

## **Quality & Standards Committee**

### **Minutes of the meeting held on Wednesday 13 November 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), Ben Wallis (Vice Principal)

#### **19. Apologies for absence** (agenda item 1)

**Resolved:** No apologies were received.

#### **20. Declarations of interest** (agenda item 2)

**Resolved:** There were no declarations of interest.

#### **21. Minutes of the previous meeting: 10 October 2019** (agenda item 3)

**Resolved:** The minutes of the meeting held on 10 October 2019 were accepted as a correct record and signed by the Chair.

#### **22. Matters arising from minutes/action schedule** (agenda item 4)

*Minute 6 – Student achievement:*

- Colin Peaks (CAP) noted that, going forward, national data will be included in the main report when possible.
- Karen Ashman (KAA) noted that it is not possible to get early permission from students to access their exam papers. This is due to exam regulations stating that you are not allowed to get this until after the students have received their results.

**Resolved:** The update from the previous minutes/action schedule was received.

#### **23. Draft Self-Assessment Report 2018-19** (agenda item 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 **(SEE SECTION B)**.

#### **24. 2019-20 priorities** (agenda item 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 **(SEE SECTION B)**.

#### **25. Student support update** (agenda item 7)

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. Policies** (agenda item 8)

BW presented the following policies, noting the changes highlighted within the documents.

- Policy for Students with Additional Needs
- SEND: Local Offer
- eSafety Policy

Governors asked why the term 'harassment' has been removed from the 'Behaviour' section of the eSafety Policy. BW explained that harassment refers to two or more incidents (a pattern of behaviour over time) and the college deals with bullying in the first instance.

**Recommended:** The eSafety Policy was approved and will be recommended to Corporation. The Policy for Students with Additional Needs and the SEND: Local Offer policies were approved.

## **27. Complaints / student disciplinary annual report** (agenda item 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 **(SEE SECTION B)**.

## **28. Performance management** (agenda item 10)

It was agreed that minute 28 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)**.

## **29. Governor scrutiny** (agenda item 11)

It was agreed that minute 29 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)**.

## **30. Any other business** (agenda item 12)

### *30.1 Social media*

Governors commented that the college's social media is very impressive at the moment and requested this feedback be passed to the team.

### *30.2 General Election*

Governors asked if there are any activities taking place based around the General Election. BW noted that tutors will be encouraging students to sign up to vote (where eligible). JPB noted that the debating society are participating in competitions and envisages this to be covered.

**Resolved:** The other business was received.

## **31. Confidential items and reports** (agenda item 13)

It was agreed that minutes 23, 24, 25, 27, 28 and 29 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).

### **30. Date of next meeting** (agenda item 14)

**Resolved:** The next meeting will take place on Wednesday 5 February 2020.

### **31. Learner impact**

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

- 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.
- Undertaking governor scrutiny activities to provide further challenge and review of teaching, learning and assessment
- Ensuring the continued development of performance management to ensure greater accountability throughout the college.
- Ensuring that appropriate policies to support students are in place.

### **Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
29.	Governor scrutiny	Clerk	To email Donna Fitzgerald and JPB the Governor Scrutiny Procedure.
		D.Fitzgerald / JPB	To plan the governor scrutiny activity, as agreed.



**WILBERFORCE**  
sixth form college