



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
3.00pm, MONDAY 30 JANUARY 2023  
Held in the Whatmoor Room, Main House**

<b>Members:</b>	*Richard Barker; *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); *Tamzen Hannam (Assistant Principal – Curriculum & Quality); *Vanessa Gifford (Clerk)

ITEM NO.	DETAIL	ACTION
1.	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest <b>NOTED</b> .	
2.	<b>APOLOGIES</b>  No apologies for absence were <b>RECEIVED</b> , noting that a 6-month sabbatical had been agreed for Jim Tirrell.	
3.	<b>MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2022</b>  The Committee <b>AGREED</b> the minutes of 14 November 2022 as a true and accurate record, subject to a small typographical error, and <b>APPROVED</b> them for website publication.	<b>VG</b>
4.	<b>MATTERS ARISING</b>  The following matters arising from the minutes of 14 November 2022 were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• The actions had all been followed up at the December Corporation meeting.</li> </ul>	
5.	<b>FE CURRICULUM &amp; QUALITY POSITION STATEMENT</b>  The FE Curriculum & Quality Position Statement was <b>SCRUTINISED</b> , and the following points <b>NOTED</b> :  <b>Lesson Observations</b> The Deputy Principal advised that the next round of lesson observations had commenced the previous week and it would be useful to receive the results for comparisons and trends with a full year of data. He considered there to	

be an improvement from the previous year with only 17.5% graded as 'Requires Improvement' and 0% graded as Inadequate, with a lot of new staff in place. It was noted that the Learner Voice was taken into consideration during performance management reviews. The Deputy Principal explained that 'unqualified' staff were capable, but did not hold the correct qualifications, and were undertaking teacher training alongside their college teaching and was delivered on site.

The Committee questioned whether continuing 'Requires Improvement' triggered action on performance. The Deputy Principal advised that the performance management process was triggered where all factors would be considered. Meetings were held with him and the HR Manager with some staff being informally supported, and there had been no requirement to initiate a formal procedure to date. The Committee suggested there should be a clear process with criteria in writing to avoid challenge.

It was noted that a Learner Voice Survey had been released that day and that usually there was good feedback with teachers encouraging students to complete.

#### **Attendance**

Attendance was noted at 91.4%, with a period of illness being registered prior to the Christmas break.

#### **In Year Retention**

It was noted that the current position was 93%, (5% higher than the previous year).

#### **Recruitment Process and Applications**

The report was noted with approximately a 45-50 student decline on the previous year. The Deputy Principal was not concerned at the present time as applications would continue to fluctuate. The Committee discussed the departments that were significantly down. The Deputy Principal advised that there was a positive increase in Level 3 first years and further internal students to apply as progression.

#### **14-16 Schools Programme**

The good progress with this project was noted with the Committee emphasising that it was good to do but there must not be any drain on resources, and full commitment from schools would be available at the end of June 2023. It was suggested that further resources would be required for the Learning Centres but the Deputy Principal advised that their own support staff would be accompanying those students. It was questioned how dual registration would be affected and the Deputy Principal advised that the College was a service and the students were not enrolled on the College systems. It was agreed that the only risk could be student clashes with younger students on site but acknowledged that this had occurred with the Studio School and had been carefully managed, and these students would not be utilising college transport.

#### **Prison Education**

It was noted that the College had submitted a tender at a local level for this provision. The College had passed the evaluation stage and the final outcome was awaited.

#### **T Level Wave 5 capital bids**

The update was noted with the clerk advising that the bid required governor support and this would be gained via GVO over the next couple

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	<p>of days.</p> <p><b>Higher Education</b> It was agreed that an Intake Report would be shared on GVO. It was agreed to recommend to the Corporation that the College should seek permission from the DfE to use the name 'University Centre' when referring to its higher education provision.</p> <p><b>The Princes Trust</b> The update was noted, with the potential of new courses in September 2023.</p> <p><b>International – Bermuda</b> The update was noted and it was agreed that this activity was low risk with all costs paid up front, and provision was well received. Further potential with other talks was encouraged.</p> <p><b>Year 11 Open Day</b> The new method of engagement with students was encouraged.</p> <p>The Deputy Principal was thanked for a good, clear paper.</p> <p>The Committee questioned where the College was with Apprenticeship provision and the Deputy Principal advised that all students had been catered for at Sparsholt College, Bicton College or continuing to complete in-house. The Principal advised that there had been some external angst and responses to the media had been provided.</p> <p>It was agreed that the next Committee would focus on the High Needs Actions from the Ofsted Inspection and QIP.</p>	<p>TH/VG</p> <p>NP/VG</p>
6.	<p><b>PROJECTED FE INTAKE</b></p> <p>The Projected FE Intake Report was <b>NOTED</b> and had been discussed under the previous item.</p>	
7.	<p><b>HE REPORT</b></p> <p>The HE Monthly Quality Review Report was <b>NOTED</b></p> <p>The following further points were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• It was considered that Retention was strong.</li> <li>• Progress had been made with the Action Plan.</li> <li>• The summary and additional notes was useful information.</li> </ul>	
8.	<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>• The sexual assault/abuse cases had been off site and being reported as historic.</li> <li>• The overnight/offsite processes were being reviewed for overnight stays</li> <li>• There had been more exclusions than normal and the Principal advised that this appeared to be an issue in the sector, with some students struggling post Covid. It was agreed that it would be useful</li> </ul>	

	<p>to have a comparison to 4 years ago.</p> <ul style="list-style-type: none"> <li>The Clerk alerted the Committee to new legislation called the Serious Violence Duty (also known as Martyn's Law after Martyn Hett, one of the victims of the Manchester Arena terrorist attack) "to keep people safe by introducing new security requirements for certain public locations and venues to ensure preparedness for and protection from terrorist attacks" and colleges were in scope. The Assistant Principal advised that the current criteria had been checked and the College was not in scope.</li> </ul>	<b>NP</b>
<b>9.</b>	<p><b>COMPLAINTS/COMPLIMENTS</b></p> <p>The Complaints and Compliments report was <b>NOTED</b></p>	
<b>10.</b>	<p><b>RISK REGISTER</b></p> <p>The Committee risks were scrutinised and the following points <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>Apprenticeships: it was suggested that this risk could be removed, however there were still some students completing their courses in house.</li> <li>Ofsted: the Committee would focus on High Needs at its next meeting as the inspection grade had been a surprise. The Assistant Principal advised that the actions were progressing well with many completed and the Committee would be updated at its next meeting.</li> <li>Welfare: one of the main aims of the College was to protect its students and the Committee were concerned that the wording of this risk felt insensitive. The Principal agreed to review. It was agreed that this item had to be continually reviewed and include the well being of staff. The Welfare Team should be monitored to ensure it could cope with any increases in students and staffing. It was agreed that the College should ensure that staff were aware of the available support to ensure that the students were given a good experience at the College.</li> <li>Academic process: it was agreed to review the phrasing of this risk as curriculum planning was subsumed within the provision, with operational plans put in place well in advance. It was agreed that the biggest risk to the curriculum was to ensure that it was in line with funding.</li> </ul> <p>No new risks were identified for the Risk Register.</p>	<p><b>NP/TH</b></p> <p><b>LR</b></p>
<b>11.</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>It was noted that Strategic Plan KPI's for this committee were required. SMT agreed to consider.</li> <li>The Corporation Chair suggested that an agreed position on the Area Review was required and would be discussed at the Corporation meeting, so that the College knew what it stood for and the land-based curriculum was protected.</li> <li>It was noted that in any merger the partnership would become a new provider in terms of Ofsted.</li> <li>It was suggested that the impact of the ONS decision could open discussions.</li> </ul>	<b>TH</b>

12.	<b>2022/23 MEETINGS</b> The following dates for 2022/23 meetings were <b>NOTED</b> : <ul style="list-style-type: none"><li>• 13 March 2023</li><li>• 12 June 2023</li></ul>	
	<i>The meeting closed at 5.00pm with no further business.</i>	

**APPROVED:** 13 March 2023