



STANDARDS AND QUALITY COMMITTEE

DRAFT

Minutes of a meeting held on Thursday 14th November 2019

Present: Mr J Kirk (Chair) Chair of Governors
Mr J Bagley Principal
Ms N Cuffy Governor

In Attendance: Ms J Moss Head of Quality
Ms F Rippin Assistant Principal
Mr M Tolond Clerk

The meeting was declared quorate.

| Minute No | ACTION |
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| Q/19/38 | Item 1 – Apologies for Absence Apologies for absence were received from Harminder Bains and Nicola Martin. |
| Q/19/39 | Item 2 – Declaration of Interests in Agenda Items There were none received. |
| Q/19/40 | Item 3 – Minutes of Previous Meeting and Matters Arising The minutes of the meeting held on 20 June 2019 were accepted by the Committee as an accurate record and were duly signed by John Kirk as Chair. Under matters arising from the previous meeting the following actions were noted: <ol style="list-style-type: none">1. Analysis of the accuracy of predictions. This was included in the self-assessment report but further work on this matter was required.2. Amendment to the lesson observation policy The policy amendment was included in the policy paper within the agenda.3. Curriculum development The paper listed courses and had been reviewed in September in the light of enrolments.4. Summary sheet of inspection questions This had been produced and distributed. |
| Q/19/41 | Item 4 – Self-Assessment Report/Quality Improvement Plan Update Josette Moss introduced the Self-Assessment Report for 2018/19 which had assessed the College performance in key categories as follows: Overall Effectiveness – Grade 2 Quality of Education – Grade 3 Behaviour and Attitudes – Grade 2 Effectiveness of Leadership and Management – Grade 2 |

High Needs – Grade 2

Each category was further analysed in terms of key strengths and key areas for improvement and where relevant intent, impact and implementation.

The positive performance of the College had been confirmed by the Ofsted Inspection leading to an overall grading of 'Good'.

The high performance within Learning for Life and Work was noted and the need for accuracy predictions within Business and Accounting was emphasised.

English functional skills which had lower results than the national level and Open book examinations for Vocational Learning which were under performing, were receiving additional attention.

Achievement gaps for white British boys which related to only a small number of learners and these would be subject to individual attention.

Feedback with Teachers was continuing to be addressed for improvement and elements of intent within the Health & Social Care curriculum were also being addressed.

The College Improvement Plan included reference to 'British Values' and recording of challenges by Governors within Committee meetings.

Nelista Cuffy raised the matter of use of student names within the SAR and compliance with Data Protection regulations and references to the use of the term 'very small' within the report.

Nelista Cuffy queried the number of hours of study by students pre A-level and it was confirmed that the necessary hours were being undertaken.

John Kirk queried the statement regarding the increase of U grades from 16 to 29 in A-levels due to the introduction of linear levels and the strategy that was in place to ensure that this would not take place in the current year. James Bagley confirmed that the course structures would be amended as a means of ensuring that this performance would not re-occur. Staff were also being advised that their teaching approach to linear subjects would need to change from that delivered for modular subjects.

James Bagley confirmed that the Ofsted Inspection team had agreed with the College overall self-assessment report.

The Committee recorded their congratulations to Josette Moss and her colleagues in producing the Self-Assessment report.

Q/19/42

Item 5 – Student Enrolment/Subject Analysis Report

Frances Rippin introduced the Student Enrolment/Subject Analysis Report which indicated that in terms of overall enrolment patterns the College had 1212 students on roll which was a slight increase from 2018/19. There had been an increase on Level 2 and Level 3 vocational courses and a slight decline in A level enrolments. Enrolments had grown on Business and IT and humanities, were stable in Creative Arts and English, Core Skills, Learning for Life and Work, Media, Sport and Public Services and there had been a slight drop in the Science and Maths Department. L2 and LR Media courses did not recruit enough students to run but students were accommodated on the A level Media course. Health and Social Care had been identified as a potential growth area for the College and a possible pathway had been identified within the BfMAT in the future. The significant increased enrolment to A levels in Law, Psychology and Sociology was due to quality of teaching being provided by the College. There were a number of Creative Arts courses that did not recruit sufficient students to run but there was a strong enrolment in full vocational courses at level 2 and 3 in Art and Design with good levels of retention.

Learning for Life and Work recruitment was sufficient to enable the breadth of provision to be offered.

A number of A levels and diplomas would not be offered in 2020 and interest in subjects

would be measured at Open Days and the curriculum offer would be reviewed, based on applications, at the February Committee meeting.

Nelista Cuffy asked how decisions were taken to withdraw course provision and the consequent impact on students. Frances Rippin confirmed that wherever possible alternative courses were offered to students to preserve their chosen study pathways on the basis of individual meetings with them.

The Committee congratulated Frances Rippin and her colleagues on a successful enrolment process for the current academic year.

Q/19/43

Item 6 – Safeguarding & Safeguarding Policy

1. Annual Safeguarding Report 2018/19

James Bagley presented the Safeguarding Report for the academic year 2018/19. The report covered the range of specific statutory duties placed on the College, and the means by which they are delivered, the annual review of the Safeguarding Policy, members of the Safeguarding Team, Safeguarding training for staff, Safeguarding Disclosures during 2018/19 compared with previous years and the range of External agencies/Partners for referrals from the College.

James Bagley stated that an additional member of staff would be brought into the Safeguarding Team due to a member of staff leaving. The number of students reporting Mental Health disclosures was being closely monitored, with focus on both staff and students, in the light of a significant increase in disclosure numbers.

In response to a query from Nelista Cuffy, James Bagley confirmed that there had been no safeguarding allegations made against members of staff in respect of academic year 2018-19.

James Bagley confirmed that the Wellbeing Policy would receive additional resources to ensure that the policy met and exceeded the statutory minimum. A revised and updated policy submitted to the Committee and Board for approval in due course.

JB

The Safeguarding Team Action/Developments for 2019/20 were reported as follows:

- Development of mental health support strategy and SMHA Accreditation decision due in December 2019 and new initiatives to be rolled out through 2019/20
- Implementation of Wellbeing Policy to include issues such as Menopause, Male Mental Health issues, Chronic Illness, and IVF
- Continual review of Cedar Flags and recording of confidential safeguarding information
- Development of information sharing protocols with schools at point of entry, sharing information with Schools prior to enrolment
- ILA strategies to target groups of at-risk learners following CAPs and through tutorial. Groups identified under safeguarding flags e.g. LACs, mental health issues, family concerns
- Development and implementation of a Lockdown (Invac) procedure

2. College PREVENT strategy 2019-2020

James Bagley reported that the aim of the strategy, risk assessment and plan was to continue to raise awareness of Prevent in the College, recognise the current practice which contributes to the Prevent agenda, identify areas for improvement and address subsequent action points and to embed the Prevent agenda within both pastoral and curriculum delivery.

The strategy has the following key objectives:

- To promote and reinforce shared values
- To listen to and support the learner voice
- To ensure learner safety and that the College is free from discrimination in all forms

- To support interfaith and intercultural dialogue and understanding
- To provide support and guidance for learners who may be at risk
- To ensure that staff and learners are aware of their roles and responsibilities in preventing extremism in all its forms

The College monitors risks and deals appropriately with issues by:

- ensuring that policies, procedures and subsequent plans are in place to respond appropriately to a threat or incident within the College
- responding appropriately to events in local, national or international news that may impact on local communities
- the development and continual monitoring of the Prevent Risk Assessment and Action Plan

Prevent forms part of Safeguarding within the College and procedures are established within Teaching and Learning, Learner Support, Learner Engagement and Local Partnerships.

James Bagley confirmed that any new College Governor would be provided with appropriate Prevent training.

JB

Q/19/44

Item 7 – Annual Learner Involvement Report 2018/2019

James Bagley presented the Annual Report which would provide Governors with a holistic review of Learner voice for the year 2018/19 and early identification of areas of positive feedback and areas for improvement for the year 2019/20.

On the basis of two surveys with the second survey being completed by 69% of students, the vast majority of learners felt that teaching, learning and assessment was good with quality at its highest in Core Skills, Learning for Life and Work, and for High Needs learners. Pastoral support had been effective in raising expectations of behaviour with 96% agreeing standards of behaviour were clear.

Areas for improvement were identified as development of skills in IT, pastoral support, teacher feedback and practical activity to support learning in vocational subjects.

The Parent Survey resulted in 116 parent responses and was generally positive although some areas of concern needed to be addressed.

Q/19/45

Item 8 – Behaviour for Learning Policy

James Bagley presented the Behaviour for Learning Policy which covered the guidelines and procedures to support student learning. The objectives of the policy were:

- to ensure that all learners were aware of the high expectations within the College
- to provide support for learners to enable them to meet expectations consistently across the College
- to ensure that all expectations of behaviour and conduct are applied
- to ensure that the framework for behaviour-related issues was consistent, fair and transparent

The policy was recommended for approval at the December Board meeting

Q/19/46

Item 9 – Teaching, Learning and Assessment Policy

Frances Rippin presented the Teaching, Learning and Assessment Policy and outlined the policy statement which was:

- to ensure everyone achieves beyond what might be expected
- to work collaboratively for the benefit of the College community
- to encourage a positive, constructive attitude in staff and students founded on the shared belief that education should be an enjoyable and enriching process

The Policy was recommended for approval at the December Board meeting.

Q/19/47

Item 10 – Gateway Careers Strategy

The College Careers Strategy Vision encompassed the following:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- empowering young people to plan and manage their own futures
- raising aspirations and inspiring young people to achieve their full potential
- promoting equality, diversity, social mobility and to challenge stereotypes

As this was a strategic item it would not be subject to consideration and review by the Committee in future.

Q/19/48

Item 11 – Lesson Observation Policy

Frances Rippin introduced the Lesson Observation Policy which was embedded in the College culture and would be an important instrument in achieving excellence in teaching, learning and assessment, pastoral care and support for students. The process would encourage and advance the sharing of good practice and would contribute to professional development.

The Committee welcomed the changes to the policy and congratulated Frances on the endorsement by the NEU.

The policy was recommended for approval at the December Board meeting.

Q/19/49

Item 12 – Ofsted Outcome

James Bagley circulated the 'Inspection of Gateway Sixth Form College' Ofsted report which resulted in Overall Effectiveness being graded as 'Good'.

The report included a significant range of positive comments about the areas where the College did well.

The small number of improvement areas would receive close attention internally and James emphasised the key requirement for the College to consolidate this performance. A number of external positive comments had been received and the College could now share their experience with other Colleges.

James Bagley confirmed in response to Nelista Cuffy that BfMAT would be reviewing the Ofsted report at their November Board meeting.

The Chair recorded the thanks and appreciation of Governors for the College performance in achieving the Ofsted Good grade.

Q/19/50

Item 13 – Committee Self-Review and Targets

Michael Tolond presented the Committee self-review for 2018/19 and the Targets for 2019/20.

All previous targets had been met and the targets for 2019/20 had been ratified by the Board on 2nd July and were confirmed by the Committee.

In terms of the quality of Education the reference 'determining the remit of the Performance Improvement Group' would be deleted.

Q/19/51

Item 14 – Any Other Business

There was none.

Q/19/52

Item 15 – Date of next meeting

The date of the next meeting was fixed for Thursday 6th February 2020 at 5.30pm.

The meeting closed at 7.17pm