

Quality & Standards Committee

Minutes of the meeting held on Wednesday 11 November 2020

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

In attendance: Stewart Edwards, Vikki Reeve (Clerk), Natalie Sketchley, Ben Wallis

18. Apologies for absences (agenda item 1)

Resolved: Apologies were received from Donna Fitzgerald.

19. Declarations of interest (agenda item 2)

Resolved: There were no declarations of interest.

20. Minutes of the meeting: 7 October 2020 (agenda item 3)

The Committee noted one minor amendment to the phrasing of one line, which the Clerk will update. The Clerk informed the Committee Chair that the minutes will be sent to her for digital sign off.

Resolved: The minutes of the meeting held on 13 May 2020 were accepted as a correct record, subject to one minor amendment.

21. Matters arising from the minutes/action schedule (agenda item 4)

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

22. Covid update (agenda item 5)

It was agreed that minute 22 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)**.

23. Enrolments 2020-21 (agenda item 6)

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 **(SEE SECTION B)**.

24. Draft self-assessment report 2019-20 and priorities for 2020-21 (agenda item 7)

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 **(SEE SECTION B)**.

25. Student support update (agenda item 8)

It was agreed that minute 25 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)**.

26. Complaints and student disciplinary annual report (agenda item 9)

It was agreed that minute 26 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)**.

27. Governor scrutiny (agenda item 10)

CAP noted that the paper outlines the arrangements for scrutiny of the Single Central Register. He noted that the HR Manager has secured a secondment with Venn and HR is now being led by GJP, working with the HR & Payroll Officer. They are working on migrating the Single Central Register into Cintra, which should be completed this term. The Clerk confirmed that she will seek Governor volunteers once the migration of data has taken place and a date can be provided.

CAP stressed that he has done a review and has full confidence, but would welcome Governor scrutiny as well.

The Clerk queried whether the activity needs to be done in person or whether it can be done remotely. CAP confirmed it can be done either way, depending on Government guidelines around Covid.

Resolved: The governor scrutiny update was received.

28. Confidential items (agenda item 11)

It was agreed that minutes 22, 23, 24, 26 and 26 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).

29. Any other business (agenda item 12)

Resolved: There was no other business.

30. Date of next meeting (agenda 13)

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

Learner impact

The Committee scrutinised and provided appropriate challenge in the following areas, all of which helps to improve student performance and achievement:

- Ensuring measures are in place to ensure a safe and effective learning environment.
- Scrutinising the college's assessment and judgement of its performance, as well as priorities moving forward, to ensure that any areas for development are addressed.
- Ensuring effective support is in place for students.
- Undertaking governor scrutiny activities to ensure the College is meeting its legal duties in relation to the Single Central Register.

Quality & Standards Committee

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Wednesday 11 November 2020**

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Approved