

5 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.

Minute *Student Achievement Report.*

6 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.

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

23. Draft Self-Assessment Report and targets 2016/17: for scrutiny (Agenda Point 5)

It was agreed that minute 23 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

24. Student Destinations and IAG annual report: for scrutiny (Agenda Point 6)

It was agreed that minute 24 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

25. Student Support Update (Agenda Item 7)

Ben Wallis presented his report on Student Support Update. He noted the following key points:

- The attendance of students this term is up 1.3% on previous year with a expectation that this will rise this year. Attendance is a specific improvement focus this year, particularly through the restructured tutorial system. Departments are pushing hard for all students to make up lost time by insisting missed hours are made up in catch up sessions, termed 'payback'.
- The tutorial programme has seen significant development; incorporating group tutorials, providing information on topics such as Health & Safety, Safeguarding, Radicalisation, UCAS (including staff UCAS training) amongst other topics. The departmental teachers are now taking the student tutorial sessions, providing more personalised support.
- The tutorial framework has a strong emphasis upon academic mentoring, supported by positive feedback. Further steps introduced to launch a mentoring scheme with links to outside business (e.g. a local legal firm) and also further training courses for staff on leadership and development.
- Student Support services is a key area for all students and staff. Emphasising the need for support for the more disadvantaged, securing funding for those with high needs, identifying students who may need extra support, and ensuring this help is available to those at the earliest opportunity. It was also noted that information & training was given on Mental Health & Disability awareness to staff.
- Impact of Student Support is being measured via student voice, which will be reported once the current cycle is complete

Resolved: The Student Support Update was received.

26. Policies (Agenda Point 8)

a) Fitness to Study Policy

Ben Wallis noted that the policy has been reviewed and agreed at SMT. No changes are required.

b) Anti-Bullying Policy

Ben Wallis noted that the policy has been reviewed and agreed at SMT. No changes are required.

c) Exclusion Policy

Ben Wallis noted that the policy has been reviewed and agreed at SMT. No changes are required.

Recommended: The policies listed above are approved.

27. Complaints / Students Disciplinary Annual Report (Agenda Point 9)

It was agreed that minute 27 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

28. Performance Management (Agenda Item 10).

David Cooper gave a verbal update on Performance Management. He noted that reviews are currently being undertaken and there is no further information to report at present.

Resolved: The verbal report on Performance Management was received.

29. Governor Scrutiny: to agree activity for 2017/18. A-Level Action Plan. (Agenda Item 11)

Colin Peaks presented his report on the A-Level action plan. It was suggested that this be an ongoing item on the agenda for each meeting with a RAG rating. This was agreed.

As part of this plan, Colin Peaks reported on the study skills conference at Hull University with the A-level students earlier in the day. The trip was oversubscribed with over 330 attending, and the feedback from students was very positive. Initial responses from students reported that they took away helpful memory techniques, including new ways to revise and Time Management skills.

It was agreed that Governor Scrutiny activity should consider the delivery of aspects of the A Level Plan. Colin Peaks invited governors in to college to consider the following in A Level classes:

- Extension work
- Lesson observation outcomes in A Level
- Quality (to include Student Files, Curriculum Director (x4) meetings, Maths and Law scrutiny as weaker performing departments).

It was agreed that Donna Fitzgerald would take the lead, with Jon Richardson and Diana Palmer taking part in the planned scrutiny exercise.

Resolved: The report on A-level Action Plan was received. The Governor Scrutiny activity 2017/18 was agreed.

30. Federation update (Agenda Item 12)

It was agreed that minute 30 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

31. Any Other Business (Agenda Item 13)

31.1 Teach Meet

It was reported that the annual 'Teach Meet' is gathering momentum after the previous year and many teachers are expressing interest in participating. There is also an increase in speaker contribution coming forward. The aim is to get as many staff involved as possible and also open up to other parties such as the teachers in training with the Hull University.

Resolved: The update on the annual conferences was received.

32. Date of next meeting

Resolved: The next meeting will take place on Wednesday 7 February 2018

Minute no	Title	Action by	Action
24.	Student Destinations and IAG annual report	Clerk	To move this Item to Spring Meeting (Feb 18) in the ACOB.
29	A-Level Action Plan	Clerk	To include the A-level Action Plan on the agenda for this meeting going forwards
29	Governor Scrutiny Activity 2017/18	Colin Peaks, Donna Fitzgerald, Jon Richardson, Diana Palmer.	To complete Governor Scrutiny Visit & report at next meeting.