

## **Quality and Standards Committee**

### **Minutes of the meeting held on 6<sup>th</sup> November 2025**

**Present:** Andrea Page (virtual) Pat Mould (Chair of the Corporation), Diana Hoskins (Chair), Lois Thorley and Paul Waltham.

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

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

*Resolved:* Apologies were received from Colin Peaks (Principal) and Alan Foster.

#### **18. Declarations of Interest** (agenda item 2)

*Resolved:* No declarations of interest were received.

#### **19. Minutes of the previous meeting held on 6 October 2025** (agenda item 3)

*Resolved:* The minutes of the meeting held on 6<sup>th</sup> October 2025 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 are complete.

#### **21. TLA and Quality Assurance Update** (agenda item 7)

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. Student Enrolments 2025-26** (agenda item 5)

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. Draft Self-Assessment Report 2024-25 and Priorities for 2025-26** (agenda item 6)

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. Student Support** (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 for a period of one year **(SEE SECTION B)**.

## **25. Equality, Diversity and Inclusion Monitoring Report** (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 for a period of one year **(SEE SECTION B)**.

## **26.Complaints / Student Disciplinary Annual Report 2024-25** (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 for a period of one year **(SEE SECTION B)**.

## **27. Governor Scrutiny Plan 2025-26: to recommend to Audit Committee** (agenda item 11)

The Committee Chair sought considerations and recommendations from the committee and attendees on areas of scrutiny activity for 2025-26.

The Deputy Principal suggested that further to the revision of the Ofsted framework and Curriculum Reform, these two areas would be appropriate for scrutiny, but this would be best suited to the summer-term. She advised of the impact on key College documents, such as the SAR and QIP. The Committee Chair and Corporation Chair agreed that this would be a suitable area of scrutiny, subject to training for governors.

The Committee Chair suggested that 'inclusion' could also be another area for scrutiny, observing that it is a key Ofsted theme. The Deputy Principal agreed that a data, desk-based review of inclusion (assessment, achievement, retention etc) would be useful, this was discussed.

The committee agreed to recommend 'Inclusion' and 'Ofsted Framework & Curriculum Reform' to the Audit Committee for inclusion within the Audit Plan for 2025-26. The Audit Committee will receive a verbal update of the recommendations at their meeting on the 12<sup>th</sup> November and will make a recommendation to the Corporation on the areas of scrutiny for the year.

**Recommended:** 'Inclusion' and 'Ofsted Framework & Curriculum Reform' are recommended to the Audit Committee for inclusion within the Audit Plan for 2025-26.

## **28. Policies** (agenda item 12)

### a) Policy for Students with Additional Needs

The Assistant Principal (SDE) advised that the policy has no changes recommended. The committee were satisfied that the policy continues to be appropriate, and the policy was approved.

### b) SEND local offer

The Assistant Principal (SDE) advised that the policy has only a minor amendment recommended, as identified by tracked changes. The committee were satisfied that the policy and amendment recommended by the Assistant Principal is appropriate and the policy was approved.

### c) Plagiarism Policy

The Deputy Principal advised that significant updates have been made to the policy to ensure that the College is compliant with JCQ requirements. She advised of the staff and student AI training delivered earlier in the term to try to avoid misuse, and gave assurance that staff will continue to be active in trying to prevent AI misuse. The Deputy Principal summarised the process of authentication of work, advising that once the student has signed the declaration, if plagiarism is suspected then the awarding body takes ownership of the sanctions and outcomes. She advised that this might be a lengthy process, which would not be good for students.

The Corporation Chair questioned if students are asked to sign this declaration only for formal assessment, or do they do this as part of mock assessment. The Deputy Principal confirmed they only sign for formal assessments, and outlined the process of signing the declaration and training and support given to students.

Paul Waltham questioned if students could upload work to Turnitin themselves, or if they are offered the opportunity to upload practice submissions before a formal submission is made. He spoke from his experience about the importance of using this as a training opportunity for the students. The Assistant Principal (RSH) advised that staff have been given training to upload assignments in bulk and advised of the process of training staff to use Turnitin and how some teachers have more experience of Turnitin.

Paul Waltham questioned if the policy should include a chart or list of sanctions, for example if repeated misconduct occurs. The Deputy Principal advised that the awarding body would take these decisions, and therefore the College cannot specify these in greater detail.

Paul Waltham sought an update to page 1, under the 'Intentional Plagiarism' paragraph. He asked for "cheating" to be removed from the first sentence, as the awarding body will investigate and determine. He requested that a catch-all term be included to cover other forms of misconduct suggesting the preferred term of "unfair means". This was discussed and agreed to be included. Paul offered to review the policy further to amendment before the Corporation receives it in December. This was agreed.

The Corporation Chair questioned if the College has received any JCQ judgements yet. The SLT advised that no unfair means cases have been referred to the awarding bodies yet, and advised that preference is to deal with such issues before the declaration is signed by students so that it can be dealt with by the College and not escalated to the examining board.

The Corporation Chair questioned if the students could be given access to the Turnitin Playpen, where they can practice making submissions, checking for authenticity before the teacher or they make the final upload. This was discussed and agreed by members that this is an important training opportunity for students. The members discussed the importance of having a variety of assessments and adequate student training to educate them on the process and potential sanctions for unfair means.

Paul Waltham questioned the prospect of appeal, if not all student work is reviewed for plagiarism (using Turnitin). Staff Governor Lois Thorley spoke from her experience that most (but not all) handwritten work would be classroom based, and therefore there is some level

of internal control for plagiarism or unfair means. She advised the committee and attendees that she has been encouraged by an examining body to set student professional conversation for formal assessment, and that these do not need to be recorded. This was discussed.

It was agreed that the policy would be amended as per the agreement within the minutes, and shared with Governor Paul Waltham before it is received by the Corporation in December for approval.

d) Anti-Bullying Policy

The Assistant Principal (SDE) advised that the policy has no changes recommended. The committee were satisfied that the policy continues to be appropriate, and the policy was recommended for approval by the Corporation.

e) Exclusion Policy (SDE)

The Assistant Principal (SDE) advised that the policy has no changes recommended. The committee were satisfied that the policy continues to be appropriate, and the policy was recommended for approval by the Corporation.

*Resolved:* a) The Policy for Students with Additional Needs was approved.  
b) The SEND Local Offer was approved.

**Recommended:** c) The Plagiarism policy was recommended to the Corporation for approval subject to the agreed amendment and action as per the minute.  
d) The Anti-Bullying Policy was recommended to the Corporation for approval.  
e) The Exclusion Policy was recommended to the Corporation for approval.

## **29. Performance Management 2025-26** (agenda item 13)

The Deputy Principal advised that staff training has now taken place for Support Staff Line Managers so that the performance management meetings can take place. As reported to the committee at the last meeting, this will be trailed with support staff in 2025-26 and then planned to be rolled out to teachers the following year. The committee were advised that the Teachers' Performance Management work for 2025-26 is nearly complete.

*Resolved:* The Performance Management Update was received.

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

*Resolved:* No other business was received.

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

*Resolved:* It was agreed that minutes 21-26 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 item 16)

*Resolved:* The date of the next meeting is 4<sup>th</sup> February 2026

#### **Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
28c	Policies	SRM / PW	Amendment to the plagiarism policy as per the minute, review and submission to Corporation in Dec 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 and Standards Committee****Confidential Minutes of the meeting held on 6<sup>th</sup> November 2025**

*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).*