



MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held on Microsoft Teams
Thursday 25th November 2021 at 6 pm.

Present:

Ruth Seabrook (Chair)	Jane Duscherer
Ben Obese-Jecty	Natasha Meade

Helen Odham (Advising Officer)
Ken Kehoe (Clerk)

The Chair welcomed Jane Duscherer, Ben Obese-Jecty and Natasha Meade to their first meeting of the Quality and Standards Committee.

1. REGISTER OF INTERESTS

There were no declarations of business interests from the Trustees.

2. APOLOGIES FOR ABSENCE

There were apologies from Andy McVeigh and Emily Vanstone. These were accepted by the committee.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 27th April 2021 were approved as an accurate record, subject to the references on page 4 to Centre Assessed Grades being amended to Teacher Assessed Grades.

Action: Clerk to amend minutes of 27th April to refer to Teacher Assessed Grades.

4. MATTERS ARISING

There were two actions arising and one matter arising.

The Chair asked about the data from the Student Retention Report that suggested the College was below the MIDAS National Average for the other ethnic group. The Deputy Principal briefed that the lessons learnt would be picked up in the next Student Retention Report at the April meeting.

On the two actions arising:

Q&S2-001 The Deputy Principal to explore whether there are any significant advantages to using alternative means to store lesson recordings. **The Deputy Principal briefed that this was being looked at as part of a wider look into what ILT developments used during the pandemic could be continued in the longer term. This is part of the back to normal review.**

Q&S2-002 The Deputy Principal to report to the Chair of the committee if there were any issues raised with the Teacher Assessed Grades Policy. **There had been no issues raised with College's Teacher Assessed Grades policy.**

5. QUALITY PROCESSES 2021-22

The Deputy Principal briefed the committee on the Quality Processes for the current academic year, highlighting where the processes had been amended. This included an observation pilot with 7 departments across the College. They also discussed the SAR/QIP and Joint Review process which focuses on each individual department. For those departments where part of their results were not as expected in 2019, this has been picked up in their SAR/QIP and in the Joint Review this year for action.

The committee agreed that the SLT had put in place a very robust quality process and that the changes that had been made were a much better fit.

6. OFSTED UPDATE

The Deputy Principal updated the committee on the possibility of an OFSTED Inspection and how the College was working to help and support staff. The SLT felt that the College was prepared. Staff had had an INSET Day on 22 October on what would be involved with an OFSTED Inspection and had time together to plan. Data packs had been prepared for the Inspectors and would be kept updated. The SLT would also monitor the results of Inspections of other Colleges to see if there were any themes.

Trustees raised the following points:

There had been recent publicity that OFSTED Inspections were aiming to significantly reduce the number of schools judged "Outstanding". What was the SLT view? The Deputy Principal explained that, as a sixth form college, Esher was judged against a different inspection framework to schools. A number of schools have not retained their outstanding judgement but this does not necessarily affect the College. However, retaining an "Outstanding" judgment was in no way guaranteed, a variety of factors may come into play and preparations have included preparing for emerging themes from recent SFC inspections.

Were there any themes from those that had been inspected already? The Deputy Principal advised that the Inspectors appeared to be looking at teaching, learning and assessment since March 2020, safeguarding, the Prevent Duty and how Colleges were responding to the Ofsted review into Sexual Harassment in schools and colleges. This was not just about what measures the College had but also about what the impact of the policies was.

Assessing the impact of policies was incredibly difficult. The Deputy Principal explained that the College had carried out a Student Survey and they were monitoring and acting upon expression of concern forms. There were an increasing number.

Did the College have sufficient staff to cope with an increasing workload? The Deputy Principal advised that the SLT have increased the Student Welfare capacity and would continue to monitor capacity levels.

The increasing number of Expressions of Concerns forms should be seen as an impact of the College's policies and work. It showed that students felt able to raise issues with staff that could then be acted upon. This was a positive step in supporting students.

7. COLLEGE SELF-ASSESSMENT REPORT 2020-21 AND QUALITY IMPROVEMENT PLAN 2021-22

The committee considered the 2020/21 SAR and the Quality Improvement Plan for 2021/22. The Deputy Principal explained that whilst the SAR would be considered by any OFSTED Inspection team and that the targets in the QIP came from the areas of development in the SAR, it is also the key college development document for the year so there are aspects of College development and improvement included. In discussion the following points were made:

- The College's Strategic Plan referred to developing "British Citizens" and the Deputy Principal was asked if all students were British Citizens. She confirmed that they were or had indefinite leave to remain. This strategic point refers to our duty to explore British Values with students.
- HESA statistics continue to demonstrate how the College are successful in preparing students for university study. The results for students whose parents do not have a higher education qualification are particularly pleasing and the College should be commended for this work.
- The Deputy Principal noted that obtaining accurate destination data was complex and sometimes difficult to obtain as students have left the College. Having now contacted more students, the College have changed the university, Art Foundation and other FE data reflected in the draft received by the committee and this progression now stands at 80%. The Deputy Principal advised that the anecdotal evidence was that students were uncertain about whether to attend university as they were unsure what their experience would be. The committee agreed that the bullet on progression should be amended as proposed by the Deputy Principal.
- The value added outcomes of socially economically disadvantaged students whilst positive were lower than the College average and identifying and overcoming barriers for this group would be a focus for the coming year and is reflected in the QIP.
- While Government procedures for reporting attendance had not allowed the reporting of those students attending lessons on Teams for covid related reasons, had the College done so? The Deputy Principal advised that the teachers had monitored the attendance of such students through the use of insights on Teams.
- The work-related experiences that the College had provided was a real success. Looking to the Personal Development section, Trustees asked that the extension studies programme enables students to develop basic office skills (such as the ability to use PDF, PowerPoint and Word), to prepare them to operate at interviews and in the workplace, and to have basic financial literacy when they entered the workplace.

Action: The Deputy Principal to consider, with colleagues, how the Extension Studies activities addressed the points made by Trustees.

- Looking at Leadership and Management, key issues were the ongoing campaign to support the continuation of BTECs, staff well-being, the updating of the Strategic plan and the completion of the Property Development strategy.
- The broad range for the high-grade A-level target was agreed because of the uncertainty over where national benchmarks would be in 2022. The range was higher than last year, as the College understand that benchmarks will be between 2021 and 2019 levels.

- The focus of Target 10 should be on maximising the outcomes for socially and economically disadvantaged students, rather than investigating the gaps in the data. The text of the target should be switched around.
- With regard to Target 11 and student experience of harmful sexual behaviours in the wider community, we should be more precise what the College will be trying to achieve.

The committee approved the SAR 2020/21 and QIP 2021/22, subject to the comments of the Trustees, and agreed that the documents should be recommended to the Board.

Action: The Deputy Principal to amend the SAR and QIP, in light of the comments from Trustees, for recommendation to the Board of Trustees.

The committee thanked the Deputy Principal for her work.

8. ANY OTHER BUSINESS

None.

9. DATE OF NEXT MEETING:

Wednesday 27th April 2022.

*The meeting closed at 7.32pm.
Attendance was 67 %.*

Signed.....

Date.....

SUMMARY OF ACTIONS

Q&S1-001	Clerk to amend minutes of 27 th April to refer to Teacher Assessed Grades.
Q&S1-002	The Deputy Principal to consider, with colleagues, how the personal development activities addressed the points made by Trustees.
Q&S1-003	The Deputy Principal to amend the SAR and QIP, in light of the comments from Trustees, for recommendation to the Board of Trustees.

SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]

C/S	Minute	Topic
S	5	<p>QUALITY IMPROVEMENT PROCESSES 2021/22</p> <p>The Trustees agreed that the SLT had put in place a very robust quality process and that the changes that had been made were a much better fit.</p>

C	7	SAR 2020/21 and QIP 2021/22 The Trustees asked for advice on how the Personal Development equipped students for work and asked for amendments to targets relating to socially economically disadvantaged students, and on the College's response to harmful sexual behaviour.
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