

Present: Deborah Tiffany, Iain Macleod, Michael Kitcatt, Sarah Shimmin, Rich Morgan, Sarah Turner and Will Edmondson

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

1. **Appointment of Chair:** Deborah Tiffany was elected Chair of the Quality Committee for twelve months, at the extra meeting held on 12.10.16.

2. **Apologies:** Sheila Bratt. Deborah Tiffany and Will Edmondson gave notice that they needed to leave College by 8.00pm.

3. **Standing Items**

- (i) Deborah Tiffany declared an interest in item 6 and Sarah Shimmin declared an interest in item 4(iii). No other declarations of interests were received.
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) No urgent business was identified, although the Clerk gave notice that she had copies of the extra meeting held on 12.10.16 for approval at item 4(ii).

4. **Minutes**

(i) Minutes of the Quality Committee: 28th June 2016

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, those action points outstanding are shown below.

The Deputy Principal reported on the introduction of the e-mark book confirming that the first summary assessment for the year had been entered and the second assessments were taking place. Due to illness in the IT Section the final reports had not been produced but data reports would be produced in time for parent's evening. In response to questions raised he commented that:

- Progress had been made, but it may take a year to get it right.
- Feedback from staff is sometimes contradictory, so may take some time to work out the best way to make use of the e-mark books.
- IT support is reactive at the moment; he would like it to be proactive so that staff do not lose momentum.
- The e-books enable individual target to be set for students and to be reviewed by all staff; subject teachers, HoDs, HoY, SMT and tutors.
- Discussion is conducted through him at the moment. He confirmed that there is no forum for discussion of the new e-mark books.

The Staff Governor commented that staff were experiencing some teething problems with the e-mark books, for example there is no publish button.

The Committee **noted** the information provided.

(ii) Minutes of the Quality Committee: 12th October 2016

The minutes of the Quality Committee meeting were **confirmed** as a correct record, subject to 3 typographical amendments.

(iii) Minutes of the Complaint Committee: 6th July 2016

The chair presented the minutes of the Complaint Committee and invited the Principal to comment on the committee's recommendations. The Principal reported that:

- The Student Conduct Policy was considered to be fit for purpose, but that some minor amendments had been made for clarification (see 8 below).
- The Acceptable Use Policy was reviewed regularly by SMT.
- The Data Subject Access Request procedures had been followed correctly.
- Attendance records were updated promptly, but short delays in updating occurred sometimes following parental notifications by phone.

The minutes of the Complaint Committee meeting were **received** and the information provided was **noted** by the Committee.

5. Quality Assurance

(i) Quality Assurance

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

- Student numbers, targets and class sizes; that 1435 was likely to be the final number of students on roll for 2016-7.
- Equality & Diversity; Some very small numbers of students were involved here, but that data was shared with HoDs and any groups identified as a concern were monitored.
- Teaching & Learning observations; Lesson observations revealed an increase in good and outstanding scores, although the purpose of the observations was to support TDS, not to grade lessons.
- Student Feedback; the Committee discussed 'study skills' feedback, Access students' feedback and LRC.
- E-mark book : (see detailed discussion under item 4(i) above.)

The Committee spent some time reviewing the Quality Improvement Plans for Maths, Chemistry and Geography. In particular, governors asked for the monitoring of ideas for improvement, the addition of timescales and focus on key improvements. The Deputy Principal agreed to provide feedback to the relevant HoDs and also to report updated QIPs to the next Committee meeting.

The Committee **noted** the information provided and **requested** that in addition to reporting back further on 3 QIPs scrutinised that evening, the Biology QIP also be reported to the next meeting.

(ii) Self-Assessment Report

The Deputy Principal presented the draft self-assessment report (SAR) and responded to questions raised. He confirmed that:

- Outcomes for learners was borderline good due to poor AS results.
- Under the heading 'areas for improvement', 14 areas of concern had been identified; they were not listed in priority and included some identified in the previous year.
- Information contained in the SAR would form the basis of the Q&D Plan for 2016-17.
- The completed SAR would be published on the College website and a copy must be sent to Ofsted.
- It had become more difficult to compare success rates with other colleges now that not all Colleges provided AS level qualifications.

The Committee spent some time discussing the content of the SAR and the grading 'good'. On balance governors concluded that an overall grad of 'good' was accurate provided that the areas of improvement identified were successfully addressed.

The Committee **agreed to recommend that the Governing Body approve** the SAR for 2015-16 as drafted, subject to the acknowledgement that the College was 'only just' a grade 2 'good' overall.

(iii) Quality and Development Plan

The Chair invited the Principal to present the Q&D Plan and his report on year 11 destinations and marketing. The Principal confirmed that the Plan attached to the agenda was the final update for 2015-16, including details of outcomes for students, and that those sections coloured dark blue were areas of concern which would be closely monitored. He responded to questions raised in relation to archaeology, biology and Drama and Theatre.

The Deputy Principal advised that a draft Q&D Plan for 2016-17 would be circulated in draft once SMT had finished making their comments.

With regard to Year 11 destinations, the Principal confirmed that those pupils who applied to the College but not enrolled would be emailed to find out why. He also confirmed that he still intended to conduct a marketing survey.

With regard to marketing, the Principal confirmed that although the marketing budget had been reduced by £27,000, he did not expect this to have an adverse effect on recruitment. He reported that SMT were reviewing the college Induction Days to see if they could be more appealing and that there was a plan to add YouTube clips to the College website.

The Committee **noted** all the information provided.

6. Governance

The Clerk presented her report and responded to questions raised, particularly in relation to the performance data for 2015-16.

The Committee reviewed the Governing Body/Governors performance during 2015-16, noting that the dip in achieving the KPIs had coincided with two particularly difficult years for the Governing Body (ATM incident, Area Review, Ofsted and Academisation) and commenting that governors had risen well to the challenges presented to them.

The Committee agreed to recommend the following targets for 2016-17:

	Criteria	Target 2016-17
1	Governor attendance at GB & C'ttee meetings	80% attendance
2	Governor attendance at training sessions	80% attendance
3	Number of papers tabled at meetings	5% of papers at meetings
4	Number of planned policy reviews completed	90% of reviews carried out

5	Duration of (i) Governing Body meetings (ii) Committee meetings	90% 3 hours long or less 90% 2 hours long or less
6	Governor replies to self-assessment questionnaires	90% replied
7	Link Governor visits	11 per annum
8	Scrutiny of Subject Quality Improvement Plans	4 per annum

The Committee approved the annual training programme for governors as attached to the agenda and agreed to recommend the outline programme for the annual conference, subject to any amendments which the Principal may consider appropriate.

Deborah Tiffany left the meeting at this point and Iain Macleod assumed the role of Chair at this point.

The Committee **agreed to recommend** the re-appointment of Deborah Tiffany a for a further four year term.

Deborah Tiffany returned to the meeting at this point.

Deborah Tiffany and Will Edmonson left the meeting at 8.00pm. Iain Macleod resumed the role of Chair at this point.

7. Academisation

The Principal reported that both the application to convert to a MAT and the application for restructuring funds had been submitted on 14.11.16. An acknowledgement from the Department for Education was awaited. He confirmed that all the partners mentioned in the application to convert had been informed and none had objected. He also reported that he had recently met the new Regional Schools Commissioner, Chris Quinn, at a Worcester Association of Secondary Heads meeting.

The Committee **noted** the information provided.

8. Policy Reviews

- (i) ILT Strategy Policy: The ILT Strategy Policy was approved without amendment.
- (ii) Admissions and Fitness to Study Policy: The Committee noted that the Fitness to Study policy was now part of the Admissions Policy.
- (iii) Curriculum and Programmes of Study Policy: The Committee noted that the Programmes of Study had been amalgamated into the Curriculum Policy.
- (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.

9. Closing Standing Items

- (i) Risk Management: The Committee reviewed the meetings and agreed that no further risk management issues had been identified as academisation was already referred to in the Risk Register and the decision to recommend SAR grade 2 was taken after careful consideration and reflection.
- (ii) Impact: The Committee's careful consideration of QIPs would lead to improved subject provision for students.
- (iii) Any Urgent Business: No urgent business was identified.
- (iv) Date of Next Meeting: Wednesday, 8th March 2017

The Acting Chair thanked Jo for her attendance and for all the work she does for governors and for the Quality Committee in particular. The Acting Chair also thanked Rich Morgan for his contribution to the work of the Quality Committee as Staff Governor.

The meeting finished at 8.12 p.m.

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

Date:.....

QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 16th NOVEMBER 2016

ACTION POINTS CARRIED FORWARD

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
QC/16.11.16/5(i)	Report back further on 3 QIPs and Biology QIP	EYS	QC 8.3.17	
QC/16.11.16/5(i)	Report back on the e-mark book and link with subject reviews	EYS	QC 8.3.17	
QC/16.11.16/5(i)	Establish a timetable with HoDs for QIP updating and report back	EYS	QC 8.3.17	
QC/16.11.16/5(iii)	Circulate revised Q&D Plan once SMT comments added	EYS	QC 8.3.17	
QC/16.11.16/8	Amend policy review table to reflect new names of policies	JJP	November 2016	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
QC/28.6.16/4(iii)	Report back (further) on e-mark book	EYS	QC spring term*	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
QC/28.6.16/4(i)	Revise Strategic Aims to include evaluating A levels	MWK	GB 13.7.16	✓
QC/28.6.16/4(ii)	Investigate and report back on areas where students had felt 'raw deal'	EYS	QC autumn term	✓
QC/28.6.16/4(iii)	Feedback to HoD re English GCSE	Rob Shepherd	July 2016	✓
QC/28.6.16/5	Circulate governor training questionnaires	JJP	June 2016	✓
QC/28.6.16/8(i)	Revise RR&AM and QA Policy as suggested by the Committee	EYS	GB 13.7.16	✓