

Quality & Standards Committee

Minutes of the meeting held on Wednesday 6th October 2021

Members present: Alan Foster, Leila Goring, Diana Hoskins (Committee Chair) Pat Mould, Colin Peaks (Principal), Lois Thorley

In attendance: Jonathan Butler (Assistant Principal), Stewart Edwards (Assistant Principal), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal), Ben Wallis (Vice Principal)

1. Election of the Chair (agenda item 1)

Diana Hoskins was elected Chair of the Committee for 2021/22.

Diana welcomed the committee members to the first meeting of the Quality and Standards Committee for 2021/22.

Resolved: Diana Hoskins was elected Chair.

2. Apologies for absences (agenda item 2)

Apologies were received from Donna Fitzgerald-Butler.

Resolved: Apologies for absence were received.

3. Declarations of interest (agenda item 3)

Resolved: There were no declarations of interest received.

4. Minutes of the meeting: (agenda item 4)

Resolved: The minutes of the meeting held on 12th May 2021 were received and confirmed as a correct record and the Chair authorised to sign.

5. Matters arising from the minutes/action schedule (agenda item 5)

The Principal provided a Covid-19 update to the committee, outlining the confirmed staff and student cases and ongoing college strategy. The committee heard the college continues to be compliant with Government guidance.

The Chair of the Corporation, Pat Mould, questioned if there had been good uptake at the college's temporary vaccination centre. The Principal was pleased to report that 160 students had their vaccinations at the college.

Resolved: Matters arising will be covered in the scheduled agenda items.

[Leila Goring joined the meeting at 16:40, the meeting was still quorate]

6. Federation Update (agenda item 6)

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 Achievement (agenda item 7)

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. Student Attendance Report 2020/21 (agenda item 8)

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. Provisional Enrolments Update (agenda item 9)

It was agreed that minute 9 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).

10. Student Voice Framework 2021/22 (agenda item 10)

It was agreed that minute 10 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).

11. TLA Plan 2021/22 (agenda item 11)

Assistant Principal Jon Butler presented the TLA plan for 2021/22. He reported that remote learning has been very successful for the college, but the return to onsite teaching has been welcomed by staff and students. The training plan has been coordinated with the ACT colleges to maximise opportunities for collaboration. The committee heard that staff training will focus on the return to onsite teaching and ensuring staff have the appropriate core skills in place. Jon encouraged governors to access the links in the training plan and discussed the Walkthrus Clusters and Upskilling training. The committee received the Walkthrus document and first staff TLA Newsletter for information.

Digital Strategy

Jon was pleased to report that the college has been re-awarded Microsoft Showcase status, and is 1 of only 66 providers in the UK. As a Showcase College students and staff have access to upcoming global summits.

Pat Mould thanked Jon for the update, and advised that she could not access the links in the training plan. Jon will ensure governors have the appropriate permissions.

Alan Foster sought clarification over the 'scaffolding' core skill. The committee heard that this is a pedagogical strategy, in which the additional support or tools provided to students to help support success are slowly withdrawn as proficiency and confidence grows.

Resolved: The TLA Plan for 2021/22 was received.
Governor permissions to access training links will be updated.

12. Performance Management Framework 2021/22 (agenda item 12)

The Deputy Principal presented the performance management framework for 2021/22. There are no recommended changes to the framework for 2021/22. Due to the effects of Covid-19, staff did not undertake performance management reviews however this years' process will include reflection on the last year. This will be launched on the 7th October for support staff.

Alan Foster queried how the impact of Covid-19 will be considered within the reviews. The Deputy Principal advised that it will be taken into consideration and the focus for the reviews remains on supporting staff and early, proactive intervention to enable and equip staff to succeed.

Resolved: The Performance Management Framework for 2021/22 was received.

Recommended: The Performance Management Framework for 2021/22 was recommended to the Corporation for approval.

13. Policies (agenda item 13)

The Vice Principal presented two policies for review and recommendation to the Corporation.

A) eSafety

Changes are highlighted via tracked changes throughout the document.

Pat Mould challenged that on page 3, under 'Behaviour' the college may not wish to "*insist*" that any internet use is only permitted through the college WiFi network, she highlighted that monitoring compliance would be difficult. She recommended that the wording be changed to reflect this. The committee discussed the wording and agreed that there is an expectation that students will use the WiFi and that 'insist' should be replaced with 'expect'.

B) Student Conduct and Behaviour Policy

Changes to the policy can be found on page 5, 'Academic Mentoring Contract'.

Alan Foster queried in this type of contract is common in other colleges and if this is a shared practice across the Advance Colleges Trust (ACT). The committee heard that there are varied contracts across the sector, however some are more rigid than others. The Principal outlined that the ACT are currently exploring 'managed moves' as a shared agreement.

Resolved: The eSafety and Student Conduct and Behaviour policies were received, one change is required to the eSafety policy wording.

Recommended: The eSafety and Student Conduct and Behaviour policies were recommended to the Corporation subject to the change as outlined above.

14. Governor Scrutiny Update 2020/21 and Schedule for 2021/22 (agenda item 14)

The Chair advised the committee that a verbal update from the scrutiny of the Single Central Register was received by the Corporation in July 2021, the committee has received the formal report today for review. The committee received the paper and thanked those involved for the thorough and clear report. As per the report, it was agreed by the committee to complete a follow up visit in during the summer-term 2022.

The Chair asked the committee for suggestions of areas of scrutiny for 2021/22. After discussion, it was agreed that the focus would be 'how the college removes barriers to learning', providing opportunity for a comprehensive and wide-ranging scrutiny including student wellbeing and development, tutorials, attendance and behaviour management, and how technology is embedded and utilised effectively within teaching.

Resolved: The Governor Scrutiny Update 2020/21 was received and Schedule for 2021/22 was agreed.

15. Any Other Business (agenda item 15)

It was agreed that minute 15 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).

16. Confidential items (agenda item 16)

It was agreed that minutes 6,7,8,9,10 and 15 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).

17. Any Other Business (agenda item 17)

Resolved: No other business was received.

18. Date of next meeting (agenda 18)

Resolved: The next meeting will take place on 10th November 2021.

Action schedule

Min. no.	Title	Action by	Action
7	Student Achievement	Deputy Principal	Bring report / update from ACT Maths 'deep dive' to Quality and Standards committee once complete.
9	Student Enrolments	Vice Principal B Wallis	'Keeping warm' data to be brought to the committee once available.

Min. no.	Title	Action by	Action
11	TLA	Assistant Principal J Butler	Update governor permissions to allow for access to online TLA materials
13	Policies	Vice Principal B Wallis	Change wording in 13 a) eSafety policy as agreed by committee.

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

Confidential Minutes of the meeting held on Wednesday 6 October 2021

It was agreed that the following minutes 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).

Approved