

**Present:** Deborah Tiffany, Sheila Bratt, Sarah Turner, Michael Kitcatt and Alex Daw

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

**1. Apologies:** Iain Macleod and Sean Devlin. Alex Daw gave notice that he needed to leave College at 6.15pm and Sheila Bratt that she needed to leave College at 7.10pm. To ensure quoracy for the items requiring recommendation or approval, the Chair confirmed that these items would be taken first.

**2. Standing Items**

- (i) Michael Kitcatt declared that he was a governor at a partner high school, Bishop Perowne. Jo Payne declared that her sister-in-law was one of the nominees for the Parent Governor vacancy.
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) No urgent business was identified.

**3. Minutes**

- (i) Minutes of the Quality Committee: 24<sup>th</sup> June 2017 and 27<sup>th</sup> September 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.

The Committee **noted** the information provided.

**4. Quality Assurance**

- (i) Quality Assurance

The Chair invited the Deputy Principal to present his report about students' performance in the previous year. The Deputy Principal presented his report highlighting the following:

- Whilst there was some disappointment about student numbers, first year numbers had increased by approximately 15. It is, therefore, hoped that this will lead to modest growth in second year numbers next year;
- The average class size had fallen to 16.3 which had financial implications with an average class size of 17 required to break-even;
- The decline in student numbers had not resulted in a reduction in the curriculum offering and this is not sustainable. There are more single set offerings with very small numbers in some cases;
- The breadth of the curriculum can be an attraction to some students who otherwise would not have enrolled and there is, therefore, tension between this and the financial implications;
- A Level Value Added performance was disappointing and AS performance had declined significantly. BTEC subjects performed well with strong Value Added scores with the exception of the BTEC Certificates which are equivalent to an AS level;

- Attendance figures were lower in 2016-17, however, this had not been the case throughout the year when data was monitored by SMT, therefore the Deputy Principal, would check on this data;
- Retention was strong in most areas;
- All lesson observations had been judged as Outstanding/Good. The Deputy Principal advised that teachers get a week's notice prior to an observation and noted concern that the observation might not offer significant assurances about teaching and learning overall given the disappointing outcomes. The staff governor commented that colleagues might find it hard to judge a lesson as requiring improvement given the potential consequences that this might have. The possibility of observing for a shorter period of time was also discussed;
- Responses to both parts of the teaching questionnaire were positive. The questionnaire for this academic year will be issued in late November;
- Responses to the Cross-College questionnaire were extremely positive with the exception of Student Reception. The Principal reported that the restructure in Finance meant that there was now a dedicated Student Finance Officer who is based in Student Services and initial feedback suggests that this arrangement is working well.

The Committee **noted** the information provided.

The Committee spent some time reviewing the Quality Improvement Plans for Law (a revised version was circulated), World Development and Applied Science Certificate.

The Committee made the following points:

- The revised Law QIP was more detailed and specific and, if successful, the strategies for improvement in teaching and learning should impact positively on Value Added;
- Teachers of Law had a positive approach as shown by one member of staff being appointed as an examiner;
- The Applied Science QIP was particularly detailed with specific actions, good ideas and high levels of enthusiasm from the new Head of Department.

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

- Law A level numbers had reduced dramatically and the BTEC option was more popular;
- He had confidence in the professionalism of the Law teachers to bring about improvement;
- Heads of Department will focus on subjects where over a third of students had been marked as below target in the recent Summary Assessments;
- The focus on Mindset at the beginning of the year had been positive and SMT would consider ways to sustain this momentum with staff;
- World Development had been discontinued and whilst a Critical Friend Review had been started, the amount of management time dedicated to this would not be as significant as for other subjects;
- Results nationally for the Cambridge National Certificate in Applied Science had been extremely poor with 3% achieving D\* compared to 50% achieving this grade on the previous specification.

The Committee asked to review the Law and Applied Science QIPs again and, in addition, requested the QIPs for Biology and Geography for the next meeting.

*(Alex Daw left the meeting at 6.21pm).*

(ii) Self-Assessment Report

The Deputy Principal presented the draft section on 'Outcomes for Learners' from the Self-Assessment Report. He confirmed that:

- More precedence was given to A level rather than AS levels during the subject moderation and on this basis it was suggested that outcomes for learners were good;
- The most recent national data in relation to progression for students into higher education, employment or onto an apprenticeship was very positive and this is an area that Ofsted will focus on;
- In conjunction with the Equality Co-ordinator, identified groups of students will be asked to attend focus groups;
- SMT and middle managers will monitor the groups identified as underperforming e.g. those in receipt of Education Bursary.

The Committee noted that information provided.

(iii) Quality and Development Plan

The Committee noted the updated Quality and Development Plan for 2016-17 with quantitative data now added. The Deputy Principal confirmed that the Quality and Development Plan for 2017-18 would be presented to the December meeting of the Governing Body.

**5. Governance**

The Committee reviewed the performance of Governors during the 2016-17 academic year and noted that the length of meetings had been negatively impacted by the discussions surrounding academisation and the need for governors to attend other meetings relating to academisation reduced the availability of governors to conduct link visits. The Committee was confident that the number of link visits would increase this academic year.

The Committee agreed to **recommend** the following targets for 2017-18:

	<b>Criteria</b>	<b>Target 2017-18</b>
<b>1</b>	Governor attendance at GB & C'ttee meetings	80% attendance
<b>2</b>	Governor attendance at training sessions	80% attendance
<b>3</b>	Number of papers tabled at meetings	5% of papers at meetings
<b>4</b>	Number of planned policy reviews completed	90% of reviews carried out
<b>5</b>	Duration of (i) Governing Body meetings (ii) Committee meetings	90% 3 hours long or less 90% 2 hours long or less
<b>6</b>	Governor replies to self-assessment questionnaires	90% replied
<b>7</b>	Link Governor visits	11 per annum
<b>8</b>	Scrutiny of Subject Quality Improvement Plans	4 per annum

The Committee **approved** the annual training programme for governors as attached to the agenda and noted the proposal to defer the conference programme until there was greater certainty about academisation.

*Sheila Bratt stepped out of the meeting.*

The Interim Clerk advised that Sheila Bratt's term as Parent Governor would expire in December. It was proposed that Sheila be appointed as an external member of the Governing Body and Quality Committee for a four-year period. The Committee agreed to **recommend** Sheila Bratt's appointment as external governor.

*Sheila Bratt re-joined the meeting.*

The Chair advised that Sarah Shimmin had resigned from the role of staff governor. On behalf of the Committee, the Chair thanked Sarah for her commitment to the role and the valuable contributions she made. The Interim Clerk advised that an academy only needs one staff governor, therefore, the vacancy would not be advertised at this time.

The Interim Clerk reported that three nominations had been received for the role of parent governor, however, one had expressed interest in the Audit Committee as a qualified Chartered Accountant. Further to discussion with the Principal, the Interim Clerk proposed that one of the nominees apply for the vacancy on the Resources Committee for someone with an accountancy background. There are, therefore, two nominees who will stand in an election for the position of parent governor. If the College becomes an academy, it will require two parent governors on the Local Governing Body. This information had been shared with both candidates in the hope that the runner-up would be willing to join as the second parent governor at a subsequent stage.

In his role as Student Council Liaison Officer, Alex Daw, commented that he was hopeful that a first and second year student would put themselves forward for the current vacancies, one of which had arisen as the former first year student governor did not return for a second year.

The Committee **noted** the information provided.

## 6. **Academisation**

The Principal reported that academisation was currently on hold as the goal posts had moved. The College had been advised and encouraged to set up an empty MAT, but is now being informed that this does not provide value for money. He added that due diligence with Ridgeway Academy was being undertaken and, if both the school and the College are satisfied, the College will resubmit the application to set up a MAT with Worcester Sixth Form College and Ridgeway academies as members. The Principal commented that the outcome would largely depend on the Regional Schools' Commissioner's plans to address the issue in Redditch with the mix of two and three tier systems. The Principal noted that the target date for resubmitting the application would be February or March 2018.

The Committee **noted** the information provided.

*(Sheila Bratt left the meeting at 7.13pm).*

## 7. Policy Reviews

### (i) ILT Strategy Policy

The ILT Strategy Policy was **approved** without amendment.

### (ii) Admissions and Fitness to Study Policy

The Committee noted the minor changes to the policy to reflect the introduction of numerical GCSE grades and to remove reference to international fee paying students.

In response to questions about the success of the Fitness to Study aspect of the policy further to its inclusion a few years ago, the Deputy Principal confirmed that it was predominantly used by the Heads of Year in discussions with students. The staff governor reported that he had experience of the Fitness to Study policy being used on three occasions and on all occasions he felt it had worked well. He added that it was effective, well-considered and demonstrated due process to students and parents where admission was declined on the grounds of fitness to study.

The Admissions and Fitness to Study Policy was **approved** with the minor amendments proposed.

### (iii) Curriculum and Programmes of Study Policy

The Committee considered the proposed minor changes to the policy. The Deputy Principal explained the change relating to progression and advised that further to data which suggested that students who process with an E grade at AS level on a linear subject are successful at A Level. Whilst a grade D was required for automatic progression in a subject, consideration would be given to the student's results overall and their attendance and attitude to study when they failed to meet this criteria.

The Curriculum and Programmes of Study Policy was **approved** with the minor amendments proposed.

The Chair requested information on the changes to the Summary Assessment regime for this academic year and how successful the new system had been. The Deputy Principal responded with the following points:

- Staff had just completed the first Summary Assessment of the academic year and completion rates had been pleasing;
- The number of Summary Assessments had been reduced to better fit with Parents' Evenings and mock exams. First year students would, therefore, have four Summary Assessments and second year students would have three;
- There are significant discrepancies between departments in relation to the number of students being recorded as below track which was frustrating. The Deputy Principal will meet with HoDs where this was the case to ensure that strategies were in place to address underperformance;
- The Parent Dashboard was live and feedback had been good. Whilst the percentage of parents accessing the system had increased, it was hoped to further improve engagement;
- It was hoped that students would engage with their targets with the support of tutors.

The Committee was also informed of the ways in which the Parent Dashboard had been published to parents and guardians which included letters and a demonstration at the Evening for Parents of New Students. The Principal advised that he had written to most students congratulating them on a positive start to the year. Only a number were excluded from this where identified by teaching staff.

The Committee **noted** the information provided.

(iv) Student Council Constitution

The Constitution was **approved** without amendment.

(v) Student Code of Conduct

The Student Code of Conduct was **approved** with the minor amendments proposed. It was noted that the guidelines on dress code were added in response to some challenge from students.

**8. Closing Standing Items**

(i) Risk Management:

No additional risk management issues were raised.

(ii) Impact:

The Committee noted that the review of QIPs for particular subjects and supporting the efforts of staff through link visits was impacting on the quality of provision for students. Involvement of members of the Quality Committee in moderation was also cited.

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

(iv) Date of Next Meeting: Wednesday, 14<sup>th</sup> February 2018

The meeting finished at 7.19pm.

Signed:.....

Deborah Tiffany (Chair)

Date:.....

**QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 15<sup>th</sup> NOVEMBER 2017**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
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	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>

**ACTION POINTS COMPLETED**

<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/AND	3.7.17	✓