

Quality & Standards Committee

Minutes of the meeting held on Wednesday 8th February 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 Hitchenor (Assistant Principal), Suzanna May (Deputy Principal), Laura Skarratt (Clerk), Ben Wallis (Vice Principal).

32. Apologies for absence (agenda item 1)

Resolved: Apologies for absence were received from Leila Goring.

33. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

34. Minutes of the previous meeting on the 9th November 2022 (agenda item 3)

Resolved: The minutes of the meetings held on 9th November 2022 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
19	Minutes	Clerk	Update minutes before signature from Chair.	Complete.
21	Curriculum Progress Report	Principal / Deputy Principal	Feedback to Examination Officer / Exam Board as per discussion within minute.	Complete.
		Principal / Deputy Principal	Provide update to committee on MIS data and data quality.	Progress in being made with a continued focus on training for staff. External support being used. The data being produced is good and will support the needs of the College going forward. Will be discussed again later in the agenda.
27	Single Equality Scheme and Public Sector General Equality Duty Report	Principal	Amend title from 2020/21 to 2021/22 for Public Sector General Equality Duty Report	Complete.

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

36. Curriculum Progress Report (agenda item 5)

The Deputy Principal presented the curriculum progress report to the members, advising of the proactive approach to curriculum planning for the next year and beyond. She outlined the impact of defunding BTEC and other Level 3 qualifications and gave assurance to the committee that the college will continue to focus on providing a high level of experience as well as suitable courses. The committee heard that within the sector there is a push-back from Sixth Form Colleges on the rapid defunding of programmes, and outlined how an additional year before implementation would offer more time for planning.

The Principal advised that SFCA Deputy Chief Executive, James Kewin is drawing together a letter with signatures from colleges to be sent to the government outlining the position of SFCA and member institutions on the impact of this initiative to learners and curriculum provision. He advised that he has added his name and has also suggested to the SFCA that they should model from the sector the number of learners who would not have a qualification if this was introduced, and this will be looked into. The Chair of the Corporation agreed that a model of data would be a powerful tool, and good for publication, she queried who would be responsible for modelling the data. The Principal advised that this would be done by the SFCA to build a national picture.

The Vice-Chair of the Corporation queried how the uncertainty regarding curriculum funding is being managed by the college in terms of marketing. The Deputy Principal assured the committee that this is being careful in managing marketing of the programmes and ensuring that communication with learners and parents is clear and up to date. The Vice-Chair gave advice that the situation must be managed carefully to reduce risk to the college in terms of

reputational damage. Governor Paul Waltham queried when the college prospectus is produced and how this is published. The Principal advised that this is done early in each year, but the college has a paperless, online prospectus so can updated quickly by the college.

The committee members discussed the impact of the defunding of programmes and the action taken by the college to mitigate reputational risk and impact on learners' experience. The Committee Chair thanked the Deputy Principal for the Curriculum update.

Resolved: The Curriculum Progress Report was received.

37. Final Self-Assessment Report 2021-22 (agenda item 6)

It was agreed that minute 37 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).

38. DfE Performance Tables (agenda item 7)

The Principal advised that the National performance tables have not yet be released, but will be reported to the committee by email as soon as possible, and likely by the end of March. A formal update will be brought to the next committee meeting in due course.

The Corporation Chair noted the importance of the performance tables in benchmarking, and sought advice as to timing of the publication from the Principal, querying the likelihood that this would be delayed. The Principal advised that the timing of the publication was unlikely to slip and assured members that an update will be made available as soon as possible. The Deputy Principal gave assurance to the committee that SLT feel secure in their knowledge of learner achievement and agreed that the DfE Performance Tables are important for the purposes of benchmarking.

Resolved: The DfE Performance Table update was received. An update will be provided by email and to the next meeting of the committee.

39. In Year Progress (including achievement, retention and attendance) (agenda item 8)

It was agreed that minute 39 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).

40. Student Destinations and IAG Annual Report (agenda item 9)

The Vice Principal presented the report noting that against local and national figures, the college continues to be strong in relation to its NEETs and Not Knowns. He outlined the collaboration between the college and Hull City Council on the NEET strategy and the success of its implementation. He was pleased to report that destinations data continues to be strong, with increased numbers of learners going on to apprenticeships and higher education. The Vice Principal drew attention to the Sub-Group data (3.2s only) and in particular the percentage of NEET amongst Bursary students. Finally, the committee heard that Russell Group destinations have decreased slightly and the University of Hull continues to be the main destination of choice for learners moving on to Higher Education.

The Chair of the Corporation noted that the data is very good and gave advice that for many learners staying local will be an economic decision. The Committee Chair queried if the college has any data on the success of learners who go on to HE, and how many progress through their first year of study. The Vice Principal advised that the college tracks progression for three years but the data is inconsistent. He advised that not all learners progress through their first year in HE, and feedback from the University of Hull has indicated a number of reasons for this, including mental health issues of students. He gave assurance to the committee that the College is proactive in helping learners to prepare for HE, with additional work being done in this area this year.

The Committee Chair queried if there was any disparity in NEET data based on gender or ethnicity for example. The Vice Principal advised that this analysis could be done and reported back to the committee for scrutiny. This was agreed would be useful and was agreed to be received at the next committee meeting in May 2023.

The Vice-Chair of the Corporation gave his thanks to the Vice Principal and team on the excellent NEETs figures and destinations data, reminding the members and attendees that these results should be championed and used where possible to boost the reputation of the college.

Governor Paul Waltham noted the excellent response rate and queried the strategy for data collection and if the college has 1st choice data for HE destinations. The Vice Principal advised of the difficulty in attaining destinations data and outlined the strategy of collating completion data at the leavers' event then the proactive work by the team over the summer. He advised that the college does have UCAS data including preferences for HE providers.

The Principal gave advice that he is Chair of Post-16 group and the college continued to outperform against local trends and praised the excellent work done by the team.

The Committee Chair gave her thanks to the Vice Principal and all involved, noting that the destinations data continues to be very strong and how this demonstrates the ethos and culture of the college.

Resolved: The Student Destinations and IAG Report was received.

It was agreed that the Vice Principal would provide additional analysis on destinations data and report to the committee in May.

41. TLA Improvements Update, including Digital Technologies Strategy (agenda item 11)

With permission from the Committee Chair, the Assistant Principal (RH) presented the TLA Improvement Update (moved from AI 11).

Target Setting, Feedback and Response.

The Assistant Principal has been working directly with Deputy Faculty Heads and Faculty Heads on the cycle of target setting, feedback and response. She outlined that whilst there is a need for some flexibility, there is a clear requirement for consistency across the college and described the non-negotiable areas, including SMART targets and the 5 Rs of action feedback.

Questioning and Increasing Challenge

Challenge and questioning has been identified as an area for improvement, subsequently two staff workshops were held in January focusing on questioning and challenge. Quality Assurance learning walks were completed at the end of January assessing how far these strategies have been embedded and identifying strengths and further areas for improvement.

TLA Personal Development Focus / Coaching

Teachers have put together their own mini action plan, which is owned by themselves and agreed with their TLA coach. Teachers will agree an evaluative method with their coach and document evidence of their action plan and progress on College IP.

EdTECH / Digital Strategy

As the college has resumed face to face teaching, the main focus of TLA improvements relate to this, however with regards to digital strategy there are ongoing developments to note, including improving inclusivity using IT, promoting best practice and use of applications effectively and an audit undertaken by the IT Services Manager on teaching staff developmental needs. The college has taken the decision to purchase Turnitin, which is antiplagiarism software and described for the benefit of the committee members the use of the software and the training requirements of staff.

The Assistant Principal outlined the progress within the Emerging Leaders programme and was pleased to report that Wilberforce College has been accepted as a delivery partner for the National Professional Qualification in Leading Teacher Development programme. The Chair of the Corporation thanked the Assistant Principal for the update and agreed that it was good that staff are keen to undertake leadership training.

Governor Paul Waltham sought further information on the acquisition of Turnitin, seeking information on how it will be introduced and if the College has the relevant underpinning policy in place. He gave advice from his employment and experience at the University of Hull and background in HE, and offered to provide support to the college as required, and advised that he felt the use of Turnitin would be beneficial to those learners who progress to HE. The Assistant Principal thanked Paul for his advice and offer, she advised of the planned introduction of Turnitin through MS Teams and reiterated the importance of staff training in the successful introduction of the software. She advised that the college has a Plagiarism policy in place.

Governor Paul Waltham further queried if Grademark would also be purchased for feedback to learners, describing the use of the software and the benefits to learners and teachers. The Assistant Principal advised that this has not been purchased yet, but will be considered in the future.

Governor Paul Waltham queried if learners would be granted access to review their Turnitin report prior to submission and be given training on how to interpret the report. The committee heard that this would be the case. The Chair of the Corporation gave her opinion from her experience in HE, that learners would benefit from the use of Turnitin and access to their report prior to submission. She suggested looking for free to access guidance from the University to provide to learners to support use of the software. This was agreed.

Resolved: The TLA Improvement Update was received.

42. Quality Assurance Update (agenda item 10)

The Assistant Principal presented the report, describing the clear link between TLA improvements and the Quality Assurance work. She highlighted the focus this term on 5Rs / recipe for action and student response, and described the peer-review work undertaken by Faculties so far. She advised the committee as to the action plan including the setting of SMART targets and monitoring of strategies by Faculty Heads, and advised that the feedback review will be repeated at the end of February.

The Chair of the Corporation noted that the use of SMART targets also came up in the Student Voice feedback. The Assistant Principal agreed that this was the case and will be further discussed in AI 13.

Resolved: The Quality Assurance Update was received.

43. Performance Management Outcomes (agenda item 12)

The Principal presented the Performance Management Outcomes report, reminding members that further to the disruption caused by Covid-19, this is the first year that the college has been able to return to the PMR process.

Teachers

The Principal outlined the PMR process for teachers and was pleased to report that with the exception of one, all teachers made satisfactory progress against teacher standards. The single teacher who did not make satisfactory progress is being actively supported to make the required improvements to bring them up to standard.

The Vice-Chair of the Corporation sought clarification on the review process and how quickly a judgement is made on progression. The Principal described the extensive PMR process and gave assurance to the committee that the process is transparent and fair, and staff have the opportunity to challenge any decision made.

Support Staff

The Principal described the PMR process for support staff and requirements for meeting Support Staff Standards. He was pleased to report that all Support Staff were awarded their SSSP and were moved along their spinal point where applicable. He further advised that staff can ask for a review of their ranges if they feel this is necessary and the college always seeks to align ranges fairly and so that staff can progress.

Governor Paul Waltham sought assurance from the Principal that the appeals process is fair and incontrovertible. The Principal gave his assurance to the committee that the appeals process is consistent, fair and transparent.

Resolved: The Performance Management Outcome Update was received.

44. Student Voice (agenda item 13)

The Assistant Principal (RH) presented the Student Voice report describing the TLA focus of the Student Voice. She advised that there was a good response rate from the learners using both the anonymous survey and face-to-face faculty forum to provide feedback. Faculty Heads are now formulating action plans for their areas which will be fed back to learners as part of 'you said, we did'. From the learner survey she outlined the statements presented to learners, and the mean percentage of positive results, noting that SMART target was specifically highlighted as requiring improvement. From the faculty forums she noted the varied and

insightful comments from learners informing the areas for development. She sought questions and comments from the committee on the Student Voice report.

The Vice-Chair of the Corporation noted that the comments from learners are very useful and it is pleasing to see positive comments being returned as well as areas for improvement. The Assistance Principal agreed and discussed the triangulation of the Student Voice data, TLA and QA strategies.

Governor Lois Thorley advised the committee that some learners used the scale incorrectly when completing the online survey. The Assistant Principal confirmed that there were a small number of learners who appear to have used the scale incorrectly, and these have been removed. She described for the benefit of the committee an example of incorrect use of the scale.

The Chair of the Corporation queried if the overall response rate is known, and if there were any surprises within the results. The Assistant Principal advised that this is difficult to ascertain from the survey, as learners may have completed the survey for different faculties. She felt there weren't any significant surprises as the results triangulate with the TLA and QA strategies.

Resolved: The Student Voice Update was received.

45. Upskilling Activities (agenda item 14)

The Assistant Principal (SDE) was pleased to report the success of the Upskilling Programme so far this year. With a focus on the skills agenda and preparedness for University / Job Interviews, all learners had a mandatory 6-week course on these topics as part of the Upskilling Activities. Feedback from this short course has been positive with some suggesting that an online workbook would be preferred, which has been taken on-board. He advised that staff continue to be active in their involvement in the Upskilling Activities despite the additional workload for them. He advised that learners were offered 61 activities to take part in, with a comprehensive and varied offer of courses, which exceeds the offer elsewhere. In addition to the Upskilling Programme learners also have access to FLICK learning courses and up to mid-January 1458 courses have been completed, with more being completed during the industrial action.

The Chair of the Corporation commended the work of the Assistant Principal and all staff involved in the Upskilling Activities. Governor Paul Waltham queried if all the activities are run in-house, this was confirmed by the Assistant Principal.

Governor Lois Thorley suggested the option to complete online upskilling courses. The Assistant Principal thanked Lois for the suggested and agreed to further consider the option of online Upskilling courses.

Resolved: The Upskilling Activities Update was received.

46. Equality and Diversity Objectives (agenda item 15)

The Vice Principal presented the Equality and Diversity Objectives as published on the website, advising that these need to be reviewed on a four yearly basis. He described the importance

of Equality and Diversity and the need to ensure the objectives are appropriate. Further to his review, he made the recommendation to update objective 1 to include 'parents and carers'.

The committee members discussed the objectives and agreed that they are fair and appropriate, and agreed to the recommended change.

Recommended: The Equality and Diversity Objectives were recommended to Corporation for approval.

47. Policies (agenda item 16)

a) eSafety Policy

The Vice Principal presented the eSafety Policy for approval, advising that the recommended changes can be identified within the document as tracked changes. He noted that the key changes relate to use of mobile devices, updates from KSCIE including changes to terminology. In addition to the recommendations made within the paper, he suggested that the committee consider removing the appendix (staff guidance) from the policy, and having this as a stand-alone document. This was discussed and agreed.

Recommended: The eSafety Policy was recommended to the Corporation for approval including the separation of the appendix from the policy document.

48. Governor Scrutiny Activity (agenda item 17)

The Clerk provided an update to the committee, advising that two volunteers were agreed at the Corporation Strategy Day to complete the Upskilling Scrutiny. This is now being scheduled for the early summer term. She reminded members that the committee agreed to consider other areas for scrutiny at this meeting and sought suggestions from the committee members.

The Vice-Chair of the Corporation suggested a Student Voice related activity. This was discussed and considered by the committee.

The Principal suggested an activity relating to TLA and staff development, suggesting this would allow governors to meet with staff across the college and consider the effectiveness of the TLA strategy and how they are being supported. The Assistant Principal suggested that this review could also include the new Leadership Programmes. The Chair of the Corporation also recommended the inclusion of a student panel to get feedback from them on TLA developments from their perspective.

The committee discussed the scrutiny activity options and it was agreed that the TLA Scrutiny would be completed in the summer term. The Clerk will advise the Audit Committee of this additional scrutiny and a volunteer would be sought from the Corporation.

Resolved: The Governor Scrutiny Update was received.
A volunteer(s) will be sought from the Corporation on the TLA Improvements Scrutiny.

49. Any other Business (agenda item 18)

Resolved: No other business was received.

50. Confidential items (agenda item 19)

It was agreed that minutes 37 and 39 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 will take place on 10th May 2023.

Action schedule

Min. no.	Title	Action by	Action
38	DfE Performance Tables	Principal/ Clerk	Provide update to committee upon release of performance tables. To be brought to May committee meeting for formal reporting.
40	Student Destinations and IAG Annual Report	Vice Principal	Provide additional analysis of destinations data (ethnicity, gender etc) and report to committee in May 2023.
48	Governor Scrutiny	Clerk	Seek volunteer from Corporation on TLA Scrutiny and provide update to Audit 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 8th February 2023

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CONFIDENTIAL