

**Present:** Deborah Tiffany, Alex Daw, Iain Macleod and Sarah Turner.

**In Attendance:** Ruth Taylor (Clerk to the Governing Body), Ed Senior (Deputy Principal)

*The Chair welcomed everyone to the last meeting of the Quality Committee and thanked governors for contributions to the Committee and for the extra work undertaken by them outside of the meetings for example by visiting the College, participating in working groups and contributing to moderation.*

**1. Apologies:** Michael Kitcatt, Sheila Bratt, Sarah Shimmin and Will Edmonson sent their apologies. Barbara Saraiva was not in attendance.

**2. Standing Items**

- (i) No declarations of interests were received.
- (ii) Those items referring to individual members of staff or students were identified as confidential and some aspects of item 4(v).
- (iii) No urgent business was identified.

**3. Minutes**

(i) Minutes of the Quality Committee: 8<sup>th</sup> March 2017

The minutes of the Quality Committee meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes. There were no action points outstanding.

**4. Strategic Issues, Quality Assurance & Curriculum**

(i) Strategic Issues

- **Admission target:** The Deputy Principal presented the Principal's report and responded to questions raised as regards the anticipated fall in student numbers (60-70 fewer). He was unable to account for the Principal's recommendation of 1400-1500 bearing in mind the anticipated fall in numbers. The Committee **agreed** to ask the Principal to reconsider his recommendation to the Governing Body with a lower minimum target, and the Committee queried the need for an upper target figure.
- **Admissions and Fitness to Study Policy:** The Committee **noted** that no amendments to the Policy were proposed.
- **Mission Statement and Strategic Aims:** The Committee considered the mission statement and slightly revised strategic aims for WSFC alongside the mission, vision and values for WLT. The Committee **agreed to recommend** the mission and revised strategic aims for WSFC for adoption by the Governing Body and the successor body the LGB of WSFC 16-19 academy.

(ii) Quality Assurance

- **Teaching Questionnaires:** The Deputy Principal presented his report highlighting the change in methodology this year in that there were two questionnaires issued, one early in the year and the 2<sup>nd</sup> at Easter. There were higher number of responses to the first questionnaire rather

than the 2<sup>nd</sup> (down to 30-40%). The Committee spent some time discussing ways to generate higher response rates such as completing questionnaires during Tutorials and sending personal emails to those students who did not respond.

The Committee **noted** the information provided, in particular that the study skills responses had greatly improved.

- **Parent Dashboard:** The Deputy Principal provided a detailed and informative presentation outlining the system being developed to keep parents informed of student progress. He responded to a number of questions raised in relation to the dashboard and possible further developments. He confirmed that the dashboard was ready to be 'tested' by a parent focus group and if successful it was hoped that a similar dashboard could be generated for staff and students.

The Committee **noted** the information provided and **thanked** both the IT staff designing the system and the staff participating in the focus group for all their hard work in generating such a useful tool.

(iii) Quality and Development Plan

The Deputy Principal presented the Quality and Development Plan on behalf of the Principal. He highlighted the success of the staff training recently provided on the 'A level mind-set', in particular the study skills, subject skills and attitude students needed to be successful. In response to questions raised he confirmed that:

- The training, if applied across college, had the potential to be highly successful.
- It provided an extension to the 'flying start'.
- It had prompted staff to review targets set for students and their timings.
- Roles for Tutors had also been identified.

The Staff Governor confirmed that it had been a very helpful training session with huge potential. The Committee **noted** the information provided.

(iv) Curriculum

The Deputy Principal presented his report outlining curriculum plans for WSFC for 2017-18 based on student numbers of approximately 1428. He responded to a number of questions raised and commented that:

- No redundancies were envisaged, there was the cushion of lag funding for the first year.
- Two new HoDs had been appointed, but no changes to the departmental management structure was anticipated at this stage.
- The reason for continuing to offer students 4 AS options in the first year was to provide students with greater choice (one of WSFC USP).
- The curriculum rationalisations planned should provide some savings once staffing implications were known.

The Committee **noted** the information provided and **agreed to recommend** the curriculum plans for 2017-18 for adoption by the Governing Body and the successor body the LGB of WSFC 16-19 academy.

(v) Academisation Update

In the absence of the Principal the Deputy Principal, Clerk and Chair provided the Committee with a verbal update on progress made to date with academisation including the possibility of a start date slippage to 1.9.17. The Clerk shared with the Committee a diagram of the governance structure for the MAT including the LGB for WSFC. The Committee **noted** the information provided.

**5. Student Council**

Alex Daw presented the Student Council report highlighting the difficulties experienced in retaining officers in post and the successful funding raising events held by Student Council, during the year. He welcomed WLT Board’s proposals for the appointment of a student governor to the LGB from the body of the Student Council in future. He also commented that the commitment of Student Governor, Barbara Saraiva, in attending Student Council meetings had been particularly welcomed. Following a short debate, it was **agreed** that the Student Council Constitution should be reviewed to accommodate the new governance arrangements.

The Committee **noted** the information provided and **thanked** Alex Daw and members of the Student Council for all their hard work.

**6. Closing Standing Items**

- (i) Risk Management: The Deputy Principal presented those risk register entries relating to the Quality committee confirming that those sentences highlighted were aspects that had mostly recently been updated to reflect comments raised by Committees during the previous term. In response to questions raised he confirmed that the WLT Board would have a strategic risk register for the Trust but that each academy within the Trust would have its own risk register for each individual academy.

The Committee **noted** the information provided and **in particular noted** that the most significant risks remain falling student numbers, funding restraints and the impact of academisation on senior staff workloads.

- (ii) Impact: The Committee identified items which directly impacted on student provision i.e. the Q&D Plan and the parent dashboard.
- (iii) Any Urgent Business: No urgent business was identified.
- (iv) Date of Next Meeting: None.

The meeting finished at 7.45 p.m.

*On behalf of the Committee the Clerk thanked the Chair for all her hard work on behalf of the Committee and the Governing Body.*

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

Date:.....

**QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 14<sup>th</sup> JUNE 2017**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
QC/14.6.17/4(i)	Revise report and target admission numbers for GB	MWK	3.7.17	
QC/14.6.17/5	Review Student Council Constitution re new MAT governance structure and electoral principles	EYS/AD	3.7.17	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
	None			

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
QC/8.3.17/4(ii)	Add reference to NQT Scheme to Geo QIP	EYS	QC 14.6.17	✓
QC/8.3.17/4(ii)	Add grid lines to printed version of summary assessment data	EYS	QC 14.6.17	✓
QC/8.3.17/4(ii)	Investigate greater participation parents accessing summary assessments	EYS	QC 14.6.17	✓
QC/8.3.17/4(ii)	Investigate further filters for e-mark book	EYS	QC 14.6.17	✓
QC/8.3.17/4(iii)	Maximise social media for marketing especially videos	MWK	QC 14.6.17	✓
QC/8.3.17/5	Check Hereford SFC Articles re student governors	JJP/RET	March 2017	✓
QC/8.3.17/6	Publish Safeguarding report on govweb and alert governors	JJP/RET	March 2017	✓