

## **Quality & Standards Committee**

### **Minutes of the meeting held on Wednesday 10<sup>th</sup> May 2023**

**Present:** Alan Foster (Vice-Chair of the Corporation), Diana Hoskins (Committee Chair), Pat Mould (Chair of the Corporation), Colin Peaks (Principal), Lois Thorley and Paul Waltham.

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

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

*Resolved:* No apologies for absence were received.

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

*Resolved:* No declarations of interest were received.

#### **55. Minutes of the previous meeting on the 8<sup>th</sup> February 2023** (agenda item 3)

*Resolved:* Paul Waltham to be added to the attendance list.

*Resolved:* The minutes of the meetings held on 8<sup>th</sup> February 2023 were received and confirmed, the chair was authorised to sign subject to the required amendment.

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

*Resolved:* Matters arising are complete or will be covered elsewhere in the agenda.

#### **57. Student Destinations and IAG Annual Report** (agenda item 5)

It was agreed that minute 57 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).

#### **58. Student Achievement Report** (agenda item 6)

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** (agenda item 7)

The Deputy Principal reminded the committee that the curriculum offer is determined by the College's Vision, Mission and Core Values and will be expressed in the Accountability Agreement, which is a new requirement for the College this year. The Accountability

Agreement aligns the curriculum development and Local Skills Improvement Plan (LSIP) and is also the funding agreement for the College. Unfortunately, as the LSIP has not been released yet, so the Accountability Agreement cannot be completed yet and will be brought to the Finance Committee and Corporation in June and July for approval.

The Deputy Principal proposed to the Committee that the College Vision, Mission and Core Values are reviewed by the Committee. She gave her advice that the mission statement is identified as the 'College Vision' and that Mission Statements should be agreed to identify how the College will pursue and achieve the Vision. In addition to the six statements within the paper, she suggested an additional statement to include a focus on sustainability, eco and renewables. The Core values are not recommended to be changed. The Principal asked the committee to consider the recommendations and ensure that any approval is carefully considered as the College is judged externally on this. Governor Alan Foster queried if the committee has the delegated authority to approve this type of change. The Clerk advised that this would need to be recommended to the Corporation for approval. The members discussed the proposal and agreed to recommend to the Corporation for approval in July.

The Deputy Principal presented the curriculum offer for 2023 and beyond. She gave assurance that the College is very familiar with the local and regional priorities and the curriculum is responsive to these needs. When the LSIP is released the College will map out a three-year plan to meet the key priorities through the accountability agreement. She advised the Committee that there has been a hint that LSIP will look at 'soft skills' which the College already does well and is already embedded within the College's offer.

#### *Curriculum Updates 2023/24*

For the next year the key updates are T Level focus in Health, Engineering and Digital, introduction of T level 2024 in Media, Business, Hair & Beauty although it was noted that it is anticipated that Hair and Beauty might be pushed back an additional year. Applied Science Level 3, Level 2 Childcare, Tourism course development and Further Maths.

Resolved: The Curriculum Offer and Local Needs Statement was approved.

**Recommended:** The College's Vision, Mission and Core Values were recommended to the Corporation for approval subject to the additional mission statement relating to eco/ renewable.

### **60. Teaching Learning and Assessment Improvements** (agenda item 8)

The Assistant Principal (RH) presented the report to the committee, providing a summary of the work completed so far which includes a staff voice review carried out by the NPQLTD cohort. The committee members were directed to review the areas of strength and improvement /development detailed on page 1 of the paper. Term 3 will be used to embed the strategies deployed so far and hold a Faculty 'teachmeet' in late June to share resources and findings from the developments.

#### *Leadership Programmes*

The NPQLTD cohort have all successfully completed block 1 and quality assurance was completed by Vantage Teaching School on the 3<sup>rd</sup> May.

#### *Edtech*

Turnitin training was delivered to teaching staff on the 31<sup>st</sup> March 2023 and refresher training on the immersive space will be carried out this term.

### *TLA Quality Assurance*

In-depth quality assurance conversations will be scheduled this term, this will help staff to become familiar with the Ofsted work scrutiny process and build confidence. Whilst not every member of staff will be seen, it will allow for a lot of reflection and can be shared widely.

### *2023/24*

With regards to plans for 2023/24 TLA, there are 2 main strands planned; Evidence-based Strategies and Skills Development and Student Outcome Projects as outlined within the paper.

Governor Alan Foster queried if the time required to complete TLA training and activity detracts from time with the students or if it adds to the workload for staff. The committee heard that TLA is dedicated time for staff and participation and completion of TLA activities does not take away from student facing activities or add additional workload to staff.

Resolved: The TLA Improvement Update was received.

### **61. Marketing and Applications** (agenda item 9)

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. Student Voice** (agenda item 10)

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. Tutorial Report** (agenda item 11)

The Vice Principal presented the annual report and outlined the focus of the work of the Academic Mentors on providing a responsive PSHE and RSHE tutorial programme, UCAS support, as well as academic intervention. He noted that the bespoke tutorial programme allows students to receive support from the college tailored to their level of study. To date, the Academic Mentors have seen over 100 students for a form of academic mentoring, including post-assessment meetings and are tracking progress assessment to assessment. Further to a ten-minute takeover in lessons to identify gaps in learners' understanding, the focus going forward will be to support further embedding of the key topics throughout the curriculum and ensure that teachers have resources to support classroom delivery.

The Corporation Chair gave her thanks to the Vice Principal and team for the positive work and outcomes.

Governor Alan Foster cautioned the members and attendees of the importance of the college being able to quantify the cost of additional resources within staff pay. The Principal agreed that this level of support has been achieved through the catch-up funding, which his due to end, the College will then need to look for other funding options if it wishes to continue with this level of support.

Resolved: The Tutorial Annual Report was received.

### **64. Student Support Annual Report** (agenda item 12)

The Vice Principal presented the Student Support Annual Report to the Committee, highlighting the following:

#### *Student Services*

Each member of Student Services has a significant caseload of work supporting learners. All student services are planned to participate in mental health first aid training, and it is recognised that CPD is very important for staff and supporting the learners. Safeguarding and Mental Health support continues to be key areas for the team and College overall. The Student Support Officers continue to track the progress of all students supported by them through fortnightly team meetings, to ensure that each student is monitored and receiving the support required.

#### *Study Support*

There are a high number of students being supported with both one-to-one meetings and in class support. The College has 26 students with EHCPs in place and 72 students have been referred for one-to-one support. The Study Support Manager is due to retire after 22 years at the College. She has been an outstanding member of staff and deserves recognition for her tireless work. He was pleased to report that an internal candidate has been appointed to replace her and is receiving an extended handover from the outgoing manager. The Vice-Principal drew attention to agenda item 12b the confidential nomination form for the Study Support Manager to Pearsons and TES for information.

Governor Alan Foster gave his thanks to the Study Support Manager for her excellent work over the last 22 years. He challenged that her successor will likely require additional support from the college to ensure that they can meet the requirements of the role. Assurance was given to the Committee that full training and support will be given and it is recognised that the current Study Support Manager regularly goes above and beyond her role to ensure the learners have the best outcomes.

The Chair gave her thanks to the Study Support Manager and asked for the Committee and Corporation's thanks be relayed to her. It was agreed to be discussed at Corporation in July.

Resolved: The Student Support Annual Report was received.

### **65. Review of Policies** (agenda item 13)

#### a) Plagiarism Policy

The Assistant Principal (RH) presented the updated plagiarism policy to the committee for approval and recommendation to Corporation. Changes within the policy are identified via tracked changes.

The Corporation Chair sought update on the level of support given to learners on Turnitin, advising from her experience that learners can become anxious with Turnitin. She queried if they have access to the playpen to practice their submission. The Assistant Principal agreed that practice submissions would be beneficial to the learners but at present the training had focused on making teaching staff ready to use the software. Governor Paul Waltham outlined his experience of Turnitin from the University of Hull and the flexibility within the software to set rules for submission. He challenged that the penalties for plagiarism within the policy need to be carefully considered and suggested that this would need to be further clarified. He suggested that a line should be included within the first paragraph of the policy to include 'academic integrity', this was agreed. The Deputy Principal agreed that the College Disciplinary Procedure would be reviewed to ensure consistency with the policy.

**Recommended:** The Plagiarism Policy was recommended to Corporation for approval subject to the agreed inclusion to the first paragraph.

#### **66. Governor Scrutiny Update** (agenda item 14)

The Corporation Chair provided a verbal update of the Upskilling Scrutiny held on the 9<sup>th</sup> May 2023. She advised that the visit was very positive and informative and completed by herself and Steve Cook (Audit Chair). She advised that the scrutiny included a student panel, staff panel and a meeting with the Assistant Principal (SDE). She described how the visit was helpful for both governors to understand the breadth of offer available at Wilberforce. She noted the positivity from staff and the buy-in from all staff. From the scrutiny a small number of issues were raised by staff, and these were carefully considered by the governors and will be detailed within the report with recommendations made consideration. She emphasised that the scrutiny was very positive and this was echoed by the Assistant Principal.

Resolved: The Governor Scrutiny Update was received.

#### **67. Proposed Annual Cycle of Business for 2023/24** (agenda item 15)

The Clerk presented the proposed Annual Cycle of Business for the Committee for 2023/24 noting that the full cycle of business has been presented but with plans for academisation in the early spring term 2024 the cycle of business will likely not be completed by the Committee. She reminded members that the cycle of business is 'live' and can be updated to be responsive to requirements. No recommendations were made by the Committee.

Governor Paul Waltham queried if the QIP is received by the committee, he was advised that the committee receives the SAR and the QIP is received by the Corporation.

**Recommended:** The Proposed Annual Cycle of Business of the Quality and Standards Committee for 2023/24 is recommended to the Corporation for approval.

#### **68. Annual Committee Self-Assessment 2022/23** (agenda item 16)

The Clerk presented the annual committee self-assessment document and as a group, the committee members completed the self-assessment exercise and comments were recorded within the document to be received by the Corporation in July 2023.

Resolved: The members completed the annual committee self-assessment for 2022/23.

#### **69. Any other Business** (agenda item 17)

Resolved: No other business was received.

#### **70. Confidential Items** (agenda item 18)

It was agreed that minutes 57,58, 61, 62 and 64b 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).

## 52. Date of next meeting (agenda 20)

*Resolved:* The next meeting is scheduled for the 4<sup>th</sup> October 2023 (TBC)

### Action schedule

Min. no.	Title	Action by	Action
65	Policies	SM	Review College Disciplinary Procedure

### 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 10<sup>th</sup> May 2023**

*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