

Present: Deborah Tiffany (Chair), Sean Devlin, Sheena Payne-Lunn, Michael Kitcatt and Peter Whyte.

In Attendance: Ed Senior (Deputy Principal), Jo Payne (PA to the Principal/Interim Clerk to the Governing Body)

1. **Apologies:** Sheila Bratt, Sarah Turner, Emily Furniss and Alex Daw. Sean Devlin gave notice that he needed to leave the meeting at 6.45pm.

The Chair welcomed new governors Sheena Payne-Lunn and Peter Whyte to the meeting.

2. Standing Items

- (i) Michael Kitcatt declared that he was a governor at a partner high school, Bishop Perowne.
- (ii) Those items referring to individual members of staff or students were identified as confidential. Some aspects of the update on academisation were also deemed confidential to the Committee.
- (iii) No urgent business was identified.

3. Minutes

- (i) Minutes of the Quality Committee: 15th November 2017
The minutes of the Quality Committee meeting were **confirmed** as a correct record. An update was received on the action points arising from the minutes and it was **noted** that both the requested Quality Improvement Plans and the Quality and Development Plan were on the agenda for consideration.
- (ii) Minutes of the additional meeting of the Quality Committee: 3rd February 2018
The minutes of the additional meeting of the Quality Committee were **confirmed** as a correct record.

4. Quality Assurance

- (i) Self-Assessment Report

The Deputy Principal presented the key judgements from the Self-Assessment Report and advised the Committee of the following points:

- Whilst the raw results of female students were better than males, in terms of value added outcomes, male students performed better. This gap in value added was larger than the national which was why female value added was identified as an area for improvement;
- The most recent Summary Assessments suggested that at A level, females were more likely to be on track than males, although it was noted that there are significant differences in the way that subjects appear to be reporting on progress which was something that the College was looking to address to ensure greater consistency;
- It was recommended that the effectiveness of leadership and management, quality of teaching, learning and assessment, personal development, behaviour and welfare and outcomes for learners were all graded as good.

The Committee **noted** the information provided and **agreed to recommend** to the Governing Body that the Self-Assessment Report for 2016-17 be approved.

There was some discussion about the Summary Assessments and how the different approach by some subjects in judging whether a student was off track, might demoralise the student particularly early in the academic year. There was consensus that the on/off track decision should be made on the level of skills development and whether the student was on track to achieve their predicted grade at the end of the two year course. The way in which the Summary Assessment was communicated to the student was also highlighted as very important so that students are not demoralised.

(ii) Quality Assurance

The Committee spent some time reviewing the Quality Improvement Plans for Law, Applied Science, Biology and Geography.

The Committee made the following points:

- The Biology QIP was specific and detailed and more resources had been produced;
- The concern about not having a subject leader for Geography came across in the QIP;
- It would be useful for the Deputy Principal to speak to Geography students and feed back. Geography staff should be encouraged to persevere although should give consideration to analysing particular aspects of the mocks where students underperformed;
- The Law QIP updates were positive and pleased the Committee who were encouraged by the focus on mindset;
- It was clear that Applied Science staff had put in lots of effort and positive measures and deserved performance in the summer to reflect this.

In response to questions about the QIPs, the Deputy Principal reported that:

- In Biology the latest Summary Assessment indicated that students were performing well in the second year, but in the first year 69% had been considered on track compared to the department figure of 76%;
- There were some concerns about Geography in that only 56% of first year students were considered on track in the recent Summary Assessment. The Head of Department for Humanities was working closely with the Geography staff after the subject leader left in October;
- Students had not raised particular concerns as part of the teaching questionnaire or when asked about teaching as part of lesson observations or the Critical Friend Review;
- Whilst Law felt that only 63% of first year students were on track, feedback was positive, attendance was high and two experienced teachers were addressing the particular challenges of the AS assessment;
- Due to the harder nature of the applied general qualification, Applied Science staff were confident that students would do well, but had concerns at the potential for lack of top grades which was a national issue.

The Committee **noted** the information provided.

The Committee asked the Deputy Principal to provide a verbal update on Geography at the next meeting given the concerns raised, but did not request further review of QIPs at the summer term meeting.

The Chair thanked the staff for their tremendous efforts in updating the QIPs that had been considered at the meeting and noted that they were pleased with the standardised format.

The Deputy Principal presented the other key aspects of his report and highlighted the following:

- Internal progression for the first to second year of A level was good which may have been attributed to more students with a grade E at AS level being allowed to progress to the second year of a linear A level;
- Progression from level 2 to level 3 had been disappointing, but action had already been taken this academic year in an attempt to increase progression rates;
- Teaching questionnaire responses were extremely positive and the response rate of those that started the questionnaires was 83% and 81% completed all aspects;
- The shift to a four point scale instead of five had not impacted on the positive responses;
- The students who suggested that they did not feel safe from harm had been spoken to by the safeguarding team to identify reasons for this;
- Each HoD had been briefed where the feedback raised any concern about particular subjects or members of staff so that remedial action could be taken. Later in the year teaching staff also undertake consultation groups with students;
- The DfE performance tables had been published and there were now an incredible number of measures. The Committee were informed that the College performed better in A level value added than the majority of post-16 providers in Worcestershire although the county average was not particularly positive. The A level value added score of -0.08 included AS level and EPQ value added scores. For A level alone the College's value added was -0.04 and not statistically significant;
- Attendance last year had been in line with the previous year. Attendance in the autumn term this academic year was good, however, attendance for A2 Supported Study had fallen quite significantly and this would be raised with teachers and those who oversee Supported Study sessions.

The Committee **noted** the information provided.

(iii) Quality and Development Plan

The Deputy Principal explained that the targets from last academic year that had been achieved had been removed. He said that at risk groups were highlighted in amber and identified that of those in receipt of the Education Bursary 63% were judged as being on track which was below the College average. The Deputy Principal outlined the strategies used to support these students and said that strategies typically focused around communication, with parents being contacted and invited to Parents' Evenings. He added that improving planning for the needs of these students to overcome barriers they might face e.g. lack of confidence, would be crucial.

The Deputy Principal referred to actions around the introduction of GDPR legislation in May 2018 and in response to questions he commented that:

- A number of meetings had taken place with relevant line managers to outline the levels of compliance that would be required;
- A Data Protection Officer had been appointed and he, and the Deputy Principal, would meet individually with line managers to discuss the information assets they own and what procedures are for monitoring how long data was kept and the procedures for securing data;
- Once an Information Asset Register for the College was compiled, this would be risk assessed. It was emphasised that a breach of the legislation would have very significant implications and immediate action needed to be taken;
- The original EU legislation did not permit those under the age of 16 to consent to share data which would have implications for the online application system, however, the government had said that for legislation being proposed to implement it would allow consent by anyone over the age of 13.

The Committee **noted** the Quality and Development Plan for 2017-18 and the update provided.

Marketing and Reputation Group minutes

The Committee **received** the minutes of the Marketing and Reputation Group and noted that governor Angela Davis had been in attendance.

The Committee **noted** the information provided.

(iv) Academisation Update

The Principal reported that Nunnery Wood High School had confirmed that they were not interested in joining a MAT with the College at this time and wished to continue to consolidate improvements at the school.

See 'Confidential Minutes'.

5. **Governance**

The Interim Clerk presented her report and outlined the following points:

- There was currently only one staff governor, but if the College became a 16-19 academy, only one staff governor would be required on the Local Governing Body. If, however, the College remained a sixth form college, a second would be required;
- Entries in the confidential minutes register were included for consideration;
- Governors had undertaken appraisals at the conference, but due to the short time period between the conference and the Committee meeting, the forms had yet to be reviewed by the Clerk or the Chair of the Governing Body;
- The Charity Commission had advised that from August 2018 there would be additional disqualification rules for trustees relating to those on the sex offenders register and certain unspent convictions. The Committee should consider whether to recommend to the Governing Body the inclusion of these in the College's existing Instruments and Articles.

The Committee **noted** the information provided. It was **agreed** to remove the confidential minute relating to the Principal's resignation as this was now public knowledge. It was also **agreed** that until a decision was made about academisation, only one staff governor should sit on the Governing Body.

The Committee **agreed to recommend** to the Governing Body that the Instruments and Articles be amended to incorporate the new automatic disqualification rules as proposed by the Interim Clerk.

6. **Policy Reviews**

(i) ILT Strategy Policy

The Deputy Principal advised that whilst there were no proposed changes to the policy, the ILT Strategy would need to change due to the departure of the Senior IT Support Information Officer. The IT Support Manager had met with, governor, Phil Douce on several occasions to discuss the proposed changes. The Deputy Principal advised that there would be less in-house development of programmes and software packages would be externally purchased and administered by a member of the IT Support team once appointed. Part of the strategy would be a response to the requirements of GDPR.

The Committee asked whether the change of strategy would impact on the data that Governors see by way of Key Performance Indicators. The Deputy Principal said that he would enquire about this.

The Committee **noted** the change of focus outlined and **approved** the policy without change.

(ii) Quality Assurance Policy

The Deputy Principal advised that whilst no changes were proposed at present, the policy would need to change in response to a new Senior Management Team structure next academic year. In particular, consideration would need to be given to the lesson observation programme and whether it was necessary to observe the entire lesson.

The Committee **noted** the information provided and **approved** with policy without change.

(iii) Complaints Policy and register of complaints/concerns

The Committee **approved** the minor change to the Complaints Policy. It **noted** the contents of the complaints and concerns registered and no trends or common themes were identified.

(iv) Confidential Reporting Policy

The minor changes to the policy were considered and **approved**. The Committee noted that the Interim Clerk's contact details were on the College's website should members of staff wish to raise a concern with governors. The Interim Clerk was asked to check on how the policy was publicised to staff or details made available e.g. staff handbook.

(v) Safeguarding Policy, Action Plan and Annual Report

The Committee commended the detailed and comprehensive annual report and thanked Ruth Scotson, Assistant Principal, for producing the document.

The Committee reflected on the number of young people with mental health issues which had also been raised by the student governors at the recent conference. The Committee noted the important job of the safeguarding team and College counsellors who offer extensive support to students despite cuts to funding. The parent governor commented that information about the support available had filtered through to her as a parent and she had heard positive things about the pastoral system.

The Committee **approved** the minor changes to the Safeguarding Policy and **noted** the contents of the action plan and annual report.

(vi) Governor Appointment Policy

The policy was approved without change.

(v) Access to Meetings Policy

The policy was approved without change.

(vi) Tabling of Papers Policy

The policy was approved without change.

8. Closing Standing Items

(i) Risk Management:

The Deputy Principal outlined the highlighted changes to the Risk Register and Assurance Map and the impact this had, if any, on the scoring of the risk. The following points were raised in relation to the revised Risk Register:

- Whilst there was a decrease in the number of applications compared to the same point last year, more had progressed further in the application process this year than was the case last year;
- The reduction in the number of senior managers had been scored high as, as yet, no mitigating factors were in place;
- The risk of legislative failure was increased due to the introduction of GDPR legislation;
- Whilst the appointment of the IT Support Manager as Data Protection Officer was not ideal, senior management would intervene and support the DPO to ensure staff compliance.
- The score for the potential for an off-site accident was increased as the Assistant Principal retiring at the end of the year had EVL training with responsibility for trip planning and procedures. Whilst clearly action would be taken to mitigate this risk, in the transition period, the Committee were made aware of this.

The Committee **noted** the revisions to the Risk Register.

(ii) Impact: The Committee noted that scrutiny of Quality Improvement Plans and entries in the complaints register impacted on the quality of provision and support for students.

(iii) Any Urgent Business: No items were raised.

(iv) Date of Next Meeting: Wednesday, 13th June 2018

The meeting finished at 7.30pm.

Signed:.....
Deborah Tiffany (Chair)

Date:.....

QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 14th FEBRUARY 2018

Report Reference	Action Point	Person Responsible	Completion	Check
QC/14.02.18/4(ii)	Speak to Geography students and feedback to the committee on the concerns raised.	EYS	13.06.18	
QC/14.02.18/4(ii)	Feedback on reasons for fall in A2 Supported Study attendance and action taken.	EYS	13.06.18	
QC/14.02.18/6(i)	Find out if the change in ILT Strategy would impact on the KPIs that governors had access to.	EYS	13.06.18	
QC/14.02.18/6(iv)	Find out how the Confidential Reporting Policy is brought to the attention of staff.	JJP	13.06.18	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
QC/15.11.17/4(i)	QIPs for Biology, Geography, Law and Applied Science to be scrutinised at the next Committee meeting.	EYS	March 2018	✓
QC/15.11.17/4(iii)	Present Quality and Development Plan for 2017-18 to the Governing Body.	MWK/EYS	13.12.17	✓