

**Present:** Deborah Tiffany (Chair), Sean Devlin, Sarah Turner (arrived at 5.37pm), Sheila Fallon, Sheena Payne-Lunn, Ed Senior, Isabel Swift and Kat Bashar.

**In Attendance:** Carl Rusby (Quality Manager), Jo Payne (PA to the Principal/Interim Clerk to the Governing Body)

**1. Apologies:** Emily Furniss. Carl Rusby gave notice that he needed to leave at 7.40pm.

The Chair welcomed new governors Isabel Swift and Kat Bashar to the meeting.

## **2. Standing Items**

- (i) No interests were declared.
- (ii) Those items referring to individual members of staff or students were identified as confidential. An item relating to the recent Quality Visit was identified as confidential and would be considered at the end of the meeting with staff and student governors being excused.
- (iii) The confidential item was also identified as urgent business.

## **3. Minutes**

(i) Minutes of the Quality Committee: 14<sup>th</sup> November 2018

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 commented that the monthly updates were useful and contained relevant information to keep governors' informed.

## **4. Quality Assurance**

(i) Self-Assessment Report

The Principal presented the key judgements from the Self-Assessment Report and thanked Carl Rusby, Quality Manager, for writing the SAR;

The Quality Manager outlined the identified areas for improvement and made the following points:

- BME and economically disadvantaged students did not perform as well as others nationally;
- It was difficult to define those who were classed as economically disadvantaged as this did not correlate to those in receipt of Pupil Premium at school. The information on students defined as economically disadvantaged was being made available to staff;
- The work experience model introduced for CPLD this academic year whereby students were out on placement two days a week would be extended to Health and Social Care next year.

In response to questions the Principal and Quality Manager advised that:

- Flying Start was an initiative which had been in place for a number of years aimed at encouraging students to come to lessons with appropriate equipment e.g. folders. This was given a particular emphasis in the first few weeks of teaching to encourage good study habits;
- Challenges in IT Support had not affected teaching and learning tools such as Moodle;

- In year progress data was shared with all teachers and senior managers were speaking to groups of students who were off track in more than one subject to ensure they were aware of improvement actions;
- The PDR process linked to the lesson observation process as the observation picked up on individual and course targets identified as part of the PDR. There was some discussion about the lesson observation process and the staff governor commented that she thought it was a better process. The Principal commented that whilst the new process meant that there was more dialogue between the observer and observee, the time taken to complete the form and provide feedback was not sustainable. Consideration would be given as to whether this level of observation was required for all staff and there would be consultation around any changes being proposed. Governors agreed that the observation forms they had seen were too detailed and consideration should be given to other models e.g. two year rolling programme or concentrating effort on the areas where outcomes were poor.

The Committee **noted** the information provided and **agreed to recommend** to the Governing Body that the Self-Assessment Report for 2017-18 be approved.

(ii) Quality Assurance

The Committee considered the Quality Improvement Plans for Biology, Geography, Drama and Spanish further to requesting to review them at the last meeting. The following points were made:

- The Biology QIP had not been a priority given the significant staffing issues. The Principal explained the measures taken to address the staffing issues;
- The Geography QIP was well focussed.
- The Drama QIP was very detailed and addressed the key issues that had been identified. The staff governor was able to explain the actions she had taken to bring about improvement including a focus on literacy and coursework;
- The Committee noted that there were no dates identified for completion in the Spanish QIP. The Principal advised that he thought that the staff in Spanish were making good progress.
- The student governor said that she would welcome more assessments and the Principal said that the College was considering how best to approach linearisation.

The Principal presented the key aspects of his report and highlighted the following:

- Internal progression from Level 2 to Level 3 had increased although progression from the first to second year of a Level 3 programme was slightly lower;
- There was a 20% decrease in the number of students applying to university and that there was a trend towards localism;
- Teaching questionnaires were completed using Survey Monkey and, although the response rate was disappointing, the outcomes were similar to previous years and were overwhelmingly positive;
- Retention was significantly better this year and it was suggested that this was a consequence of the shift to a linear model;
- Progress in English and Maths GCSE resits was really good;

The Principal outlined the various value added measures and explained that the DfE value added score was disappointing as it took into account the AS performance where the student did not continue with the subject to A Level. ALPs scores show that students made expected or close to expected progress. The Committee were unfamiliar with the Ofsted Inspection Data Summary Report and the Principal spent some time explaining the data

which was consistent with the ALPS outcomes. It was noted that when students had lower prior attainment, they did well and that high grades was an issue for the most able.

The Committee **noted** the information provided.

(iii) Quality and Development Plan

The Principal outlined key areas of the plan and responded to questions as follows:

- Over 80 students were enrolled on the Ambition Programme this academic year. The great success of this had been thanks to the work of Ruth Scotson and Paul Morris and was a contributory factor to the College being selected as an HE+ Hub for the county. The number of applications to Oxbridge had increased and five students were offered places this year;
- The tennis courts had been resurfaced and bookings had already been confirmed which would generate income in the region of £4,000. Planning permission has been sought to install permanent lighting which would extend the times that the facilities could be used;
- The remaining temporary classroom would be removed from the site at Easter;
- Site security arrangements had been introduced and students had generally responded well. Card readers were being installed and would be operational within the next few days;
- A meeting was held with some users of the smoking toleration zone and consideration being given to the points they raised. The student governor said that students referred to the new area as being like a cage and wanted a larger space.

The Committee **noted** the Quality and Development Plan for 2018-19 and the update provided.

Marketing Update

The Committee **received** the notes of the inaugural formal marketing team meeting further to the appointment of a Marketing Co-ordinator. There had been some criticisms of the College marketing identified in feedback from the Quality Visit and the Principal took the opportunity to reassure governors of the activities that were being undertaken both in terms of marketing and liaison.

The demographic information was considered and the Committee **noted** the proactive approach that the College continued to take to improve recruitment.

The Committee **noted** the information provided.

(iv) Academisation Update

The Principal reported that the College was still on track to convert and join the Heart of Mercia Academy Trust on 1<sup>st</sup> April. It was noted that clarification was being sought on policies and which would be at academy or Trust level. The Principal advised that this was particularly pressing where there might be a challenge about the process, for example, in the event of an appeal against a Student Exclusion. If College policies were to continue being used in the interim period, a statement from the Trust to this effect would be helpful. A member of the Committee who was also a Trustee agreed to raise this with the Shadow Board.

The Principal commented that the forecast was for a small surplus this year and even if the College were not to academise would have a balanced budget next year which was testament to the efforts of all staff. He added that academisation was a choice for the College and not a necessity for financial purposes.

## 5. Governance

The Interim Clerk presented her report and outlined the following points in relation to the Local Governing Body:

- On the basis that the College academises on 1<sup>st</sup> April the composition of the Local Governing Body would need to reflect the composition agreed by the Trust which includes 13 independent members, 2 parents, 2 members of staff, 2 students and the Principal.
- The second parent governor vacancy was being advertised and the second staff governor vacancy had been advertised with one nomination received.
- Consideration should be given to the need to ultimately replace the four College governors who were also Trustees. Whilst in the short term they could continue as a local governor, as more academies join the Trust, it is best practice for Trustees to remain independent on an individual academy. The Local Governing Body would need to search for suitable individuals with relevant skills to fill these positions which would then be approved by the Trust. A new Chair and Vice-Chair would also be required.
- The Local Governing Body needs to decide whether it will operate with sub-committees. The Hereford Sixth Form College Governing Body will have a Quality and Curriculum and Finance and Resources Committee.

The Committee expressed a general consensus that the role of the Quality Committee was extremely important and felt that there should be a Quality and Curriculum sub-committee of the Local Governing Body.

The Interim Clerk outlined the following in respect of governor vacancies and appointments:

- Alex Gwinn, a member of the IT Support Team, submitted a nomination for the staff governor vacancy. His nomination statement was referred to and his role as a student and staff governor at other institutions was noted;
- Angela Davis' term as external governor expires at the end of March. It was proposed that Angela was re-appointed;

*(Sarah Turner withdrew from the meeting)*

- Sarah Turner had expressed an interest in becoming an external rather than a co-opted governor and her term of office ends in July. The Committee noted the contribution Sarah had made to the Quality Committee and the moderation process.

*(Sarah Turner rejoined the meeting)*

The Committee agreed to **recommend**:

- The appointment of Alex Gwinn as staff governor for a period of two years;
- The re-appointment of Angela Davies as an external governor for a period of four years;
- The appointment of Sarah Turner as an external governor for a period of four years.

The Interim Clerk referred to feedback from the Annual Conference which was positive and summarised points raised in appraisal documentation. Consideration would be given to appropriate training for governors as the College becomes a 16-19 academy and referred to the National Governance Association Learning Link which would be shared with governors.

The Committee **noted** the information provided and **reviewed** the confidential minutes register. It was decided to remove the confidentiality relating to the secondment to the role of Deputy Principal.

## 6. Policy Reviews

### (i) Quality Assurance Policy

The Principal advised that a statement had been added to the policy to add an extra check by the Quality Manager in relation to the handover of work between outgoing and new subject staff. Other proposed changes reflected the new management structure and lesson observation process.

The Committee **noted** the information provided and **approved** with policy with minor changes as outlined.

### (ii) Complaints Policy and register of complaints/concerns

The Principal advised that the policy had been amended to include reference to the process for making an allegation of fraud or financial irregularity.

The Committee **approved** the minor changes to the Complaints Policy. It **noted** the contents of the complaints and concerns registered and no trends or common themes were identified.

### (iii) Confidential Reporting Policy

The minor changes to the policy were considered and **approved**.

### (v) Safeguarding Policy, Action Plan and Annual Report

The Committee **approved** the minor changes to the Safeguarding Policy and **noted** the contents of the action plan and annual report. The Committee thanked Ruth Scotson and Julie Ferman for the comprehensive report and noted that a new lead governor for safeguarding would need to be appointed.

### (vi) Governor Appointment Policy

The policy was approved without change.

### (v) Access to Meetings Policy

The policy was approved without change.

### (vi) Tabling of Papers Policy

The policy was approved without change.

## 8. Closing Standing Items

### (i) Risk Management:

The Principal outlined the highlighted changes to the Risk Register and Assurance Map and advised that the risk of reduced operational effectiveness due to the loss of key personnel had been increased as in the event that academisation did not happen or was delayed there would be a need to reconsider arrangements put in place in the Finance team.

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

- (ii) Impact: The Committee noted that the scrutiny of QIPs and consideration of feedback from the Quality Committee would assist with ensuring quality of provision for students. The importance of consideration of student wellbeing in terms of site security and safeguarding was noted.
- (iii) Any Urgent Business: See 'Confidential Minute'.
- (iv) Date of Next Meeting: Wednesday, 12<sup>th</sup> June 2019

The meeting finished at 8.09pm.

The Principal thanked Deborah Tiffany for over 10 years' dedicated service as Governor and wished her well for the future. Deborah had supported the College through two Inspections and her contribution to additional meetings including the Academisation Working Group, Complaints Panel and also as the designated Safeguarding Governor had been greatly valued.

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

Date:.....

**QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 13<sup>th</sup> MARCH 2019**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
QC/13.03.19/5	Share details of National Governance Association Learning Link with governors.	JJP	March 2019	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
QC/13.06.18/4(iv)	Consideration to be given to alternative means of enabling students to complete silver Duke of Edinburgh award.	EYS*	July 2019*	

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
QC/14.11.18/4(i)	Monthly KPI updates to be emailed to governors.	EYS/JJP	Ongoing	✓
QC/14.11.18/4(i)	Share anonymised examples of lesson observation forms at the next meeting.	CR	March 2019	✓
QC/14.11.18/5(ii)	Feedback on the courses of students identified as economically disadvantaged and any trends.	EYS/CR	March 2019	✓
QC/14.11.18/5(iii)	Review formatting of the Quality and Development Plan.	JJP	12/12/18	✓