



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
3.00pm, MONDAY 13 JUNE 2022  
Held in the Deputy Principal's Room, Main House**

<b>Members:</b>	*Richard Barker; *Frances Jenkins; Robert Lasseter; *Annetta Minard; *Luke Rake (Principal); *Kay Taylor (Chair); *Debs Thomas; *Jim Tirrell (Co-opted Member)
<b>In attendance:</b>	*Tom Hallam (Deputy Principal); *Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *Vanessa Gifford (Clerk)

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ITEM NO.	DETAIL	ACTION
1.	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest <b>NOTED</b> .	
2.	<b>APOLOGIES</b>  Apologies for absence <b>RECEIVED</b> from Robert Lasseter	
3.	<b>MINUTES OF THE MEETING HELD ON 30 MARCH 2022</b>  The Committee <b>AGREED</b> the minutes of 30 March 2022 as a true and accurate record, and <b>APPROVED</b> them for website publication.	
4.	<b>MATTERS ARISING</b>  The following matters arising from the minutes of 30 March 2022 were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• Welfare costs were still being progressed.</li> <li>• Breakdown of applications at all levels would be included in reporting going forwards.</li> <li>• A cost base exercise on delivering the additional 40 hours would be carried out when the Budget was complete.</li> </ul>	<b>NP TH LR</b>
5.	<b>FEEDBACK ON OFSTED INSPECTION</b>  The Deputy Principal had presented two document prior to the meeting which had shared with the Ofsted Inspection Team prior to the visit, with specific curriculum and quality updates on Agriculture and English and Maths.  The Deputy Principal proceeded to update on the Ofsted Inspection and	

	<p>the following points were noted:</p> <ul style="list-style-type: none"> <li>• There had been significant changes within the English and Maths department although there was no data to demonstrate impact. A three year upward trend for retention had been noted.</li> <li>• Apprenticeships had been graded 'Requires Improvement' within the College SAR due to the number of students out of funding and significant progress had been made, and the provision had been included in the new quality cycle.</li> <li>• The Inspection Team had given 48 hour notice of a Full Inspection over four days. 9 Inspectors undertook the inspections with Shadow Inspectors in place.</li> <li>• The Inspection was considered to be very useful timing as the report would provide a springboard to progress to 'Outstanding' within the next cycle, which was considered to be achievable from the feedback provided.</li> <li>• It was noted that the draft report had been received, and was considered to be a fair assessment, and once agreed the full report would be shared. A separate Ofsted Action Plan would be produced. Separate from the QIP, as it would be more detailed. It was also agreed to include known actions that had not been scrutinised by Ofsted.</li> <li>• A number of areas had been considered to be the top end of 'Good', including Behaviour and Attitudes; Adult Provision; and Apprenticeships.</li> <li>• The Deputy Principal advised that the 'requires improvement' outcome of High Needs provision was disappointing, and this was mainly down to the college's ability to be able to provide sufficient evidence to the inspection team. One of the outcomes as a result of inspection would be 'Not documented, not done' and this would be applicable to high needs and all other provision types. The Education Inspection Framework gave different interpretations and this inspection had been the first time that the College had been graded individually for this provision type – and indeed fully inspected since 2014 and as a result an overall good for overall effectiveness was an excellent outcome.</li> <li>• A feedback meeting had been held with the High Needs Team and Careers Team to review the outcome on careers provision for High Needs students.</li> <li>• The Deputy Principal considered that there was now a sharply focused set of development needs to progress. Work would be undertaken over the summer to ensure that High Needs provision was improved for September.</li> </ul> <p>The Committee considered the report to be positive and congratulated the whole team.</p>	
6.	<p><b>FE CURRICULUM &amp; QUALITY POSITION STATEMENT</b></p> <p>The FE Curriculum &amp; Quality Position Statement was <b>NOTED</b>, alongside discussions in the previous item.</p>	
7.	<p><b>APPRENTICESHIP REPORT</b></p> <p>The Apprenticeship Position Statement was <b>NOTED</b>.</p> <p>The Apprenticeship Data was <b>REVIEWED</b> and an update provided on the</p>	

	out of funding students, noting that the Arborist apprenticeship was a 24 month Standard and had been heavily impacted by the pandemic.	
<b>8.</b>	<p><b>HE REPORT</b></p> <p>The HE Monthly Quality Review Report was <b>NOTED</b> and the Deputy Principal advised that a HE Board meeting had been held the previous week.</p> <p>The following further points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• A decline in attendance was expected once HE Students had completed their examinations</li> <li>• Changes in staffing had been put in place to ensure that marking was carried out in a timely manner.</li> </ul>	
<b>9.</b>	<p><b>QIP UPDATE</b></p> <p>The QIP Update was considered and the following points <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The Deputy Principal advised that progress was mainly around ongoing systems development.</li> <li>• The Deputy Principal would soon be commencing the SAR process for 2021/22 and would be looking to review the presentation now that systems were in place, to improve culture. He considered that staff had taken on changes well and wanted to improve.</li> </ul>	
<b>10.</b>	<p><b>SAFEGUARDING/</b></p> <p>The Assistant Principal reported on Safeguarding and the following points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• There were 151 open cases of safeguarding and 182 welfare cases over 125 different categories.</li> <li>• 757 concerns had been received since the start of this academic year in September 2021.</li> <li>• Concerns were split 50:50 for safeguarding and welfare. The gender split was approximately 50:50 for safeguarding and 60 male;40 female split for welfare.</li> <li>• The main themes were around: <ul style="list-style-type: none"> <li>➢ Anxiety</li> <li>➢ Mental health</li> <li>➢ Self-harming</li> </ul> </li> <li>• There had been an increase in child protection plans.</li> <li>• There were no current Prevent cases and Safeguarding was considered to be effective.</li> </ul>	
<b>11.</b>	<p><b>COMPLAINTS/COMPLIMENTS</b></p> <p>The Complaints and Compliments report was <b>NOTED</b></p>	
<b>12.</b>	<p><b>COMMITTEE TERMS OF REFERENCE AND WORK PROGRAMME 2022/23</b></p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> the Committee Terms of Reference and Work Programme 2022/23 to the Corporation.</p>	
<b>13.</b>	<p><b>RISK REGISTER</b></p> <p>No new risks were identified for the Risk Register, although it was suggested that the risk of Ofsted be lowered. It was agreed to leave it where it was as</p>	

	the risk had not changed. There was also an increasing number of concerns of welfare which should be monitored to ensure there was adequate resource.	
<b>14.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>The following items of further business were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>The Deputy Principal advised that he was currently reviewing the SAR process and would look at the provision type for the SAR's. He intended to reduce the amount of information required by the Heads of Department to provide a streamlined process. The Clerk questioned whether there should be an individual Governance SAR and it was agreed that the focus was on learning.</li> </ul>	
	<i>The meeting closed at 4.25pm with no further business.</i>	

**APPROVED:** 26 September 2022