

## Quality & Standards Committee

### Minutes of the meeting held on Wednesday 8<sup>th</sup> November 2023

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

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

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

*Resolved:* Apologies for absence were received by the Chair of the Corporation, Pat Mould.

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

*Resolved:* No declarations of interest were received.

#### 19. Minutes of the previous meeting on the 4<sup>th</sup> October 2023 (agenda item 3)

*Resolved:* The minutes of the meetings held on 4<sup>th</sup> October 2023 were received and confirmed, the chair was authorised to sign.

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

Min	Title	Action by	Action	Update:
11	Performance Management Framework 2023/24	Clerk	Arrange access for governors to staff Sharepoint.	Requested permission from MPD for governor access.

*Resolved:* All matters from the minutes / action schedule arising are complete.

#### 21. Equality, Diversity and Inclusion Monitoring Annual Report (agenda item 9)

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. Complaints / Student Disciplinary Annual Report 2022/23 (agenda item 10)

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. Student Support Update (agenda item 11)

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. Policies** (agenda item 12)

### a) Exclusion Policy

The Vice Principal presented the Exclusion Policy with recommended updates being identified within the document as tracked changes. He reported that the most significant changes to the policy relate to the appeals process, which has been strengthened by the inclusion of an impartial member of SLT being present and a clarification on the grounds for appeal. He advised that the recommended updates will make the process more transparent and fairer.

Governor Paul Waltham challenged that the appeal process does not have a designated timeframe for the Appeal Hearing Panel to provide an outcome to the student and questioned what this would be and if this could be included. The Principal outlined the rationale for the independent SLT member to be part of the hearing and gave assurance that an appeal decision is always taken swiftly, usually on the same day or next day.

The Chair sought any further comments or questions from committee, no further comments were received. The policy was recommended for approval without change.

### b) Anti-Bullying Policy

The Vice Principal presented the recommended changes to the Anti-Bullying policy. He advised that the updates are minor and ensure continue compliance with the Keeping Children Safe in Education (KCSIE) document. Governors were directed to review the recommended changes, which are identified within the document as tracked changes. No comments or questions were received, and the policy was recommended for approval.

### c) SEND: Local Offer

The Vice Principal presented the recommended changes to the SEND: Local offer including the updated details of the new Study Support Manager. He advised that the other changes within the document are minor and have been made in line with updates to careers' legislation. Governors were directed to review the recommended changes, which are identified within the document as tracked changes. No comments or questions were received and the policy was approved.

### d) Policy for Students with Additional Needs

The Vice Principal presented the recommended changes to the Policy for Students with Additional Needs. As with the SEND: Local Offer, there are no significant changes within the policy, but the changes recommended reflect updates to the careers' guidance provision for ECHP learners. Governors were directed to review the recommended changes, which are identified within the document as tracked changes. No comments or questions were received and the policy was approved.

The Corporation Vice-Chair queried if policies are reviewed by anyone external to the College to ensure compliance or for assurance purposes. The Vice Principal advised that policies are

internally reviewed but are not generally sent externally. He gave assurance that the members of the SLT work with appropriate managers within the College to ensure that the policies are correct and wording is appropriate. He gave further assurance that the SLT use appropriate external documents when reviewing, updating and writing policies, for example, the KCSIE guidance is used to update various College policies annually. The Corporation Vice-Chair gave a reminder that the College can access SFCA resources and encouraged the SLT to use them for support. The Principal thanked the Vice-Chair for this reminder and gave assurance that the College use NorVIC, and also utilise external audits / services to review appropriate policies, for example, the Health and Safety external review included a review of the Health and Safety policy. The Chair gave thanks to the Corporation Vice-Chair for his query and recommendation.

- Recommended:**
- a) The Exclusion Policy was recommended to Corporation for approval.
  - b) The Anti-Bullying Policy was recommended to Corporation for approval.

- Resolved:*
- c) The SEND: Local Offer Policy was approved.
  - d) Policy for Students with Additional Needs was approved.

**25. Draft Self-Assessment Report 2022/23 and Priorities for 2023/24** (agenda item 5)

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. Curriculum Progress Report** (agenda item 6)

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. Provisional Enrolments 2023/24** (agenda item 7)

It was agreed that minute 27 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).

**28. Teaching, Learning and Assessment Improvements:** (agenda item 8)

It was agreed that minute 28 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).

**29. Governor Scrutiny Update** (agenda item 13)

The Clerk advised the committee of the new Meeting Local Needs duty. She directed members to the associated supporting guidance document on the requirements of the duty and the meeting paper which outlines the recommendation made by the Search and Governance Committee on the 18<sup>th</sup> October 2023. She summarised the proposal as per the paper, which is for the Senior Leadership Team to compile a draft report to present to the Quality and Standards Committee in February 2024, who will then complete a supporting scrutiny activity to triangulate and validate judgements and meet with stakeholders. She sought questions and asked the committee to consider if they would like to put themselves forward to complete the proposed scrutiny, with nominations due to be sought at the Corporation meeting in December 2023.

*Resolved:* The Governor Scrutiny update was received.

### **30. Any other Business** (agenda item 14)

With the permission of the Chair, the Principal tabled two papers: a) A letter to T Level Providers from the Minister for Skills, Apprenticeships and Higher Education and b) Advanced British Standard document for T Level Providers. The documents were shared via email for remote attendees.

The Principal described the impact of the recent announcement by the Prime Minister regarding the proposed introduction of the new 'Advanced British Standard (ABS). The letter shared attempts to clarify the value of T Level provision and reaffirms that the wider, curriculum reform will continue as planned. He advised members that the announcement and subsequent letter have not been helpful to providers and causes greater uncertainty across the sector and especially those offering T Levels. This was discussed by the members. The Chair gave her thanks for the update and information.

*Resolved:* Any other business was received.

### **31. Confidential Items** (agenda item 15)

It was agreed that minutes 21-23, 25 -28 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).

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

*Resolved:* The next meeting is scheduled for the 7<sup>th</sup> February 2024.

### **Action schedule**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
29	Governor Scrutiny	Committee Clerk /	Seek volunteers for committee scrutiny activities at Corporation meeting (13 <sup>th</sup> December 2023)

## **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 8<sup>th</sup> November 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