



Quality and Standards Committee

Minutes of the meeting held on 6th November 2024

Present: Alan Foster (Vice-Chair of the Corporation) (virtual), Pat Mould (Chair of the Corporation), Andrea Page, Colin Peaks (Principal), Lois Thorley.

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

1. Apologies for absence (agenda item 1)

Resolved: Apologies were received from Diana Hoskins (Chair) and Paul Waltham. In the absence of the Committee Chair, Pat Mould was elected as Chair of the Committee for the meeting.

2. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

3. Minutes of the previous meetings: 2nd October 2024 (agenda item 3)

Resolved: The minutes of the meetings held on 2nd October 2024 were received and confirmed, the Chair was authorised to sign.

4. Matters arising from the Minutes / Action Schedule (agenda item 4)

Resolved: Matters arising from the minutes / action schedule are covered within the agenda.

5. Draft Self-Assessment Report 2023-24 and Priorities for 2024-5 (agenda item 5)

It was agreed that minute 5 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)**.

6. TLA and Curriculum Progress Report (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)**.

7. Equality, Diversity and Inclusion Monitoring Report (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)**.

8. Enrolments 2024-25 (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)**.

9. Complaints / Student Disciplinary Annual Report 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)**.

10. Student Support (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)**.

11. Policies (agenda item 11)

a) Student Union Code of Practice

The Vice Principal advised that there are no changes to the Student Union Code of Practice recommended for 2024-25 noting the last approval in 2023-24 and work undertaken by the Assistant Principal Stewart Edwards in the previous year.

Recommended: The Student Union Code of Practice was recommended to the Corporation for approval.

12. Risk Management and Curriculum (agenda item 12)

It was agreed that minute 12 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)**.

13. Governor Scrutiny Plan 2024-25 (agenda item 13)

The Principal asked the committee to consider areas of scrutiny for 2024-25, noting that from 2023-24 the Curriculum and QIP scrutiny activities were not complete owing to Ofsted and Curriculum reform. He asked the committee to consider if these should be recommended again along with a scrutiny of EHCP, the marketing budget and strategy, and how the College equips students with life skills, as suggested at the October meeting.

The Assistant Principal Stewart Edwards suggested that a scrutiny of EHCP might be most effective next year as the College was very recently graded 'Outstanding' by Ofsted for this area, and any changes to the provision would not be enacted until later this year. This was agreed.

The Chair noted that Curriculum reform will be discussed at the Corporation Strategy Day in January 2025 further to outcomes due in December 2024, and suggested that any scrutiny of Curriculum should not be scheduled until after this time. This was agreed.

The Deputy Principal suggested that the life skills scrutiny could focus on a review of the life skills within the curriculum.

After discussion, it was agreed to recommend to the Audit Committee the following areas of scrutiny:

1. Marketing Strategy and Budget, suggested autumn or spring term.
2. QIP, suggested spring or summer term.
3. Curriculum, to complete after the Corporation Strategy Day, suggested spring or summer term.
4. Life skills in the Curriculum, suggested spring or summer term.

Recommended: Marketing Strategy and Budget, Curriculum, QIP and Life skills in the Curriculum were recommended to the Audit Committee as areas for governor scrutiny 2024-25.

14. Any Other Business (agenda item 14)

Resolved: No other business was received.

15. Confidential items (agenda item 15)

Resolved: It was agreed that minutes 5,6,7,8, 9, 10, 12 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 item 16)

Resolved: The date of the next meeting is 5th February 2025

Action schedule:

Min. no.	Title	Action by	Action
5	Draft SAR	SM	Share draft SAR when updated with destinations data.

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 and Standards Committee

Confidential Minutes of the meeting held on 6 November 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