

Quality & Standards Committee

Minutes of the meeting held on Wednesday 4th October 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 (virtual).

In attendance: Stewart Edwards (Assistant Principal), Rachel Hitchenor (Assistant Principal), Suzanna May (Deputy Principal), Bob Overment, Laura Skarratt (Clerk), Ben Wallis (Vice Principal), Trevor Wray.

1. Election of the Chair (agenda item 1)

Resolved: Diana Hoskins was elected as Chair of the Committee for 2023/24.

2. Apologies for absence (agenda item 2)

Resolved: No apologies for absence were received from governors, apologies for absence were received from the Business Manager.

3. Declarations of interest (agenda item 3)

Resolved: No declarations of interest were received.

4. Minutes of the previous meeting on the 10th May 2023 (agenda item 4)

The Vice-Chair asked for revision of Minute 63 where he felt his challenge was not clearly captured, it was agreed this would be amended by the Clerk.

Resolved: The minutes of the meetings held on 10th May 2023 were received and confirmed, the chair was authorised to sign subject to the agreed amendment.

5. Matters arising from the minutes/ action schedule (agenda item 5)

	Title	Action by	Action	Update:
65	Policies	Deputy Principal	Review College Disciplinary Procedure	The Deputy Principal confirmed that she has reviewed the procedure to ensure consistency with the Plagiarism policy and there are no issues or discrepancies. No changes are therefore required.

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

6. Student Achievement Report 2022/23 (agenda item 6)

It was agreed that minute 6 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).

Resolved:

7. Student Attendance Report 2022/23 (agenda item 7)

It was agreed that minute 7 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).

Resolved:

8. Provisional Enrolments 2023/24 (agenda item 8)

It was agreed that minute 8 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).

Resolved:

9. Quality Assurance Framework 2023/24 (agenda item 9)

It was agreed that minute 9 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).

Resolved:

10. Teaching, Learning and Assessment Plan 2023/24 (agenda item 10)

It was agreed that minute 10 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).

Resolved:

11. Performance Management Framework 2023/24 (agenda item 11)

It was agreed that minute 11 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).

Resolved: The Performance Management Framework 2023/24 was approved.

12. Student Voice Framework 2023/24 (agenda item 12)

The Assistant Principal (RH) presented the student voice activity framework for 2023/24. She advised in addition to the planned student voice activities, she and the Vice-Principal are working to develop parent voice activities. She outlined the activities planned for 2023/24 and advised that the College has now bought a service from QDP, which will allow for external benchmarking. She sought questions and comments from governors.

Governor Paul Waltham challenged that the proposed time for feedback from parents might be too late to be beneficial and questioned if this could have been planned for earlier in the year. The Assistant Principal agreed that it is quite late within the year, with the justification that this would be after the first parents' consultation evening. The Vice Principal agreed that whilst the parent activity is late, it should give them sufficient time to have more information

on their child's performance, attendance and engagement, but he agreed that an earlier, initial engagement with parents would be beneficial.

The Chair queried when the committee will receive the outcomes. The Assistant Principal advised that updates will be brought to the committee meetings throughout the year. The Committee discussed the Student Voice Framework before recommending to Corporation for approval.

Recommended: The Student Voice Framework for 2022/23 was recommended to the Corporation for approval.

13. Governor Scrutiny Reports 2022/23 (agenda item 13)

a) Upskilling and TLA Scrutiny Reports

The Clerk advised that informal updates on the scrutiny activities for 2022/23 were brought to the Corporation in July 2023, the reports have now been finalised and have been shared with the committee for information. The committee was asked to receive the reports and recommendations from the reports, and agree a schedule of scrutiny for 2023/24.

The Chair noted that the TLA report demonstrates the good progress being made in this area and commended the Assistant Principal on this work. She commented that the scrutiny has provided useful triangulation and is beneficial to the Corporation to see how the TLA strategies have been embedded. The Assistant Principal gave her thanks and noted the hard work of the teaching staff.

The Chair presented the Upskilling Scrutiny Paper, noting that she and Steve Cook completed the scrutiny. She was pleased to report it was a positive scrutiny, and that it is clear that upskilling is valued by the students. She advised that there were only minor issues identified, such as timetabling, but overall a very positive visit. She gave her thanks to the Assistant Principal (SDE) on his work on Upskilling. The Assistant Principal thanked the governors for their visit and scrutiny and advised that it was very helpful. He outlined the current offer and was pleased to report that staff involvement continues to be very good.

The Vice-Chair gave his opinion that the scrutiny activities continue to be a very beneficial process for the Corporation and for staff and learners too.

Resolved: The Upskilling and TLA Scrutiny Reports were received.

b) To agree a focus for 2023/24 – *recommend to Audit Committee*

The Principal sought suggestions for scrutiny activities for 2023/24 and asked for agreement for a 1 year review of Upskilling as per the recommendation within the report. A monitoring visit for Upskilling was discussed and agreed.

The Vice-Chair suggested that a focus for scrutiny could be to evaluate and scrutinise maintaining quality across the College in the light of academisation plans. He suggested that this could be multiple visits across the year in order to provide assurance to governors that standards are not dropping and be supportive to the SLT. This was discussed.

The Chair suggested in light of Ofsted Inspection being due, that the activity be an Ofsted-focus scrutiny, this was discussed.

The Deputy Principal suggested a scrutiny relating to areas of the Quality Improvement Plan, noting that Ofsted will scrutinise this and it would be beneficial to SLT to have a review by governors to ensure the QIP is complete. This was discussed and agreed.

The Principal queried where the scrutiny activity recommendations is made. The Clerk advised that previously both the Audit and Quality and Standards Committees each make individual recommendations to Corporation. However, her advice is that the Quality and Standards Committee should make their recommendation to Audit Committee, who will agree a full schedule of scrutiny and present this to Corporation for approval. This would remove duplication of approvals at Corporation and ensure communication between the committees.

Recommended: The Quality and Standards Committee recommend to the Audit Committee a monitoring visit of Upskilling and QIP focused scrutiny.

14. Any other Business (agenda item 14)

Resolved: No other business was received.

15. Confidential Items (agenda item 15)

It was agreed that minutes 6-11 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).

16. Date of next meeting (agenda 16)

Resolved: The next meeting is scheduled for the 8th November 2023.

Action schedule

Min. no.	Title	Action by	Action
11	Performance Management Framework 2023/24	Clerk	Arrange access for governors to staff Sharepoint.

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 4th October 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