

## **Quality & Standards Committee**

### **Minutes of the meeting held on Wednesday 9<sup>th</sup> November 2022**

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

**In attendance:** Fiona Chalk (Governance4FE), Stewart Edwards (Assistant Principal), Rachel Hitchener (Assistant Principal), Suzanna May (Deputy Principal), Laura Skarratt (Clerk), Ben Wallis (Vice Principal).

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

The Chair welcomed to the meeting Fiona Chalk, external governance reviewer who is attending the meeting as observer. The committee members and attendees introduced themselves and welcomed Fiona to the meeting.

The Clerk advised that governor Robert Haworth has resigned from his role and will not be in attendance. The Chair expressed her thanks to Robert on behalf of the committee for his membership and input since his appointment.

*Resolved:* No apologies for absence were received.

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

*Resolved:* No declarations of interest were received.

#### **19. Minutes of the previous meeting on the 5<sup>th</sup> October 2022** (agenda item 3)

The Deputy Principal sought an amendment to page 5, relating to the retention in A Levels, which should be 83.9%. This was agreed to be amended.

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

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

Min. no.	Title	Action by	Action	Update
6	Student Achievement Report	Deputy Principal / Principal	Student achievement updates to be brought to the committee at each meeting.	To be included within AI 5.
13	Governor Scrutiny Update and Focus for 2022/23	Clerk	Add to agenda to be agreed at November 2022 meeting.	To be included under AI 14.

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

**21. Curriculum Progress Report** (agenda item 5)

It was agreed that minute 21 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).

**22. Provisional Enrolment Update** (agenda item 6)

It was agreed that minute 22 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).

**23. Draft Self-Assessment Report 2021/22 and Priorities for 2022/23** (agenda item 7)

It was agreed that minute 23 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).

**24. Teaching Learning and Assessment Improvements Update** (agenda item 8)

It was agreed that minute 24 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).

**25. Student Support** (agenda item 9)

It was agreed that minute 25 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).

**26. Student Discipline and Complaints 2021/22** (agenda item 10)

It was agreed that minute 26 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).

**27. Single Equality Scheme and Public Sector General Equality Duty Report** (agenda item 11)

a) Single Equality Scheme

The Principal advised that there are no proposed changes to the Single Equality Scheme and sought questions and comments.

The Corporation Vice-Chair queried if there were any legislation changes that may impact upon the Single Equality Scheme. The Principal confirmed that this has been checked and no changes are required and both the Vice Principal and Human Resources Manager has reviewed the document.

b) Public Sector General Equality Duty Report 2021/22

It was agreed that minute 27b 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).

**Recommended:** Single Equality Scheme and Public Sector General Equality Duty Report was recommended to Corporation for approval.

### **28. Student Union Constitution and Code of Practice Update** (agenda item 12)

The Principal advised the committee that a group of student ambassadors have been appointed this year, but elections are still required for the Student Union President and Vice President roles. This election is now taking place with the SU President and Vice President being elected as student governors. The committee heard that the student union constitution will be revised to include reference to the new ambassador roles and title but will make clear the distinction between the union roles and ambassador roles. The updated SU Constitution will be brought to Corporation for approval in December 2022. The Assistant Principal (SDE) outlined the 12 key roles of student ambassadors in greater detail describing the remit including visiting schools and supporting open events and parents' evenings. The committee heard that it is hoped the ambassadors will have high profiles within the college. The Corporation Chair sought confirmation that the President and Vice-President would be elected in an open election from their peer group, this was confirmed by the Assistant Principal. The Corporation Vice-Chair queried if this change would require any update to the Instrument and Articles, the Principal and Clerk confirmed that this was not required.

*Resolved:* The Student Union Constitution and Code of Practice Update was received.

### **29. Policies** (agenda item 13)

a) Policy for Students with Additional Needs

The Vice Principal advised that policy has been reviewed with no changes being recommended.

b) SEND: Local Offer

Minor changes are recommended and can be identified as tracked changes within the document, noting the emphasis on 'high-needs' replacing SEND within the document.

*Resolved:* The following policies were approved:  
a) Policy for Students with Additional Needs  
b) SEND: Local Offer

### **30. Governor Scrutiny Schedule for 2022/23** (agenda item 14)

The Chair reminded members that the committee began to discuss the activities at the last meeting, but deferred a decision until today. The Principal suggested that a focus for the committee could be upskilling, noting the significance to the students, and representing a

substantial investment from the College. He suggested the scrutiny could be framed around the skills development of students and student journey. This was discussed.

The Vice-Chair suggested a review of the adapted TLA processes, for example the revised learning walks and observations processes. The Principal agreed that this would be useful, and outlined the planned work with Faculty Heads later in the year and how a scrutiny could be useful later in the year. This was discussed.

The Chair reminded members that at the last meeting the committee had considered skills and local needs and queried if this should still be considered. The Principal advised that a Careers and Employer engagement scrutiny was completed last year by the Audit Committee. The Clerk reported that the 'meeting local needs review' was put forward because of the new government requirement for the Corporation to complete of how well the College meets local needs, in particular the needs relating to local employment and if this is not completed as part of a scrutiny it will need to be undertaken separately by the Corporation. This was discussed.

The members discussed the options and agreed that a scrutiny relating to upskilling could be recommended to Corporation and the committee may consider further scrutiny activities at the next meeting. This was agreed.

The Vice-Principal advised that he and the Safeguarding Link Governor Leila Goring will be meeting shortly as part of an annual Safeguarding meeting.

**Recommended:** The Governor Scrutiny Schedule for 2022/23 was recommended to Corporation.

### **31. Any other Business** (agenda item 15)

#### a) Union Strike Action

It was agreed that minute 31a 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).

#### b) College Warm Space

The Corporation Chair advised that many of the college's students will not have the benefit of heating at home, so the college needs to be proactive in advertising its warm space to the students and encourage students to make use of the library and college facilities. The Assistant Principal (SDE) agreed that this could be further advertised and hot drinks could be offered to incentivise use and agreed it would be proactively advertised. This was discussed.

*Resolved:* Any other business was received.

### **32. Confidential items** (agenda item 16)

It was agreed that minutes 21,22,23,24,25,26,27b and 31a 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 17)

*Resolved:* The next meeting will take place on 8<sup>th</sup> February 2023.

## Action schedule

Min. no.	Title	Action by	Action
19	Minutes	Clerk	Update minutes before signature from Chair.
21	Curriculum Progress Report	Principal / Deputy Principal	Feedback to Examination Officer / Exam Board as per discussion within minute.
		Principal / Deputy Principal	Provide update to committee on MIS data and data quality.
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

## 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 9<sup>th</sup> November 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