

Quality & Standards Committee

Minutes of the meeting held on Wednesday 18 May 2022

Members present: Alan Foster, Rob Haworth, Diana Hoskins, Pat Mould, Bob Overment, Colin Peaks (Principal) and Lois Thorley

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

52. Apologies for absences (agenda item 1)

Resolved: Apologies for absence were received from Leila Goring.

The Vice-Chair of the Corporation gave thanks to Bob Overment for his term as Interim Chair and welcomed Diana Hoskins back to her role as Chair of the Quality and Standards Committee.

53. Declarations of interest (agenda item 2)

Resolved: There were no declarations of interest received.

54. Minutes of the previous meeting held on the 9th February 2022 (agenda item 3)

Resolved: The minutes of the meeting held on 9th February 2022 were received and confirmed as a correct record and the Chair authorised to sign.

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

Resolved: All actions are complete or will be covered elsewhere in the agenda.

56. Progress, Emerging Issues Update (agenda item 5)

It was agreed that minute 56 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).

57. TLA Improvement Update (agenda item 6)

The Assistant Principal Jon Butler presented the TLA update, highlighting that the timetabled TLA sessions and deep-dive activities are now complete and the TLA team are now providing coaching opportunities to all remaining staff. He reminded members of the change to the name of the TLA Lead Practitioners who are now called Instructional Coaches. The members heard that there will be opportunity for training of the new Deputy Faculty Heads who have now been appointed.

The Vice-Chair of the Corporation queried if there are any common themes within the coaching sessions. Staff Governor Lois Thorley advised that staff have been very receptive and open to the coaching and so far, it has been very positive.

The Chair sought clarification of 'metacognitive talk'. The members heard that metacognitive talk involves a person saying out loud what they are thinking while they are carrying out a task and helps to improve understanding.

Resolved: The TLA Improvement Update was received.

58. Marketing and Applications Update (agenda item 7)

It was agreed that minute 58 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).

59. Curriculum Offer and Local Needs Statement: for approval (agenda item 8)

It was agreed that minute 59 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).

60. Tutorial Report (agenda item 9)

It was agreed that minute 60 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).

61. Student Support Annual Report (agenda item 10)

It was agreed that minute 61 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).

62. Public Sector General Enquiry Duty Report and Equality Report (agenda item 11)

It was agreed that minute 62 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).

63. Governor Scrutiny Update (agenda 12)

The Clerk advised that the governor scrutiny activity was to be completed by Alan Foster and Leila Goring on Friday 20th May, however, owing to illness, Leila is very unlikely to be able to attend, and asked for volunteers from the committee to replace Leila, or agreement to seek a volunteer from the Corporation. The members discussed the scrutiny activity and Lois Thorley agreed to support Alan Foster. The members discussed any potential conflict of interest and agreed that as the scrutiny does not relate to Lois' area of teaching or responsibility, she should be allowed to complete the activity. This was agreed.

The Vice-Chair of the Corporation asked for any questions to be included in the activity to be email to him directly in advance of Friday.

Resolved: The Governor Scrutiny Update was received.

64. Review of Policies (agenda 13)

It was agreed that minute 64 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government until approved by the Corporation (SEE SECTION B).

65. Proposed Annual Cycle of Business for 2022/23: for approval and recommendation (agenda item 14)

It was agreed that minute 65 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government until approved by the Corporation (SEE SECTION B).

66. Annual Committee Self-Assessment 2021/22 (agenda item 15)

Resolved: The members completed the annual committee self-assessment for 2021/22.

67. Any Other Business (agenda item 16)

It was agreed that minute 67 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).

68. Confidential items (agenda item 17)

It was agreed that minutes 56, 58, 59, 60, 61, 62, 64, 65 and 67 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).

69. Date of next meeting (agenda 18)

Resolved: The next meeting will take place on 5th October 2022 (tbc).

Action schedule

Min. no.	Title	Action by	Action

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 18 May 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