

Quality & Standards Committee

Minutes of the meeting held on Wednesday 9 October 2019

Present: Stewart Edwards, Donna Fitzgerald, Chris Gurevitch, Diana Hoskins, Pat Mould, Colin Peaks, Jon Richardson

In attendance: Karen Ashman (Assistant Principal), Jon Butler (Assistant Principal), Alan Foster (Observer), Cathy Johnson (Associate Principal), Bob Overment (Observer), Ben Wallis (Vice Principal)

1. Election of the Chair

Resolved: Diana Hoskins was elected as Chair of Quality & Standards for 2019/20.

2. Apologies for absence

Resolved: No apologies were received.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the previous meeting: 15 May 2019

Resolved: The minutes of the meeting held on 15 May 2019 were accepted as a correct record and signed by the Chair.

5. Matters arising from minutes/action schedule

Resolved: There were no actions from the previous meeting.

6. Student achievement report 2019 (part 1)

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. Student attendance data 2018/19

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. Enrolments (provisional)

It was agreed that minute 8 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)**.

9. Performance management and quality assurance framework

Performance Management – Teaching Staff

CAP noted that no changes have been made to the teaching staff performance management policies. Changes have, however, been made to the preparation forms: the focus of targets have been updated to bring in line with the college's priorities for improving results and student recruitment.

Performance Management – Support Staff

CAP noted that no changes have been made to the support staff performance management policies. Changes have, however, been made to the preparation forms: the focus of targets have been updated to bring in line with the college's desire to be Ofsted outstanding and improving overall effectiveness in their work.

Recommended: The performance management policies were approved and will be recommended to Corporation, and the update on the framework received.

10. Lesson observation framework 2019

CEJ presented the key changes to the college's Lesson Observation Framework for 2019. She noted there is not much change to the framework.

- Observations remain developmental and not graded.
- Due to the observation team being smaller, full staff observations will take place over a four-week period, with a fifth used for contingency if required.
- Teachers will be informed of the lesson that will be observed. A measure taken to reduce the stress of the bigger window for observations.
- Observers will have data on classes and will speak with students and review their work.

Governors referred to staff being notified of the lesson they're being observed in and queried whether this gives an accurate picture of what is happening in classrooms on a daily basis. CAP stressed that these observations are developmental and an opportunity to share good practice amongst staff and identify areas that require further development. CEJ noted that this is just one aspect of quality assurance and that Ofsted style 'deep dives' will take place throughout the year.

Resolved: The information on the lesson observation framework for 2019 was received.

11. Student voice

SDE presented his report on student voice activities. He noted that:

- The systems used previously were very effective so there are not many amendments.
- There are more student-led focus groups on key areas such as attendance, mental health and personal development, behaviour and wellbeing (PDBW).

Governors thanked the team for their continued good work on getting the thoughts and feedback of students.

Resolved: The student voice report was received.

12. Policies

BW presented the following policies, highlighting the changes made within the documents.

- *Anti-Bullying Policy:* The main changes are in response to the new staffing structure.
- *Student Conduct and Behaviour for Learning Policy:* The main changes are in response to the new staffing structure and changes to behaviour management contracts.
- *Exclusion Policy:* The main changes are in response to the new staffing structure and changes to the behaviour management contracts. It also highlights the appeals process and actions taken when behaviour is extreme.

Recommended: The Anti-Bullying Policy, Student Conduct and Behaviour for Learning Policy and the Exclusion Policy were approved and will be recommended to Corporation.

13. Governor scrutiny

Governors discussed possible areas for governor scrutiny during 2019/20. It was agreed that the Quality & Standards Committee would welcome the opportunity to test in-year data to triangulate what SMT are reporting, particularly around A Level assessments and attendance. It would also be useful to look at the routines/processes following assessment. This was agreed.

Resolved: The recommendation for governor scrutiny was received and will be finalised at the next meeting.

14. Any other business

Resolved: There was no other business.

15. Date of next meeting

Resolved: The next meeting will take place on Wednesday 13 November 2019.

17. Confidential items and reports

It was agreed that minutes 6, 7 and 8 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 helps to improve student performance and achievement:

- Scrutinising student outcomes to ensure they 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 an appropriate forum in which they can give feedback to the college

- Ensuring the continued development of performance management to ensure greater accountability throughout the college
- To ensure appropriate policies to support students are in place

Action schedule

Minute no	Title	Action by	Action
6	Student achievement	SMT	Historical national averages to be included in future reports.
		SMT	Seek early permission from students to access their exams papers so that they can be analysed.

