



## STANDARDS AND QUALITY COMMITTEE

### Minutes of Meeting on Thursday 8 November 2018

<b>Present:</b>	Mr J Kirk ( <i>Chair</i> ) Mr J Bagley Ms N Cuffy	Chair of Governors Principal Governor
<b>In Attendance:</b>	Ms N Martin Ms J Moss Ms F Rippin Mr R Mansfield	Assistant Principal Head of Quality Assistant Principal Clerk

Ref.		Action
<b>Q/18/37</b>	<p><b>Item 1 – Apologies for Absence:</b> An apology for absence was received from Jackie Rossa. The meeting was declared quorate.</p>	
<b>Q/18/38</b>	<p><b>Item 2 – Declarations of Interest in Agenda Items:</b> There were no declarations of interest in agenda items.</p>	
<b>Q/18/39</b>	<p><b>Item 3 – Minutes of previous Meeting and Matters Arising:</b> The minutes of the meeting on 21 June 2018 were accepted by the Committee as an accurate record and were duly signed by John Kirk. The actions specified in the minutes had been addressed. There had not yet been progress in defining low level impact measures for actions in the SAR as suggested. The future of the Mattioli Woods Academy was to be reported under item 13.</p>	
<b>Q/18/40</b>	<p><b>Item 4 – Self-Assessment Report / Quality Improvement Plan Update:</b> Josette Moss presented the highlights of recent progress against the Quality Improvement Plan. She reminded the meeting that the Self-Assessment Report had been validated by Marina Gaze. The College had recently assessed itself as at OfSTED grade 2. She reported that aggregate achievement had improved</p>	

by about 10%. Aggregate attendance had improved by 5% and retention by 4%. The percentage of high grades had increased and ALPS scores showed a three-year positive trend with the latest figures in line with targets. Nelista Cuffy asked what were the underlying reasons for the welcome improvement in GCSE Mathematics. Frances Rippin said this was attributable to improvements in teaching and learning led by the Head of Department with the support of Curriculum Leaders. The College had adopted a 'filling the gaps' approach, whose success was attracting interest from other colleges. John Kirk said that he would have welcomed formal external recognition of the College's achievement. He requested that full media coverage should be obtained. It was explained that EMFEC was to visit to investigate the College's practice. Josette Moss advised the meeting that ALPS data excluded certain courses, especially vocational ones. The College had assessed 56% of students as having ALPS red ratings (i.e. as being in the upper quartile). The improvements in high grades applied at both level 2 and level 3.

**JB**

#### *Leadership and Management*

The current focus was on closing the gaps between low performing and other cohorts and improving value added for level 2 students through the use of target grades. Improved reports for governors would be available very shortly.

#### *Teaching Learning and Assessment*

The focus was upon consistent use of starting points and the setting of target grades and their use in lesson planning. John Kirk asked whether stretch and challenge were being embedded with sufficient vigour, as this had in his view not been treated as a priority over many years. Frances Rippin said that the number of courses where this was a concern was greatly reduced. The reasons for the remaining concerns were varied, and in some instances had been addressed by changes of teacher. James Bagley reported that the College had been successful in bidding for Funding from the Strategic College Improvement Fund (SCIF), to enable it to work with Greenhead College, mainly on A level provision. Nelista Cuffy questioned whether there was sufficient emphasis on stretch and challenge in the lesson observation policy. She received specific assurances to this effect from Josette Moss, who said she would provide further details about quality assurance arrangements after the meeting.

**JM**

*Personal Development, Behaviour and Welfare*

The target for work experience placements had been increased to 82% of learners. Nicola Martin had stressed the importance of relevant, good quality experience. This required more personal involvement from teaching staff, and a good response had been forthcoming. Shez Lodhi confirmed that he had recently become convinced of the importance of work experience. Higher attendance targets had been set, and were currently being achieved.

***The Committee received the updated self-assessment report.***

**S/18/41**

**Item 5 – Student Enrolment – Subjects Analysis:**

Frances Rippin presented an analysis of recent changing enrolment patterns. James Bagley advised the meeting that some of the College's traditionally strong subject areas were at risk of becoming no longer being viable. Nelista Cuffy asked whether the Fashion Show would be held during the current academic year. James Bagley said that it had been decided instead to arrange a display in High Cross, which would give favourable exposure to students' work to a wider audience over a longer period.

***The Committee received the report on student enrolment patterns.***

**Q/18/42**

**Item 6 – Safeguarding:**

*6.1 Annual Safeguarding Report 2017/2018*

Nicola Martin presented the annual safeguarding report for the previous academic year. The report set out the College's safeguarding duties and the framework for discharging them. The report contained an assurance that the College's safeguarding arrangements were effective, and provided a table of numbers of disclosures by issue reported over the period 2013/2018. It was explained that comparisons between years were not meaningful because of differences in methods of recording. There was considerable discussion on this point. In the end it was agreed that the table should in future reports be accompanied by a narrative indicating significant changes in the pattern of disclosures. Nicola Martin concluded by outlining the actions planned for the current academic year.

With the agreement of the meeting John Kirk and James Bagley signed an application a Carnegie School of

Excellence Award for mental health in schools.

***The meeting received the report.***

#### 6.2 College PREVENT Strategy 2018/2019

Nicola Martin presented the College's PREVENT strategy for 2018/2019.

***The meeting commended the PREVENT strategy to the Board for formal ratification.***

#### 6.3 Safeguarding Policy

Nicola presented the safeguarding policy. This was substantially unchanged. She urged all governors to complete the reading of the latest government advice.

***The meeting commended the safeguarding policy to the Board for formal ratification.***

Q/18/43

#### **Item 7 – Annual Learner Involvement Report 2017/2018:**

Nicola Martin presented the annual learner involvement report. This was concerned principally with the results of two student surveys conducted in 2017/2018 and the first of three surveys planned for 2018/2019. Responses had in the main been very positive, with some well ahead of national benchmarks. A minority had expressed concerns about the sufficiency and speed of feedback on marked work. It was apparent that more needed to be done regarding the clarity of arrangements for work experience, the relevance of the website to student needs and awareness of the range of the curriculum offer. All questions relating to quality assurance had achieved scores in the upper quartile nationally. Response rates were about 66%, which was normal for such surveys. It was noted that responses from students at A level year 1 were less favourable than those of other groups.

***The meeting received the report.***

Q/18/44

#### **Item 8 – Behaviour for Learning Policy:**

Nicola Martin presented the latest version of the behaviour for learning policy. This had been subject to minor updates only, mainly as regards the rewards system.

***The meeting commended the behaviour for learning policy to the Board for endorsement.***

Q/18/45

#### **Item 9 – Gateway Careers Strategy:**

Nicola Martin presented the Gateway careers strategy. She advised the meeting that a link governor should be appointed.

***The meeting commended the careers strategy to the***

JK/JB

**Board for endorsement.**

- Q/18/46 Item 10 – Lesson Observation Policy:**  
Josette Moss presented the latest version of the lesson observation policy. This had been updated to include provision of a short oral feedback after learning walks. Reference to the use of RAG ratings had been removed; instead strengths and areas for improvement would be recorded after lesson observations.  
***The meeting commended the lesson observation policy to the Board for endorsement.***
- Q/18/47 Item 11 – ECSW Lesson Observation Policy:**  
Josette Moss presented the lesson observation policy for Educational Care Support Workers. This mirrored the policy just commended by the Committee.  
***The meeting commended the ECSW lesson observation policy to the Board for endorsement.***
- Q/18/48 Item 12 – Learner Performance Tutor Observation Policy:**  
Josette Moss presented a new policy for the observation of learner performance tutors.  
***The meeting commended the learner performance tutor observation policy to the Board for endorsement.***
- Q/18/49 Item 13 – Mattioli Woods Academy Update:**  
Frances Rippin presented an oral update on arrangements with Mattioli Woods plc. These had been scaled down, so that a small number of students was now gaining work experience at Mattioli Woods, as previous arrangements no longer fitted well with the College curriculum. Moreover experience at Mattioli Woods was no longer tied to a particular BTEC qualification. Both parties were content with the current more modest level of engagement.  
***The meeting noted this oral report.***
- Q/18/47 Item 14 – Committee Self-Review 2017/2018 and Targets for 2018/2019:**  
Robert Mansfield presented a report on the Committee's performance against its targets for the previous academic year. The great majority had been met in full, with two met in part only. Consideration of the current report would address the fact that the Committee's self-review had been incomplete. He recommended that for the current academic year the targets relating to reviewing the ILT strategy (now considered to be an operational matter)

and involving teaching staff in the meetings of the Committee should be discontinued. This was agreed.

***The meeting received the self-review and confirmed the Committee's targets for 2018/2019.***

**Q/18/48**

**Item 15 – Date and Time of Next Meeting:**

The date and time of the next meeting were confirmed as Thursday 31 January 2019 at 5.30 p.m. at the College,

**Q/18/49**

**Item 16 – Any Other Business:**

There was no other business.