

Quality & Standards Committee

Minutes of the meeting held on Wednesday 7 October 2020

Members present: Alan Foster, Leila Goring, Diana Hoskins, Pat Mould, Colin Peaks, Lois Thorley

In attendance: Stephen Brown, Jo Brownlee, Jonathan Butler, Stewart Edwards, Natalie Sketchley, Ben Wallis

The Committee welcomed Lois Thorley (Teaching Staff Governor) to her first meeting as a member of the Quality & Standards Committee.

1. Election of the Chair

Resolved: Diana Hoskins was elected as Chair of Quality & Standards for 2020/21.

2. Apologies for absences

Resolved: Apologies were received from Donna Fitzgerald, due to increased commitments as a result of Covid.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the meeting: 13 May 2020

Resolved: The minutes of the meeting held on 13 May 2020 were accepted as a correct record.

5. Matters arising from the minutes/action schedule

Resolved: There were no matters arising from the previous meeting/action schedule.

6. Student achievement report 2019/20

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 report 2019/20

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. Quality assurance, including the Lesson Observation Framework 2020/21

NES presented the quality assurance report, including the lesson observation framework for 2020/21. She noted that activities include:

- Course reviews, involving all staff, which includes both an analysis of data from the previous year and setting targets for 2020/21. These link to the faculties' self-assessments for 2019/20 and quality improvement plans for 2020/21.
- One-to-one meetings with FHs after each formal assessment point to review outcomes and identify any students of concern.
- Quality assurance of all formal assessments to ensure rigour.
- Quality assurance of marking of formal assessments – both internally and externally with Venn where required.
- Monitoring of assessment for learning (AfL) files.
- Observation of classroom teaching via learning walks and lesson observations, which is then recorded on individual staff member's CollegeIP account and are reviewed as part of the performance management process.

CAP noted that, following the writing of this paper and due to the pressures around Covid, it has been agreed that whole-college observations will not take place and will be replaced with additional learning walks. He added that new staff will be observed w/c 19 October and lesson observations will take place throughout the year if any issues arise.

Governors asked how staff have responded to there being no formal lesson observations. NES and CAP confirmed that staff appreciate the removal of this additional pressure in the current climate. LJT confirmed this and noted that learning walks provide a more honest picture of what is happening in the classroom daily.

Resolved: The quality assurance framework for 2020/21 was received.

10. Teaching, learning and assessment 2020/21

Jonathan Butler (JPB) presented his report on teaching, learning and assessment for 2020/21. He noted:

- Staff are being given more time for training and formal slots will be run on a Wednesday afternoon alongside the students' Upskilling Programme.
- A large focus of the staff training is to get staff up to a minimum standard of digital competencies, which supports remote teaching if required. Further training is scheduled for all staff on 15 and 22 October, which is being delivered by an external provider.
- The college moved to Teams as its digital learning environment back in January 2020 and staff had already received some training that supported them to continue teaching throughout lockdown.
- All students have been instructed to download Teams and it is now the primary communication tool with them. Since 9 September, there are 1200 active Teams accounts and 1100 active Microsoft 365 users.
- The college's profile has been raised nationally and being recognised as a DfE Demonstrator College has attracted significant funding. This involves supporting schools (including feeder schools) and showing them how to deliver digital learning.

- In addition to all of the above, there remains a big focus on equipping teachers, particularly those on BTECs, to prepare students for exam elements of their courses.

Resolved: The teaching, learning and assessment update was received.

11. Performance management policies

CAP presented the performance management policies for teaching and support staff in 2020/21. He noted that there are no changes to the actual policies, but the preparation paperwork will be updated to include elements of the digital developments and reflections on wellbeing.

CAP informed Governors that unions have already raised concerns about holding staff to account on last year's results and agreed that it would be difficult to make pay progression decisions on that basis. He noted, however, that any issues have been picked up with staff as they arise and that will continue, irrespective of the performance management review process.

Resolved: The 2020/21 performance management policies were approved.

12. Student voice 2020/21

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. Policies

BW presented the following policies for Governor recommendation/approval, noting that changes are minor and are identified via tracked changes:

- a) Policy for Students with Additional Needs
- b) SEND: Local Offer
- c) eSafety Policy

Governors referred to the eSafety Policy and queried whether students should be advised to turn off their Bluetooth as this is required for the NHS Track and Trace app, which the college has recommended students download. CAP responded that students have been encouraged to download the NHS Track and Trace app, as advised by Public Health, however, this is not required to be used when students are on site as the college has its own track and trace procedures. BW reiterated that Bluetooth poses a safeguarding risk and students should continue to be encouraged to turn it off when on site.

Resolved: The Policy for Students with Additional Needs and SEND: Local Offer were approved.

Recommended: The eSafety Policy be approved by Corporation.

14. Governor scrutiny

The Committee discussed potential areas for Governor scrutiny in 2020/21. CAP noted that previous focus has been on outcomes for students and attendance and, while this always

remains a priority, suggested that Governors get feedback on some of the college's other activities, such as the Upskilling Programme (enrichment).

[Alan Foster left the meeting at 6.10pm; the Committee was still quorate.]

The Committee agreed that remote Governor scrutiny of the Upskilling Programme, checking the quality of offer and feedback from students, could take place next half term. In addition to this, as a continuation of last year's plan, the single central record will also be scrutinised. The Clerk will seek volunteers for the activities agreed.

Governors noted that there had previously been scrutiny of A Level teaching and learning and suggested a follow-up of this take place, but this is difficult in light of Covid. This will be arranged when possible.

Resolved: The Q&S governor scrutiny activities were agreed.

15. Any other business

Resolved: There was no other business.

16. Date of next meeting

Resolved: The next meeting will take place on Wednesday 11 November 2020.

17. Confidential items

It was agreed that minutes 6, 7, 8 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).

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.

Approved