

Present: Iain Macleod, Sheila Bratt, Will Edmonson, Michael Kitcatt, Sarah Shimmin and Sarah Turner.

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

1. Apologies: Deborah Tiffany. In the absence of the Chair, Iain Macleod was unanimously appointed Chair for the meeting. Alex Daw and Barbara Saraiva were 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.
- (iii) No urgent business was identified, although the Deputy Principal gave notice that he had a power point presentation and additional information in relation to item 4(ii).

3. Minutes

(i) Minutes of the Quality Committee: 16th November 2016

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.

Minutes of the Quality Committee: 4th February 2017: The minutes of the Quality Committee meeting were **confirmed** as a correct record and signed by the Chair.

4. Quality Assurance

(i) Self-Assessment Report

The Deputy Principal presented his report confirming that the aspect of the SAR identified for scrutiny by the Committee was target setting, an aspect highlighted by Ofsted at the last short inspection. He confirmed that the summer training session for staff would include:

- Setting targets for students in lessons
- Identifying and correcting any lack of progress
- Literacy and numeracy
- Success of certain groups of students.

In response to questions raised he confirmed that the aspects of concern identified in the SAR had been covered in the Q&D Plan (see item 4(ii) below) and that better outcomes with higher grades was the key to improving the College standing with Ofsted. He confirmed that some improvements had already been observed in year and he expected to see further improvements next year.

The Committee **noted** the information provided.

(ii) Quality Assurance

Subject QIPs – Biology, Chemistry, Geography and Maths: The Deputy Principal presented the updated QIPs commenting that staff were firmly on board with the process and keen to see improvements. That while the HoDs were assisting with the monitoring of the QIPs, the QIPs were the responsibility of subject staff.

In response to questions raised the he confirmed that:

- The new member of staff receiving mentoring support was an NQT under the College NQT Scheme (add reference to Scheme to QIP).
- All HoDs were interested in team building and the sharing of ideas.
- Maths syllabus had not yet been selected for the following year.

Committee feedback on the updated QIPs included the following observations; it was evident that work was going on to progress the QIPs, a focussed approach was evident and there was evidence of active dialogue within Departments.

E-mark book and summary assessments:

The Deputy Principal circulated a print out of some summary assessment data, explained the content and confirmed that it was a useful management tool. (The Committee asked for grid lines to be included.) He responded to questions raised in relation to discrepancies between target and actual grades, literacy and further developments of the process.

The Deputy Principal provided a power point presentation of the web based summary assessment process demonstrating how staff can set, review and amend targets for students. In response to questions raised he confirmed that staff could see if students had viewed the targets and staff could see any feedback logged by students. He also commented that so far only 40% of parents had logged onto the system.

The Deputy Principal then provided a demonstration of the e-mark book and the types of reports that could be generated by the system from the data entered. In response to questions raised he confirmed that there had been a very professional response and staff had responded well to the new process. He confirmed that it was possible to filter the data and this could be used to target interventions where needed.

Review of student destinations: The Committee **noted** the information provided and **thanked** Student Services for the comprehensive report.

The Committee **noted** the information provided and **thanked** The Deputy Principal, IT section and other staff for all the hard work they had undertaken to get the new processes underway. In particular, the Committee **thanked** the IT Section for embracing the new process and for making such huge progress with the new system.

Timetable for HoD to review QIPs: The Committee **noted** the information provided.

(iii) Quality and Development Plan

The Principal presented the current Q&D Plan commenting that the numerical targets set out in the first few pages would be populated once students' results were received. In the remainder of the document progress was colour coded (no colour = action not yet due). The Committee considered the content of the revised Plan. The Deputy Principal responded to questions raised in relation to moderated grades. The Principal responded to a number of questions raised in relation to marketing.

The Committee **noted** the information provided and **recommended** that the Marketing Working Group should focus on getting video clips on the website and highlight that the support available for individual students' needs (flexible time table, tutorial system etc.) was excellent.

(iv) Academisation Update

The Principal reported that the DfE Transaction Unit was still assessing the College application to convert to a MAT. A further meeting with DfE representatives was planned for Friday 10.3.17. He presented the revised mission, vision and values for the proposed MAT and confirmed that these had been shared with the TU representatives. He confirmed that the proposed consultation period was now 27.3.17 to 28.4.17 and details of the consultation process would be provided on the College website.

The Committee **noted** the information provided.

5. Governance

The Clerk presented her report and responded to questions raised in relation to training needs identified in governors' appraisals, student governors following conversion and the remaining work required in relation to the conversion to a MAT. The Clerk highlighted the phenomenal support provided by the Principal's PA, Jo Payne in connection with the conversion to a MAT.

The Committee **noted** the information provided and **agreed** that no amendments to the Confidential Minutes Register were required.

6. Policy Reviews

- (i) ILT Strategy Policy: The Deputy Principal presented the amended policy highlighting the excellent work carried out by the IT Section, increasing the number of computers in college from 850 to 900 in year at the same time as saving money.

The Committee **noted** the information provided and **approved** the policy as amended. The Committee **asked** that their thanks be extended to the IT Section for the work carried and for the revised policy.

- (ii) Quality Assurance Policy: The Committee **approved** the policy with the minor amendments described.

- (iii) Complaints Policy: The Committee **approved** the policy with the minor amendments described.
The Committee **noted** the information provided regarding an anonymous summary of concerns received since the date of the last meeting.

- (iv) Safeguarding Policy, Action Plan and Annual Report: The Committee **approved** the policy with the minor amendments described.

The Committee **noted** the information provided in the comprehensive up-date report. The Committee **noted** the enormous amount of work undertaken by the safeguarding team and the fantastic level of support offered to students. The Committee extended their heartfelt **thanks** to the safeguarding team, and Ruth Scotson in particular, for all their hard work.

(v) Governor Appointment Policy (vi) Access to Meetings Policy (vii) Tabling of Papers policy: These three policies were approved without amendment.

7. Closing Standing Items

- (i) Risk Management: The Committee reflected on the debate held and the content of the risk register entries relating to the Quality Committee. The Committee **agreed** that currently the greatest risk to the College was the failure to recruit sufficient numbers of students. The Committee **requested** that SMT continue to focus on marketing and recruitment, promoting the College’s strengths and those aspects described as outstanding by Ofsted.
- (ii) Impact: The Committee reflected on the debate held and **agreed** that the close monitoring of QIPs had directly contributed to the improvement of subjects QIPs and thus the provision of education to students. In addition, the Committee considered that the e-mark book and summary assessment process reviewed that evening would potentially have a huge impact on the quality of the provision of education for students.
- (iii) Any Urgent Business: No urgent business was identified.
- (iv) Date of Next Meeting: Wednesday, 14th June 2017

The meeting finished at 8.00 p.m.

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

Date:.....

QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 8th MARCH 2017

| Report Reference | Action Point | Person Responsible | Completion | Check |
|-------------------------|---|---------------------------|-------------------|--------------|
| 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 | |

ACTION POINTS CARRIED FORWARD

| Report Reference | Action Point | Person Responsible | Completion | Check |
|-------------------------|---------------------|---------------------------|-------------------|--------------|
| | None | | | |

ACTION POINTS COMPLETED

| 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* | ✓ |
| 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 | ✓ |