

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE QUALITY & CURRICULUM COMMITTEE HELD ON Monday 27 June 2022 at 16.00

Present: Mr Steve Allen, Mr Joe Bensusan, Miss Rach Hughes, Mr Dan Lodge, Dr Grant Powell, Mrs Clare Ruaux, Dr David Skipp, Mrs Helen Smith, Mrs Beverley Valley

In attendance: Members of SMT – Mr Rob Hussey (VP Curriculum), Ms Andrea John (VP Pastoral)

Staff present during relevant items: Mrs Helen Mayer-Dean (Director of Student Support), Mr Matt Simpson (Director of Student Engagement)

Mrs Russha Sellings (Clerk)

Chair: Dr Grant Powell

1. Chair's Introductions and Apologies for Absence

The Chair welcomed everyone to the meeting which opened as scheduled. Mrs Valley arrived after the meeting had started.

New Co-optee to the Committee Mr Allen and new Student Governors Mr Bensusan and Miss Hughes were warmly welcomed to their first meeting.

Members confirmed they were content with the focus on strategic agenda items which included several policies and one as a consent item, as well as key reports under items 6-11.

2. Declarations of Interest

None declared with respect of the items on the agenda.

3. Minutes of the meeting held on 15 March 2022

The minutes of the previous meeting were approved without amendment.

4. Matters Arising

Item 14: China link school cost analysis – the Chair referred to the Principal who confirmed there would be a discussion of the international portfolio and profitability at the F&GP Committee meeting taking place the following day.

5. Policy Updates:

Papers: Behaviour, Safeguarding & Child Protection, Quality Assurance and Examinations & Assessment policies

(i) Behaviour Policy (*new overarching document*)

Mr Simpson was present to update members. To enable consistency across student facing policies, at the point of the Behaviour Policy review it was proposed the related policy documents were combined into an overarching suite. The language had been updated and modernised in the review process; there was clear reference to DfE guidance e.g 'use of reasonable force' and a robust framework of interventions to support behaviour standards in education post-Covid. The expectations of what constitutes misconduct were now more explicit within the Student Code of Conduct. Staff would receive updates at a forthcoming INSET day.

Members commented that the policy was clearly laid out, in particular the referral process. They asked whether students had been consulted during the review and whether there was adequate record keeping to ensure adherence with the Code of Conduct. Mr Simpson responded that the IT department were responsible for enforcing the social media aspects of the policy; the Code of Conduct was introduced at induction and covered in the ready to learn processes.

Members also queried whether the substance misuse guidance (Appendix 6) was rigorous enough. Mr Simpson urged caution as cases were complex and multi layered, quite often involving mental health issues and it was essential for colleagues to have the opportunity to make appropriate judgements. Furthermore, it was clear from the Code of Conduct the repercussions of misconduct. The Chair invited comments from the Student Governors who agreed the combined policy was both accessible and clear on what was expected of students.

Recommendation: The Governing Body approve the new Behaviour Policy.

[16.15 Mr Simpson was thanked for the updates and departed the meeting]

(ii) Safeguarding & Child Protection Policy (see draft KCSIE 2022)

Members heard from the VP (Pastoral) that the policy had undergone a complete redraft with the WSCC model policy and KCSIE statutory guidance 2022 used as reference. The implementation of safeguarding was crucial, and the policy clearly laid out responsibilities which included Governors. It was confirmed Safer Recruitment was covered separately under the Staff Recruitment Policy.

The VP (Pastoral) drew members attention to a recent addition of the duty to record 'low level concerns' and provided explanation including on the thresholds following questions. Instances of this were already included in the safeguarding report within the meeting papers, although currently all had been resolved.

The Staff Governor remarked on the 'Reassure, Record and Refer' disclosure guidance (Appendix 4) which was very helpful and Mrs Mayer-Dean said that staff would focus on this at the INSET day at the start of the new academic year.

The Chair planned to give an update at the next Governing Body meeting due to the extended length of the guidance and the training requirements for Governors. The Chair and VP (Pastoral) suggested more regular updates to the Governing Body and a standing agenda item would be considered for termly updates which could also be provided through the SAR and QIP.

Recommendation: The Governing Body approve the new Safeguarding & Child Protection Policy.

(iii) Quality Assurance Policy

The VP (Curriculum) reported minor updates and additions to the curriculum section. There were no comments raised.

Recommendation: The Governing Body approve the Quality Assurance Policy.

(iv) Examinations & Assessment Policy

It was confirmed by the VP (Curriculum) that the policy had been updated outside of the review period due to JCQ guidance on illness.

Resolved: The Q&C Committee approved the Examinations & Assessment Policy.

Policies to be endorsed to the Governing Body aside from Examinations and Assessment which was approved.

6. Student Support Annual Reports:

Papers: SEND, Safeguarding and Wellbeing annual reports

Mrs Mayer-Dean introduced the reports; the theme throughout was the need to adapt to students' mental health. The College had forged relationships with partner schools DSLs and were part of Operation Warren put in place due to the cluster of completed suicides in the local area. There had been 32 referrals from the College requiring triage since the start of the academic year.

A student wellbeing survey had been undertaken before Easter to assess the position and inform the response. Resilience was a key marker to address through regulation support.

[16.30 Mrs Valley joined the meeting]

A wider discussion took place about what could be done to address the issues locally. Mrs Mayer-Dean felt the pressure on external agencies meant that the team did what they could from a preventative perspective, however they were not mental health professionals.

The Chair invited questions by report.

(i) Special Needs (SEND) Report

Members focussed on increasing engagement with the bespoke 1:1 support for vulnerable students which was resource intensive for staff to provide. Mrs Mayer-Dean said resources were always channelled where needed and so were not wasted. The team had worked hard to promote the services. Routes through Ready to Learn and increasing the Student Support profile for example at the RCU may also help. It was observed that students often lacked confidence to seek support. Parent engagement was discussed around the plans for a new Parent Information Platform.

(ii) Wellbeing Report

Members asked whether the Student Services had the necessary resources they needed given the update on lack of support from agencies available in the community. The VP (Pastoral) responded that the College was well resourced and had recently increased staff capacity to include a new Safeguarding Officer. The College had also been involved in a recent lobbying for a community counsellor through WSCC.

(iii) Safeguarding Report

Covered under Item 5.

Members commended the work of the Student Services team and all the support they provide students across the College. The Student Governors echoed the positive comments and suggested that assistance with lower levels of anxiety was also helpful, thereby preventing issues escalating.

[16.50 Mrs Mayer-Dean was thanked for the updates and departed the meeting]

7. KPIs: Education

Paper: Education KPIs

The VP (Curriculum) provided some additional commentary to the KPIs; there was a positive outlook despite the turbulence of the pandemic period. The VP (Pastoral) advised that attendance was lower than 2018/19 levels due to the impact on student wellbeing as previously discussed. There was however a much improved picture for retention evidenced by the RAG ratings.

8. College Quality Improvement Plan (QIP) Parts 1&2

Paper: QIP 2021-22

The VP (Curriculum) reported that the majority of targets had been achieved with a small number RAG rated red equating to approximately 5% of the total QIP targets. The VP (Pastoral) added that the development of the Parent Forum would remain a target into the next academic year which would include the Parent Information Platform for Student Support and Wellbeing discussed under item 6.

It was further confirmed that the QIP still applied post-Ofsted and some aspects migrated into the Ofsted Action Plan.

The VP (Curriculum) sought the view of members on the layout of the QIP. Some members found the more detailed reporting on targets and corresponding sub-targets helpful and considered the overall purpose of the QIP. The Principal however reiterated the original rationale for reducing the number of objectives and level of detail in the College QIP, and that more detailed QIPs beneath this did provide the opportunity of a granular view. It was important to bear in mind the recommendations in the reporting review (recently discussed at UMAD). The VP (Curriculum) would revisit the future structure and report back. **(Action: VP Curriculum)**

9. External Quality Review (EQR): Enrichment

Paper: EQR Review (enrichment)

There were 3 questions posed during the process, the VP (Curriculum) informed members the first two had proved most useful in the EQR process. Collyer's 360 was designed to address all enrichment aims and there had been a positive response to the plans which was reassuring. It was explained to members the amount of time dedicated to enrichment in the timetable following a question and members understood it was important to be flexible to ensure a successful implementation.

Enrichment was also covered in the Ofsted Action Plan which was the next item on the agenda.

10. Ofsted Action Plan

Paper: Ofsted Action Plan

The VP (Curriculum) confirmed the action to enhance the introduction was completed in the updated document. There was significant progress on some of the substantial aspects of the plan and it was particularly important to have a bank of evidence of the impact. There would be continued focus on some actions where more development was still required for example PR analysis to be revisited by subject. Members expressed their appreciation for the strength of response. There was a discussion about the focus of future inspections although the VP (Curriculum) pointed out that this would largely be guided by the EIF and themes from other College inspections remained insightful.

Recommendation: The Governing Body approve the Ofsted Action Plan.

11. Stakeholder Feedback: Student Survey

Paper: Student Survey results

The high response rate above the 2019/20 survey was commended which was the last comparable survey prior to the pandemic, where there had been short optional surveys during this period. This was attributed to prompting through My Progress.

The VP (Curriculum) highlighted to members that while there were similar levels of satisfaction, less respondents answered 'strongly agree' which indicated a less extreme level of satisfaction. This was still considered hugely positive against the backdrop of the pandemic and testimony to the fantastic response of staff across the College. Members wished to ensure in future surveys were adapted so not to remain static, however it was thought consistency was key. The Staff Governor commented that there was also an opportunity to view more in-depth responses and respond to feedback at a subject tutor level.

12. AOB

The Chair advised this was the last Committee meeting of Dr Skipp who had previously been the Committee Chair and thanks were recorded for his input and commitment over the years.

13. Governance Quality Framework: Meeting Assessment

Paper: Committee ToR

It was noted that there was a good level of scrutiny by the Committee for the purposes of the QIP and SAR. It was useful to have Mr Allen join the Committee with his skills and experience.

The current ToR was included in the meeting pack and the Chair explained that all Committee ToR would undergo a full review in the next academic year. Comments were invited on the current ToR and there was nothing to note at this stage.

14. Date of the Next Meeting:

Monday 21 November 2022, 16.30 (all future meetings times to start at 16.30).

Meeting ended at 17.41

Chair

Date

RRS 01-07-22