

Quality & Standards Committee

Minutes of the meeting held on Tuesday 4th February 2025

Present: Alan Foster (Virtual), Diana Hoskins (Committee Chair), Pat Mould (Chair of the Corporation), Andrea Page, Colin Peaks (Principal), Lois Thorley and Paul Waltham (virtual).

In attendance: Stewart Edwards (Assistant Principal), Rachel Hitchenor (Assistant Principal), Suzanna May (Deputy Principal, Laura Skarratt (Governance Professional), Ben Wallis (Vice Principal)

17. Apologies for absence (agenda item 1)

The Chair of the Corporation expressed her thanks to the governors and attendees for their time and energy spent over the last few years in progressing the academisation works, acknowledging that whilst the outcome of the decision taken was disappointing, it is important to take stock and give assurance that the Corporation and College will carry on.

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 6 November 2024 (agenda item 3)

Resolved: The minutes of the meetings held on 6 November 2024 were received and confirmed, the Chair was authorised to sign.

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

Resolved: All matters arising from the minutes will be covered under the agenda items.

21. Curriculum Progress Report including In Year Progress (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 **(SEE SECTION B)**.

22. Final College Self-Assessment Report 2023-24 (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 **(SEE SECTION B)**.

23. Student Destinations and IAG Annual Report (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 **(SEE SECTION B)**.

24. Quality Assurance 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 **(SEE SECTION B)**.

25. Student Voice Update (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 **(SEE SECTION B)**.

26. TLA Improvements Update (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 **(SEE SECTION B)**.

27. Performance Management Outcomes 2024/25 (agenda item 11)

The Deputy Principal confirmed that the performance management process is complete.

The Principal advised that notice has been received that the forthcoming union strike action on the 6th and 7th February 2025 have been suspended with a NJC and SFCA joint statement detailing the revised pay rates for immediate implementation.

Resolved: The Performance Management Outcomes 2024-25 were received.

28. The Skills Agenda (agenda item 12)

It was agreed that minute 28 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

29. Policies (agenda item 13)

a) e-Safety Policy

The Vice Principal advised that the policy has been reviewed and updated with only minor changes, which can be identified as tracked changes within the document.

b) Freedom of Information

The Assistant Principal advised that the policy has been reviewed, and no changes are recommended.

c) Code of Practice on Freedom of Speech

The Assistant Principal advised that the policy has been reviewed, and no changes are recommended.

Governor Paul Waltham noted that section 2.3 was difficult to read. Recommending that 'abhorrent' should be rephrased or removed, speaking from his experience and expertise on this area, he suggested that it is sensationalist word, which is not in keeping with the rest of

the policy. This was discussed by the committee. The Chair of the Corporation agreed that implicit value judgement should be removed. This was agreed.

Recommended: The following policies were recommended to the Corporation for approval:

- a) e-Safety Policy
- b) Freedom of Information

Recommended: The following policies were recommended to the Corporation for approval with amendment as per the minute:

- c) Code of Practice on Freedom of Speech

30. Governor Scrutiny (agenda item 14)

The Governance Professional advised the committee that the following scrutiny areas were approved by the Corporation for 2024-25, with the following expressions of interest from members being received so far by Trevor Wray and Diana Hoskins.

- a) Marketing Budget and Strategy, spring term, Trevor Wray
- b) Life Skills in the Curriculum, spring term, Diana Hoskins
- c) Curriculum Reform, summer term, Trevor Wray,
- d) EHCP – for late summer 2025 or autumn 2025/26

She further advised that the new parent governor has indicated that she would like to participate in a governor scrutiny activity, so will be offered one of the above but it is recommended as a new governor, she should be paired up with a more experienced governor.

The Governance Professional sought any further expressions of interest to be made directly and advised that the next stage will be to arrange suitable dates with governors and the SLT. The Chair of the Corporation volunteered to complete a scrutiny visit.

Resolved: The governor scrutiny update was received.

31. DfE Performance Tables (agenda item 15)

The Principal advised that the performance tables will be released on the 13th February, so will provide an update after this time. The Governance Professional suggested that an update could be brought to the Corporation on the 26th March 2025, or at the next meeting of the committee on the 7th May and sought agreement from the committee on their preference. This was discussed and the committee agreed that this agenda item would be brought to the next meeting of the committee in May 2025.

Resolved: The DfE Performance Tables to be added to the agenda for the 7th May 2025.

32. Any other Business (agenda item 16)

It was agreed that minute 32 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

33. Confidential Items (agenda item 17)

Resolved: It was agreed that minutes 21-26, 28, 32 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).

34. Date of next meeting (agenda item 18)

Resolved: The next meeting is scheduled for the 7 May 2025

Action schedule

Min. no.	Title	Action by	Action
31	DfE Performance Tables	Governance Professional	The DfE Performance Tables to be added to the agenda for the 7 th May 2025.

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 Tuesday 4th February 2025

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CONFIDENTIAL