

Present: Deborah Tiffany (Chair), Sean Devlin, Sarah Turner, Sheena Payne-Lunn, Alex Daw, Emily Furniss 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 and Michael Kitcatt.

2. **Standing Items**

- (i) There were no declarations of interest.
- (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: 14th February 2018

The minutes of the Quality Committee meeting were **confirmed** as an accurate record. An update was received on the action points arising from the minutes.

Whilst changes to the ILT Strategy would not impact on governors access to KPI's in the medium term, the Deputy Principal advised that there was an increased risk of disruption in the short term due to IT Support staffing and the reduction in the number of programmers, but in the medium term, staff had been appointed and strategies put in place. It was added that exam results and other important information would be shared with governors by other methods if they could not be accessed on Govweb. The Committee requested an update at the autumn term meeting.

The Interim Clerk informed the Committee that staff were made aware of the Confidential Reporting Policy as part of their induction and details on how to access the policy were signposted in the staff room which both teaching and support staff have access to.

The Committee **noted** the information provided.

(ii) Confidential Minute of the Quality Committee: 14th February 2018

The confidential minute was **confirmed** as an accurate record.

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

(i) Strategic Issues

a. Admissions Target

The Deputy Principal presented the Principal's report which proposed an admissions target of 1366-1520. The actual student number this year had been used as the minimum with an explanation given as to potential roll over of students into the second year and methodology used to set the upper boundary of the target. The Deputy Principal noted that, whilst applications were approximately 70 down on the same point last year, the Principal believed that numbers next year would be the same as the current year.

The Committee **agreed to recommend** the Admissions Target of 1366-1520 to the Governing Body for approval.

b. Admissions and Fitness to Study Policy

The Deputy Principal outlined the proposed changes to the policy which included:

- Amendments to reflect the management structure for next academic year;
- The addition of failure to disclose exclusion from high school as a possible reason to refuse admission;
- Reference to a three year programme instead of a Level 2 programme to ensure that students are only enrolled on a Level 2 programme where there was a viable progression route at the College. Students would not be enrolled on Level 2 programmes where they would not benefit nor have viable progression to Level 3.

In response to questions, the Deputy Principal advised that:

- Reference to the three year programme would be replicated in the Prospectus and other printed and online materials;
- Significant resources are put into the support of students with learning difficulties and the College was funded for ten high need places;
- Whilst it is very rare for the Fitness to Study aspect of the policy to be used as a means of refusing admission, it was extremely beneficial to the Heads of Year in their discussions with students and their parents to ensure that suitable support was in place to ensure their success.

The Committee **noted** the information provided and **approved** the policy as proposed. Governors challenged whether Fitness to Study was potentially used to discriminate against particular students e.g. those with learning difficulties, whilst the Deputy Principal was able to reassure the Committee that this was not the case, governors requested appropriate data to evidence this. The Interim Clerk advised that the Resources Committee received an annual report from the Learning Support Manager.

c. Draft Mission Statement and Strategic Aims

The Deputy Principal advised that no changes were proposed to the Mission Statement. He referred to the proposed changes to the Strategic Aims particularly in respect of the shift to linear delivery and the need to change the culture so that it was accepted that students are enrolled on two year programmes. It was noted that the provisional dates for A Level exams in summer 2019 had been released and it was a significant concern that exams begin 2-3 weeks earlier than in the current exam cycle.

There was some discussion about the need for a more holistic approach to delivering content over the two year programme and the need to keep students motivated at the end of the first year. The Committee noted the challenges of delivering a linear A Level in a shorter timeframe with more and harder content. The need to embrace the change to linear delivery wholeheartedly was emphasised and the Deputy Principal advised that this would be a focus of summer term staff training in terms of Mindset.

The Committee challenged the removal of delivering courses in partnership with local providers as an aim. The Deputy Principal advised that it did not mean that there would be no collaboration, only that opportunities were limited. The Committee **requested** that the Principal be asked to consider retaining this aim with wording changed to refer to developing collaboration or embracing opportunities for collaboration where possible.

The Committee **agreed to recommend** approval of the Mission Statement and Strategic Aims **subject to** the above amendment.

(ii) Quality Assurance

The Deputy Principal presented his report and highlighted the following points:

- He had been disappointed by the lack of ownership demonstrated by the Geography team in terms of improvement strategies and welcomed the opportunities presented by their replacement with new staff;
- Core Maths would be compulsory for students enrolled on subjects identified as having high numerical content;

- Students not enrolled on Core Maths would be enrolled on Supported Study;
- Students would be informed of this at Course Confirmation and the support it would offer to their subject and the UCAS points associated with it would be explained;
- He was pleased with the enthusiasm and proactive approach of the Quality Manager who had attended Ofsted inspection nominee training;
- The former HMI that visited College on behalf of the FE Commissioner, had been critical of the College's lesson observation programme as the observation outcomes did not reflect student outcomes. The Committee challenged the College's management to respond to the HMI's criticisms and suggested less notice for lesson observations and more frequent learning walks amongst other things. The Committee agreed that consideration should be given to prioritising observations for underperforming subjects and staff as a means of supporting improvement given the link to outcomes.

In response to challenging questions from governors, the Deputy Principal advised that:

- The turnover in Geography staff over the past few years had been due to a number of factors. The current subject leader and the temporary teacher of Geography had resigned and two new appointments had been made, one of which had subject leader experience and was keen to take on this role;
- Consideration would be given to Geography and Geology fieldtrips and making them less burdensome for the staff involved. The staff governor, who had accompanied some of these trips, agreed that they could be managed more efficiently;
- Some staff had expressed concerns that the Quality Manager role had not been advertised, however, the decision had been made to enable the £160,000 savings on SMT to be realised and to remove the need for compulsory redundancies;
- The Heads of Year had agreed not to teach next year and to take on tasks currently undertaken by members of SMT;

The Committee **noted** the information provided and it was **requested** that the Committee review the Geography QIP and receive feedback on consultation about the lesson observation programme at the autumn term meeting.

(iii) Quality and Development Plan

The Deputy Principal advised that the Quality and Development Plan had been updated and invited any questions from the Committee. In response, he advised that:

- Attendance had not been compared against like for like data, but this had been addressed and attendance was similar to previous years;
- The HMI who visited on behalf of the FE Commissioner had been impressed with the systems in place to monitor student progress, but more consideration needed to be given to the interventions used as a result of the monitoring;
- The internal Summary Assessment system had been developed via the Dashboard, but as IT programmers had left, it was proposed to move away from in-house development and to purchase software so as to alleviate pressure on the IT Support Manager.

The Committee asked the Deputy Principal if there were any budgetary implications of purchasing software and he advised that one of the IT programmers could not be replaced so the cost of purchasing software would be cost neutral.

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

(iv) Curriculum

The Deputy Principal presented his report and highlighted the following:

- Students would not enrol on AS courses with the exception of Further Maths;

- Students would ordinarily enrol on three A Level subjects (or vocational equivalent) although the most academic would be able to study a fourth subject;
- Time allocated for BTEC Level 2 had been reduced from seven to six lessons which was still in line with the weighting of the qualification;
- A Levels in English Language and Literature and Law would continue to be offered, although there was still some uncertainty about GCSE Sociology and History;
- Some enrichment offerings would no longer be offered including bronze and silver Duke of Edinburgh;
- If finances permit, the College would continue to offer Medical Ethics and Latin and Greek Certificates as enrichment options;
- Some subjects had moved to a new department in an attempt to spread department GLH more evenly;
- The Personnel Manager had not been replaced, but the College had engaged the services of Liberata consultants who had been recommended by local schools and who had, so far, been impressive.

The Committee raised concern that only the gold Duke of Edinburgh award would be offered and **asked that consideration be given** to offering the silver award perhaps in liaison with an external body, Hereford Sixth Form College or making a higher student/parent financial contribution towards the costs.

(v) Academisation Update

The Deputy Principal reminded governors that previous efforts to work with local schools in a MAT arrangement had not been successful. Discussions with Hereford Sixth Form College were ongoing and there was a generally positive and enthusiastic response from governors and staff about the partnership, although the Deputy Principal was aware that there were some anxieties among support staff in relation to the potential for efficiency savings in administrative areas and this was reflected by the comments of the staff governor.

The Chair of the Governing Body, the Principal and Deputy Principal visited Hereford Sixth Form College at the start of the week to discuss a common vision and timeframes with their Chair, Principal, Deputy Principal and Finance Director. The Governing Body would be asked to approve the submission of an application form at the July meeting and the consultation exercise would be repeated in September. It was anticipated that the MAT would come into effect in the summer term 2019 or at the start of the 2019-20 academic year. Due diligence would be undertaken and the Interim Clerk advised that a meeting of the Academisation Working Group would be convened to consider this information with a view to making a recommendation to the Governing Body.

The Deputy Principal alerted governors to the need to monitor the impact of academisation next year given the reduction in senior management capacity in order to maintain focus on meeting the needs of students.

The Committee **noted** the information provided.

5. Governance

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

- Composition of the Audit Committee had required urgent attention as it had failed to be quorate this academic year. The Interim Clerk had posted the vacancies with Inspiring Governance and Governors for Schools and three potential governors had expressed an interest and subsequently applied and met with the Principal and the Interim Clerk. The Interim Clerk had made proposals in relation to the appointments which the Committee were asked to consider;
- Due to the need to populate the Audit Committee, the Committee were asked to approve the use of a Chair's Action to confirm any recommendations in order that newly appointment members of the Audit Committee could attend the forthcoming meeting;

- Student Governor elections would proceed in the second half of the autumn term;
- A training programme for governors would not be proposed given the need to focus on academisation and securing senior management appointments. The Interim Clerk would ask the Governing Body to consider what, if any, training they felt appropriate in relation to their responsibilities under GDPR legislation;
- No changes were proposed to the terms of reference and only minor changes to the cycle of business to reflect current names of policies;
- The schedule of meetings for next year was provided in draft and followed the same cycle as this year.

(The Interim Clerk withdrew from the meeting at 7.19pm)

The Committee discussed the Principal's recommendation in relation to the Interim Clerk position.

(The Interim Clerk rejoined the meeting at 7.21pm).

The Committee **noted** the information provided and agreed to **recommend**:

- The appointment of Abi Stephenson as an external governor and member of the Audit Committee for a four year period;
- The appointment of Ben Kenwright as a co-opted governor and member of the Audit Committee for a four year period;
- The appointment of Paul Shewry as a co-opted governor and member of the Audit Committee for a four year period;
- The re-appointment of Jo Payne as Interim Clerk for a further year or until the point of academisation, whichever is sooner.

The Committee **approved** the use of a Chair's Action to confirm the external appointments prior to the meeting of the Audit Committee on 27th June.

The Committee **noted** their thanks to Jo Payne for her work as Interim Clerk which had been undertaken alongside the role of PA to the Principal and Peter Whyte for his highly effective input as Student Governor.

6. Student Council

- (i) The Staff Governor and Student Council Liaison Officer presented the annual report and commented that the Council had been very effective. The following points were made:
- Having a first and second year student in leadership roles had worked well and enabled a degree of continuity. It was hoped to recruit a first year to act as Chair early next academic year to continue this arrangement;
 - The Council often acted autonomously as their meetings often coincided with staff or cross-College meetings that the Student Council Liaison Officer had to attend;
 - Peter Whyte and Emily Furniss had been enthusiastic and proactive members of the Council and the fact that they were also Student Governors had been beneficial;
 - Links had been made with Leukaemia Care and events were being planned and included a charity leg wax and charity football match.

The Committee **noted** the information provided and commended the Council on their achievements.

7. 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:

- The introduction of T Levels in 2020-21 and the uncertainty over Applied General qualifications which makes up 20% of the College's provision;
- The score in relation to reduced operational effectiveness as a result of loss or retirement of senior staff had been reduced to reflect arrangements that had been agreed to support the reduction in the number of senior managers and the training that the Deputy Principal (Principal Designate) and Quality Manager had or were due to attend. The potential for vulnerability due to the loss of IT Support staff was noted;
- The ESFA had requested an action plan to address issues related to Maths and English GCSE evening class provision. The Deputy Principal advised that the courses were free to those who had not previously achieved a grade C/4 or above and that whilst students performed better than was typical, retention had been poor. Retention in the current academic year was already below last year so there was potential for this provision to be challenged. The viability of continuing to offer evening classes would be kept under review.

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

- (ii) Impact: The Committee considered that all aspects of the discussions were aimed at ensuring excellent provision for students. The scrutiny of underperforming curriculum areas and the rigour of the lesson observation programme contribute to this. The challenge in relation to decisions about reducing enrichment offerings was also noted.
- (iii) Any Urgent Business: No items were raised.
- (iv) Date of Next Meeting: Wednesday, 14th November 2018 (subject to approval by the Governing Body).

The meeting finished at 7.44pm.

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

Date:.....

QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 13th JUNE 2018

Report Reference	Action Point	Person Responsible	Completion	Check
QC/13.06.18/3(i)	Provide an update on the potential disruption to governors' access to KPIs due to changes in IT Support staffing.	EYS	14.11.18	
QC/13.06.18/4(i)b.	Share Learning Support data.	EYS	October 2018	
QC/13.06.18/4(i)c.	Re-phrase strategic aim reference to delivering courses with other providers.	MWK	11.07.18	
QC/13.06.18/4(ii)	Feedback on consultation about lesson observation programme.	EYS	14.11.18	
QC/13.06.18/4(iv)	Consideration to be given to alternative means of enabling students to complete silver Duke of Edinburgh award.	MWK/EYS	July 2018	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check

ACTION POINTS COMPLETED

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	✓