



## **Quality and Standards Committee**

### **Minutes of the meeting held on 5<sup>th</sup> October 2022**

**Present:** Alan Foster, Leila Goring, Robert Haworth, Diana Hoskins (Committee Chair), Pat Mould (Chair of the Corporation), Colin Peaks (Principal) and Lois Thorley.

**In attendance:** Stewart Edwards (Assistant Principal), Rachel Hitchener (Assistant Principal), Susanna May (Deputy Principal), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

#### **1. Election of the Chair** (agenda item 1)

*Resolved:* Diana Hoskins was elected as Chair of the Committee for 2022/23.

#### **2. Apologies for absence** (agenda item 2)

*Resolved:* No apologies for absence were received.

#### **3. Declarations of interest** (agenda item 3)

*Resolved:* No declarations of interest were received.

#### **4. Minutes of the previous meeting on the 18<sup>th</sup> May 2022** (agenda item 4)

*Resolved:* The minutes of the meetings held on 18<sup>th</sup> May 2022 were received and confirmed, the chair was authorised to sign.

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

*Resolved:* No matters arising were received.

#### **6. Student Achievement Report 2021/22** (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 Attendance Report 2021/22** (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. Provisional Enrolments** (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. Quality Assurance Plan** (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** (agenda item 10)

The Assistant Principal Steward Edwards presented the student voice activity framework for 2022/23. He noted that in addition to the pre-selected areas (enrolment and marketing, safeguarding, effective communication strategies, inclusivity, upskilling activities and academic start / end to the year), there is an open topic for the student ambassadors to choose. He outlined the adaptations to the Students' Union for 2022/23 with the move to having an additional group of ambassador leads. The committee was given the opportunity to feedback on the choice of topics, no changes were requested.

The Assistant Principal reported that the responses from the first Student Voice activity (marketing and enrolment) are provided for information within the paper. He summarised the following results:

- Location and curriculum offer are the main reasons why students chose the College, which is comparable to previous years' data.
- The number of students watching the Colleges' promotional video has increased, there is still work to be done here to improve exposure.
- The experience of enrolment is 4.31 out of 5, which is consistent with previous years. Of those who graded the experience 3 stars or less, they were asked to provide additional comments, but 70% failed to provide this additional information.
- The majority of students felt that they were given enough information over the summer (81.7%). The responses also yielded information about areas to make improvements.

The Corporation Chair queried how the outcomes are provided to students further to a student voice activity in 2022/23. The Assistant Principal advised that a video detailing the outcomes and results will be provided for each activity.

[The Vice Principal left the meeting at 18:22]

**Recommended:** The Student Voice Framework for 2022/23 was recommended to Corporation for approval.

## **11. Performance Management Framework 2022/23** (agenda item 12)

It was agreed that minute 11 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).

[The Principal, Deputy Principal and Assistant Principal (SDE) left the meeting at 18:27, the meeting was still quorate]

## **12.TLA Plan 2022/23** (agenda item 11)

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. Governor Scrutiny Update from 2021/22 and Schedule for 2022/23 to be agreed** (agenda item 13)

It was agreed that minute 13 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).

## **14. Any Other Business** (agenda item 14)

*Resolved:* No other business was received.

## **15. Confidential items** (agenda item 15)

*Resolved:* It was agreed that minutes 6,7,8,9,11, 12 and 13 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).

## **16. Date of next meeting** (agenda item 16)

*Resolved:* The date of the next meeting is 9<sup>th</sup> November 2022.

### **Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
6	Student Achievement Report	Deputy Principal / Principal	Student achievement updates to be brought to the committee at each meeting.
13	Governor Scrutiny Update and Focus for 2022/23	Clerk	Add to agenda to be agreed at November 2022 meeting.

### **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 and Standards Committee**

**Confidential Minutes of the meeting held on 5<sup>th</sup> October 2022**

*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).*

CONFIDENTIAL