

## **Quality & Standards Committee**

### **Minutes of the meeting held on Wednesday 7<sup>th</sup> February 2024**

**Present:** Diana Hoskins (Committee Chair), Andrea Page, Colin Peaks (Principal), Lois Thorley (virtual) and Paul Waltham (virtual).

**In attendance:** Stewart Edwards (Assistant Principal), Rachel Hitchenor (Assistant Principal), Suzanna May (Deputy Principal), Laura Skarratt (Clerk)

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

The Chair welcomed new governor Andrea Page to her first committee meetings and member and attendee introductions were made.

*Resolved:* Apologies for absence were received from Alan Foster.

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

*Resolved:* No declarations of interest were received.

#### **35. Minutes of the previous meeting on the 8 November 2023** (agenda item 3)

The Corporation Chair sought clarification on the response to the query raised by Governor Paul Waltham in the last meeting pertaining to the time limit for the outcome decisions for exclusions. This was discussed.

*Resolved:* The minutes of the meetings held on 8 November 2023 were received and confirmed, the chair was authorised to sign.

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

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

#### **37. Curriculum Progress Report including In Year Progress** (agenda item 5)

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. Final College Self-Assessment Report 2022-23** (agenda item 6)

It was agreed that minute 38 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)**.

#### **39. DfE Performance Tables** (agenda item 7)

The Principal advised that the DfE Performance tables have not yet been released and it was agreed that this item would be added to the agenda for the committee next meeting. When the performance tables are released, this will be shared with governors via email / MS Teams.

*Resolved:* The DfE Performance Tables update was received.

**40. Student Destinations and IAG Annual Report** (agenda item 8)

It was agreed that minute 40 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)**.

**41. Quality Assurance Update** (agenda item 9)

It was agreed that minute 41 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)**.

**42. TLA Improvements Update and Student Voice** (agenda item 10)

It was agreed that minute 42 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)**.

**43. Performance Management Outcomes 2022/23** (agenda item 11)

It was agreed that minute 43 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)**.

**44. The Skills Agenda (including Upskilling Activities)** (agenda item 12)

The Assistant Principal presented the Skills Agenda report to the committee for consideration. He advised the members of the monthly faculty pathway events which are well supported and attended. He was pleased to report that the College has re-joined the Chamber of Commerce, which provides the College with direct relationships with employers. Three members of staff now sit on the local LSIP and the College is at the heart of the LSIP for our region. The College continues to facilitate high quality and meaningful interactions between learners and employers, with an average of 10.4 meaningful interactions per student last year. This is well above the Gatsby benchmark requirement of 2 per year. He was also pleased to report that he was invited to speak about employability skills at the LSIP meeting at the MKM stadium recently. The committee heard that this was a positive and well attended event. Further to the LSIP meeting, the College has now started an industry board with aims and objectives aligned the local and regional priorities. The board has already recruited key members including from the HEY LEP.

*Upskilling*

The College's enrichment programme continues to be well received by the learners and very well supported by staff. This year 63 activities are being offered by teaching and support staff.

The College is now making links with another rotary club after losing some contact with the previous club. It is hoped that the College will be able to develop strong links with the new club, which would provide further fantastic opportunities for the College and learners as detailed within the paper.

As part of the College's drive to increase work experience opportunities, a Volunteering Hub has been created for learners to use to identify work experience and voluntary roles in the community. This is all available to learners via their teams channel and there are currently

around 115 opportunities on there. A placement projects hub has also been created with approximately 27 organisations listed. These projects are where the College would be able to provide some support or do something for the organisation outside of volunteering, for example branding design or filming.

Flick learning continues to be used by both staff and students, and the College in the process of having Flick data being fed straight into PowerBI, which would provide excellent vantage of the data and tracking of learning and engagement.

The Committee Chair noted that the Upskilling Report was very positive, and the developments outlined by the Assistant Principal are exciting and positive for the learners. The Assistant Principal recorded his thanks to staff for their engagement and support with Upskilling. The Corporation Chair advised the committee the recent governor scrutiny on Upskilling was very positive. The scrutiny allowed the governors to validate the opinions and information presented to the committee and she reported that both staff and students value the programme.

*Resolved:* The Skills Agenda and Upskilling Update was received.

#### **45. Meeting Local Needs Duty** (agenda item 13)

It was agreed that minute 45 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)**.

#### **46. Policies** (agenda item 14)

##### a) Student Conduct and Behaviour for Learning Policy

The Principal completed the policy review on behalf of the Vice Principal, and no changes were recommended. The Principal asked to committee to review the policy and recommend to Corporation for approval. The Chair of the Corporation queried the timing of the policy and asked for the policy timing to be reviewed, this was agreed. The committee scrutinised the policy. Governor Lois Thorley challenged the use of the term LPMs within the policy and queried if this has become outdated. The LPM cycle was discussed by the members and attendees and the Principal agreed to remove this term. The committee agreed that the policy would be recommended to Corporation for approval with the agreed amendments as per the minute.

##### b) eSafety Policy

In the absence of the Vice Principal, the Principal advised that no changes are recommended to the policy, he gave assurance that the policy was reviewed by himself, the IT Manager and Business Manager. He advised the members that there will be changes required for the policy in the future, but nothing is required at present. He asked the committee to review the policy and recommend to the Corporation for approval. The committee reviewed the policy and recommended to the Corporation without change.

- Recommended:**
- a) The Student Conduct and Behaviour for Learning Policy was recommended to the Corporation for approval subject to the agreed amendments.
  - b) The eSafety Policy was recommended to the Corporation for approval.

**47. Any other Business** (agenda item 15)

*Resolved:* No other business was received.

**48. Confidential Items** (agenda item 16)

It was agreed that minutes 37, 38, 40, 41, 42, 43 and 45 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).

**49. Date of next meeting** (agenda item 17)

*Resolved:* The next meeting is scheduled for the 1<sup>st</sup> May 2024.

**Action schedule**

Min. no.	Title	Action by	Action
38	Final College Self-Assessment Report 2022-23	Deputy Principal	Update SAR document as per minute.
39	DfE Performance Tables	Principal /Clerk	Add DfE performance tables to May agenda.  Share DfE performance tables with committee via email / MS Teams when available.

**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 7<sup>th</sup> February 2024**

*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