

## **Quality & Standards Committee**

### **Minutes of the meeting held on 7 May 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.

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

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

*Resolved:* Apologies for absence were received from the Vice Principal and Assistant Principal (SDE).

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

*Resolved:* No declarations of interest were received.

#### **35. Minutes of the previous meeting on the 4th February 2025** (agenda item 3)

*Resolved:* The minutes of the meetings held on 4<sup>th</sup> February 2025 were received and confirmed, the Chair was authorised to sign.

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

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

#### **37. DfE Performance Tables** (agenda item 5)

*Resolved:* To be received by the Corporation at the July meeting.

#### **38. Curriculum Progress Report including Emerging Issues** (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 **(SEE SECTION B)**.

#### **39. Teaching, Learning and Assessment Improvements** (agenda item 7)

The Assistant Principal presented the report on TLA improvements, she advised that the CPD day completed by staff in April focussing on Self-Regulation and Metacognition and motivating students. This was a useful session and included a webinar and discussion and reflection on motivation. A session on visible thinking and tier 2 vocabulary was facilitated by the Faculty Heads and TLA Coaches. This again was really good, with really good practice being shared on MS Teams.

With respect to MPQLTD, the Assistant Principal was pleased to share that she received commendation on the excellent standard of this years' cohort, with six members of staff from Wilberforce completing this course this year. The MPQSL is still being completed, and this is being led by herself. She commended the teachers who are completing the programme, noting that Lois Thorley is one of the cohort this year, and commented that the workload for the programme is hard, and additional against their roles in College. The Chair gave congratulations to staff involved. This was supported by the Chair of the Corporation, who gave congratulations to all staff involved, and in particular to the Assistant Principal.

Governor Paul Waltham questioned if there is opportunity for staff to feedback at the end of CPD. The Assistant Principal advised that there are opportunities for staff to feedback, and towards the end of the year, the Faculty Head and TLA coaches review what went well and make considerations for the next year.

*Resolved:* The TLA Improvement Update was received.

#### **40. Quality Assurance 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 **(SEE SECTION B)**.

#### **41. Marketing and Applications** (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 **(SEE SECTION B)**.

#### **42. Tutorial Report** (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 **(SEE SECTION B)**.

#### **43. Student Support Annual Report** (agenda item 11)

The Principal presented the Student Support Annual Report in the absence of the Vice Principal.

The committee heard that each member of Student Support continues to complete CPD to better support the students across a range of issues, including Mental Health First Aid and Behaviour Management. The college continues to benefit from external support services providing direct support to learners, including MIND (Mental Health Support workers) who are at the college two days per week, a domestic abuse practitioner and Nurse also attending the college one day per week. The college has done a good job of securing these services for our students.

The Principal highlighted that there continue to be a large number of CPOMS incidents recorded, with mental health and wellbeing continuing to be the largest majority of incidents being recorded. The Student Support team have a significant caseload. Child Looked After students are supported by the Lead Person for Child Protection, who liaises with the Virtual School and Social Workers.

The Principal drew attention to page 2 of the report, which details the excellent work of Study Support in supporting students, and the Principal noted the significant number of EHCP students (43) this year. The numbers of EHCP have risen this year and it is predicted this will increase next year as well and the College will closely watch this. The Study Support Team continue to be proactive in identifying students who require support, and the Principal outlined the summer school (Smart Start) programme and Welcome Days.

He was pleased to advise that the areas of offsite provision are all very positive, including CHCP and ASDA. Lois Thorley advised that the numbers for next year are currently very low, with only 1 applicant for CHCP lined up. Giving a heads up that the recruitment currently is poor.

*Resolved:* The Student Support Annual Report was received.

#### **44. Governor Scrutiny Update** (agenda item 12)

##### a) Life skills in the Curriculum – Diana Hoskins and Sara Atkinson

The Committee Chair provided an update on the scrutiny completed by herself and Sara Atkinson in March. She advised that the scrutiny was a full day of activity and included a number of opportunities to meet and speak directly with students. She was pleased to report that the students were very willing to speak to the governors about their experiences, and given their honest opinion and feedback. She advised that the students didn't necessarily recognise the term 'life skill' but were very open to discussing the various areas of the curriculum and enrichment that they find useful and beneficial to their personal development. As part of the visit, the governors observed a Tutorial Programme session, with a reasonably large group and managed to speak with all students. They heard that the students valued the Tutorial Programme and especially enjoyed the topical content, which allowed them to express their opinions on current affairs and topics that are important to them. They felt that the tutors were interested in their opinions were being listened to and it was pleasing for the governors to see this in action. Students were less keen on the online modules, and those who had received one-to-one support, really valued this. Relating to enrichment and upskilling activities, the students liked the upskilling modules that have practical elements, or skills-based and wanted more opportunities for beginners to develop skills in sports. The Governance Professional advised that the final report will be received by the Corporation in July.

##### b) Marketing Strategy – Pat Mould and Trevor Wray

The Corporation Chair provided an update on the scrutiny completed by herself and Trevor Wray (Corporation Vice Chair). She advised that the scrutiny focused on the marketing strategy and budget, with a review of budget, spend, a meeting with the marketing and liaison team and attendance at an Interview Evening to observe the process of applicant interviews and IAG. She advised that one of the reasons for the governors' scrutiny of marketing was the recurring overspend against the agreed budget. With regards to the marketing budget, the non-pay budget is very small, and the governors felt that the team do a very good job of making the most of the budget, but it is very difficult for the College to operate within. The committee heard that this equates to less than £1 per student being spent on marketing, which is considerably less than other colleges. She advised that it was the opinion of both herself and Trevor, that the budget is too small.

She advised that the workload for the marketing team is very high, and the additional work outlined earlier in the meeting to provide extra support to schools will be in addition to the workload of the team. The team has been increased recently to include an intern, who is responsible for the Social Media side of marketing. She noted that the Social Media content is excellent, and this was agreed by Andrea Page and other members of the committee. The view of herself and Trevor was that Marketing was under-resourced. She gave praise to the marketing team who do an amazing job and are very effective. She advised that there were no significant issues to raise from the scrutiny, and it was a very positive visit.

Alan Foster gave thanks to the Chair and Vice Chair for undertaking the scrutiny and agreed this would be informative for the Finance and General Purposes Committee.

The Governance Professional advised that the final report will be received by the Corporation in July.

*Resolved:* The Governor Scrutiny updates were received.

#### **45. Policies and Statements** (agenda item 13)

The Governance Professional advised that the eSafety, Code of Practice on Freedom of Speech and Expression, and Freedom of Information policy were shared in error and are not for consideration as they have been through the committee / Corporation cycle of approval recently. She asked the members to disregard these and only review the Complaints, Concerns and Compliments Policy and the Statement on Obtaining Views.

##### **a) Complaints, Concerns and Compliments Policy**

The Principal advised that there are minor updates to the wording identified as tracked changes, but there are no significant amendments recommended to the policy. Paul Waltham asked if the policy could be amended to include the option for the person completing the form (page 5-6) to specify or outline the resolution they desire. This was discussed and agreed to be included.

##### **b) Statement for Obtaining the view of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities**

The Governance Professional advised that the statement was introduced in 2022 and this is the first review of the statement. She asked the committee and attendees to consider if there are any changes required to the statement to provide consistency with current practice or updates to terminology used. The Deputy Principal requested 'deep dives' be replaced with 'Faculty Reviews'. The Chair of the Corporation asked for an inclusion to make clear that the 'governors engage directly with students and staff through governor scrutiny visits which are determined jointly by the Governors and SLT'. This was agreed to be included.

#### **Recommended:**

- a) Complaints, Concerns and Compliments Policy was recommended to the Corporation for approval with amendment as per the minute.
- b) Statement for Obtaining the view of staff and students on the determination and periodic review of the educational character and mission of the institution and the

oversight of its activities was recommended to the Corporation for approval with amendment as per the minute.

#### **46. Quality and Standards Committee Annual Cycle of Business 2025-26** (agenda item 14)

The Governance Professional presented the draft annual cycle of governance business for the committee for 2025-26. This has been drawn up from the live cycle of business 2024-25 and updates made in-year to reporting. The draft has been shared for review and recommendation to the Corporation for approval in July. The committee ACoB once approved, will be a live document and subject to update and change as would be required to meet the needs of the committee over the course of the year. New for 2025-26, the Corporation will map the ACoB against the QIP when this is approved in December to ensure that there is sufficient coverage of the key QIP areas against the business of the Corporation and its committees, therefore, the ACoB may be updated in-year as required. This was noted.

**Recommended:** The Quality and Standards Committee Annual Cycle of Business 2025-26 was recommended to the Corporation for approval.

#### **47. Review of Committee Terms of Reference** (agenda item 15)

The Governance Professional advised that the ToR are reviewed annually within the Standing Orders in the autumn (by the Search and Governance Committee). She asked the committee to make review of the terms of reference now and consider if the Accountability Statement should be brought to the Committee. She advised presently this goes to the Finance and General Purposes Committee but may sit better within the Quality and Standards Committee, who are tasked with reviewing the curriculum offer etc. She asked the committee to also consider if the wording within delegated powers, 1.15 'skills for learning' is still suitable, or if this should be amended.

The committee members and attendees discussed the ToR and agreed that the Accountability Statement could be brought to the committee in 2025 and reviewed next year but not included within the committee terms of reference at this stage. It was agreed that as the Accountability Statement relates to the Funding Agreement, it should be retained at the Finance and General Purposes Committee for 2025-26. After discussion, it was agreed that 1.15 should be revised to 'The Committee will review the College's skills performance annually'.

The amended Quality and Standards Committee Terms of Reference (detailed within the Standing Orders) were recommended to the Corporation for approval.

**Recommended:** The Quality and Standards Committee Terms of Reference were recommended to the Corporation for approval.

#### **48. Annual Committee Self-Assessment 2024-25** (agenda item 16)

The Governance Professional led the Committee through the annual committee self-Assessment activity for 2024-25. No issues were raised by the committee members. The committee referred the completed self-assessment to be received by the Corporation.

*Resolved:* The Annual Committee Self-Assessment Activity for the Quality and Standards Committee for 2024-25 was completed.

**Recommended:** The Annual Committee Self-Assessment Activity for the Quality and Standards Committee for 2024-25 was recommended to the Corporation.

#### **49. Any other Business** (agenda item 17)

It was agreed that minute 49 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government **(SEE SECTION B)**.

#### **50. Confidential Items** (agenda item 18)

It was agreed that minutes 38,40-42, 49 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).

#### **51. Date of next meeting** (agenda item 18)

*Resolved:* The next meeting is scheduled for the 8<sup>th</sup> October 2025, subject to Corporation approval.

#### **Action schedule**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
38	DfE Performance Tables	Principal	Results to Corporation 2 July 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.

**Section B:  
Confidential Minutes**

**Quality & Standards Committee**

**Confidential Minutes of the meeting held on  
7<sup>th</sup> May 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).*

CONFIDENTIAL