

Quality & Standards Committee

Minutes of the meeting held on Wednesday 10 October 2018

Present: Colin Peaks, Diana Hoskins, Pat Mould, Jon Richardson.

In attendance: Karen Ashman (Assistant Principal), Jon Butler (Assistant Principal), Catherine Sykes (Clerk), Ben Wallis (Vice Principal), Natalie Sketchley (Deputy Principal), Steve Cook (Observer), Alan Foster (Observer), Jo Brownlee (Observer), Stewart Edwards (Observer), Stephen Brown (Observer), Rob Morley (Observer), Denise Thompson (Observer), Laura Tindall (HR Manager), Gary Parkinson (Business Manager).

1. Election of the Chair

Resolved: Diana Hoskins was elected as Chair of Quality & Standards for 2018/19.

2. Apologies for absence

Resolved: Apologies were received from Donna Fitzgerald and Chris Gurevitch from the committee and Stephen Hawkins and Paul Simpson as Observers.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the previous meeting: 16 May 2018

Resolved: The minutes of the meeting held on 16 May 2018 were accepted as a correct record and signed by the Chair.

5. Matters arising from minutes/action schedule

Regarding minute 64 and the changes in directors for the Venn Federation to be the new college principals Colin Peaks confirmed this has happened and that the name of the company is now the "Venn Partnership".

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

6. Policies

a) Performance Management – Teaching Staff

Laura Tindall presented the policy and confirmed that there were no changes to implement.

b) Performance Management – Support Staff

Laura Tindall presented the policy and confirmed that there were no changes to implement.

c) Students with Additional Needs

Ben Wallis presented the policy. He noted that there was only one minor change to this policy in that the initial assessments are now more subject specific. He also noted that with help from support staff such as Jo Brownlee and Jill Naylor; students with additional needs were invited to attend summer school and a 2 day welcome event to ensure successful transition to college. Ben reported that this had been successful in the 2018-19 student intake.

d) SEND / Local Offer

Ben Wallis presented the policy. He noted that there were no updates to add.

Governors asked why the 'Seeds of Change' award was not listed as enrichment in the policy and requested that it was due to the hard work the college put in to achieve that status and it is an award the college should be promoting wherever possible. It was agreed that this would be included.

e) E-Safety

Ben Wallis presented the policy. He noted that there had been slight amendments in line with General Data Protection Regulation (GDPR) policy updates, and that the guidance with regards to social media had been made more general.

Recommended: The policies listed above are approved.

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. Performance management and quality assurance framework

Laura Tindall presented the performance management and quality assurance framework. She noted the following highlights:

- There were no major changes to either process. The whole college now uses CollegeIP which has vital tools for ensuring employees improve and develop their skills throughout their employment, including CPD records and pay, including progression awards.
- Pay progression as part of the performance management discussion worked well in identifying those who should receive pay progression which is a good indication of where someone is in terms of their performance. With regards to underperformance, the employee is then engaged in discussion with a member of SMT to establish cause for under performance and action plans created to improve with support. Laura noted that not all pay progression awards are automatic however it is closely monitored and works well.
- Target setting guidance is issued to all staff; giving advice on what targets should be to enable them and their department to work towards being outstanding.

Alan Foster asked how this can be quantified in terms of support staff and what is outstanding? Laura commented that line managers were required to be heavily involved with the setting of staff targets to enable quality assurance across college. Alan was concerned that it would be difficult to know what outstanding looks like, and how it could be quantified as without becoming subjective.

Governors were concerned that an outstanding view of one department, may not be graded as such by another department; and were also concerned of how it would be actioned down the line e.g. disgruntled employees when one person's outstanding will be tougher than another. Laura noted that staff are glad of guidance and that the HR department has run some workshops to ensure the process is understood and advice is available at all times should it be required. Laura & Governors all agreed that it was important to review the process as with any new introduction and gather staff feedback, which Laura confirmed would happen.

Alan Foster asked about the expectation of pay progression, what is the level of progression and is it included the budget? Gary & Colin confirmed that staff pay progression was included in a "worst case scenario". Colin noted that it was important that staff had an encouraging performance review, and that staff who are more positive have an improved productivity level he noted that this impact had also been discussed at the Norvic / Venn groups and we are consistent with other colleges within these groups.

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

9. Lesson observation framework 2018

Jonathon Butler presented the lesson observation framework 2018. He noted that there were developments within the framework; including changes in learning walks and the judgement given to staff. He noted that the purpose of this was for a simple aim, which is to improve teaching. At the last Ofsted inspection, teaching was seen as effective and well delivered; however it is now important to increase the level of value added at A-level.

Staff are encouraged to take from the process by critiquing their own development with their observer. He noted that as part of the learning walks and observations no official outcome or grade would be given, however the discussion would focus around the evidence demonstrated and which strengths and areas for development arise from this evidence. The staff member with observer will then create next steps for improvement.

- 1- Departmental learning walk
- 2- Involve TLA coached (6 members of staff as a coach) to demonstrate
- 3- Oversight of JPB as an oversite

The observer will use CollegeIP to produce a draft record and identify follow-up points. Observers new to the team will start with a paired observation for standardisation purposes. Jonathon noted that the process was designed to enable celebration of the strength in staff, and not to highlight the weaknesses, however weaknesses in teachers and departments could be identified and they would be mapped with departments with a strength in the same area; creating cross college quality.

Steve Cook noted that as governors, we know the teachers can teach (as per the Ofsted inspection March 2018) but if we give teachers dates and times of observations, this is the same that the teachers know they are being observed, they will give the best they can, whereas if unannounced then we get a view of what is actually going on in the classroom? Natalie & Jon noted that this procedure was just a part of the whole picture. Natalie noted that this is currently a 1 year process however has the potential to develop, and all colleges are different.

Natalie commented that to evolve and move forward we have change year on year, to get the best from staff we need their "buy-in". She noted that we need them to do their best, and encourage to try something new, as a college we need to encourage staff to take that risk and get feedback on it. She warned that by not telling staff there is a danger they will worry that there is another reason behind them having a surprise observation and may not perform in the classroom as well as they potentially able to the pressure they are faced.

She noted that the colleges passion to achieve Outstanding would not be achieved by doing the normal; staff are on board with the changes in an effort to achieve the whole college goal and we are all in together to achieve.

Denise Thompson asked how do students feed-into this?

Jonathon noted that part of the learning walks is speaking with students, ensuring that the work they are doing the re-enforces the work done by teachers in the classroom.

Karen Ashman noted that observations, along with learning walks are a snapshot of what is happening in the classroom. She noted that this exercise was completed a few years ago at the request of staff and it was received very positivity, the result of which was getting the Ofsted result we did in March 2018.

Resolved: The information on the lesson observation framework for 2018 was approved.

10. Student voice

Karen Ashman presented the information on the Student Voice exercise from 2017/18, however Jonathon Butler will take on this strategy going forward.

Karen noted that there had been three main student voice activities are completed in 2017/18. Ofsted didn't comment per say on the exercise, however did make specific comments including:

- Students highly value teaching they receive.
- Student feel safe in college
- Students value payback sessions.

These facts we were aware of through the student voice exercises taken place.

Karen noted on the results of last (3) Quantities survey. Including:

- Purposely kept the questions the same so that we could compare.
- Majority of results are green (Improved on 2016-17)
- Impact on 5th & 9th point – green are very excellent results of the work of Ben's team on the work done in these areas.
- 56% of students participated in the survey; and to see so many above 97% is a great achievement.
- Red (declined on 2016-17) - IT Facilities and Food. Karen noted that his was surprising as canteen takings has increased on previous years, and that the college are aware of the quality of some software.

Jonathon Butler noted some changes to the future of Student Voice. He noted that the staff champion, Steve Allison has now left. Therefore Ray Rumkey; a very enigmatic character would take over this role. He noted that there are aspects of the student voice survey which need to stay quantities to keep comparable results. Which governors agreed.

Jonathon noted that:

- Moodle system would be continue to be used for collecting information in the main.
- He noted that whilst the survey was anonymous; students knew that the results of the survey was linked to them through their student ID therefore may limit honest responses.
- Students prefer direct questions, with the option to expand if needed.
- Having the same questions enables us to have accurate have year on year data.

In general, students thought the time doing student voice was very quiet. Moving forwards, teachers are to encourage discussion and questions whilst they are inputting data; it is important for students to foster a debate within a department level. Using it as an opportunity to present information to managers and teachers; to encourage students to feedback it is encourages for students to use this time like an exit ticket at the end of a session.

Student Council are pivotal to this also; to feed back on the whole student voice. Colin to get more involved in this with the student council. Colin noted that on the back of these meetings, these students also helped out in the open event which proved hugely popular with prospective students.

Karen Ashman noted that it is always important taking on thoughts from students. The "Moodle button" is always live and any person can give their opinion / thoughts on something throughout the year; therefore students can always be engaged should they wish to be.

Resolved: The student voice report was received.

11. Student attendance data 2017/18

It was agreed that minute 11 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)**.

12. Student achievement report 2018 (part 1)

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

Governors discussed what group scrutiny activities should be completed in 2018-19. Natalie Sketchley suggested that as there were a number of new processes and procedures that have been introduced; it could be beneficial for governors to audit these new process.

Complete AFL Process. A lot more consistent across the college. Pat- positive, need to agree how this is happened.

Resolved: The recommendation for Governor Scrutiny was received, and will be agreed at the next meeting.

15. Any other business

Pat Mould gave praise to Colin and the SMT in the start of the new term, the impact already achieved and the hard work already put in to the year and how well the new team is working and on behalf of the governors a well done and keep up the good work.

The Clerk noted that Donna Fitzgerald is expecting her second child and that she expects to take her maternity leave from January 2019. All governors passed on their congratulations to Donna.

16. Date of next meeting

Resolved: The next meeting will take place on Wednesday 14 November 2018.

17. Confidential items and reports

It was agreed that minutes 7, 11 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
6(d)	Policies	Ben Wallis	'Seeds of Change' award to be listed as enrichment in the SEND policy.

