THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE
QUALITY & CURRICULUM COMMITTEE
HELD ON Monday 26 June 2023 at 16.30

Present: Steve Allen, Dan Lodge (Principal), Dr Grant Powell, Clare Ruaux, Cristina Smeu, Helen Smith, Beverley Valley, James Yandell

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

                 Matt Simpson (Director of Student Engagement) to Item 5 only
                 Helen Mayer-Dean (Director of Student Support) to Item 6 only

                 Russha Sellings (Clerk)

Chair: Dr Grant Powell

1. **Chair's Introductions and Apologies for Absence**
   The Chair opened the meeting and warmly welcomed the new Student Governors. In reference to the pack, the Chair advised the summer term meeting was the biggest of the Committee's meetings and there were several key strategies and policies included for consideration covered under Items 5-7.

2. **Declarations of Interest**
   None declared with respect of items on the agenda.

3. **Minutes of the meeting held on 20 March 2023**
   The minutes of the previous meeting were approved without amendment.

4. **Matters Arising**
   Item 5a: Impacts on retention e.g. travel and diversity – the Chair commented that the impacts would be assessed and the VP (Pastoral) advised more time was needed to profile this.

5. **Student Engagement Report**
   Papers: Student Engagement SAR-QIP- review with data, Behaviour Policy

   (i) Directorate QIP review/annual update
   The Director of Student Engagement referred to the QIP review which provided the main framework to demonstrate improvements over the academic year, including progress against targets. The data also highlighted areas for future development. Action plans and the use of CPOMS and Behaviour Notes in MyProgress for recording incidents was now well embedded in practice. There were a range of concerns the College was seeking to address. One area of focus in particular, was behaviour management and the role and development of College security staff.

   The Chair invited questions from Governors. In respect of section B, target 5, the link between pastoral values and 'powerful marketing' was questioned. The VP (Pastoral) explained the key messaging around independence in the transition to college life. The Director of Student Engagement added that there had been an increase in communications during the marketing and admissions process to reiterate this. Members heard about 'Step up to Collyer's' which set out high expectations, and it was hoped that in the longer term, expectations set in advance and standards which were consistently applied would result in fewer conduct issues further down the line.

   Another question was raised on the quantity of action plans and it was clarified that numbers sometimes varied where they included intervention support plans which had increased over time;

these plans did not necessarily indicate a higher level of escalations and were in the main to support the students' learning pathways. This would be resolved at the next reporting review.

Members sought assurances about how non-Collyer's students might get onsite and the reasons behind this - one member was concerned about links to county lines. The Director of Student Engagement said student safety was at the forefront of security and trespassers were always challenged. In most cases the reasons were innocent, however there were occasions when the College would escalate incidents to outside agencies such as the police. It had been agreed to create a new entrance gate with an electronic barrier which would have the added benefit of encouraging compliance with wearing lanyards. The Student Governors were asked for their views; one felt that in general anti-social behaviour wasn't commonplace, although they were aware of groups of students vaping by the current entrance which wasn't overly detrimental to other students once onsite.

(ii) Behaviour Policy
This was broadly the same as the policy which had been overhauled in the previous year. It was noted the Library Code of Conduct had been added. There was positive feedback on the inclusion of a parent guide on action plans and a query was raised about the appropriate timing to share this information with new parents. The Director of Student Engagement said there were also plans for a new Parent Platform providing a range of resources and this would enable staff to sign-post to the appropriate information.

A member commented on whether the list of behaviours of concern in the table on page 13 corresponded with the Code of Conduct. It was thought it wasn't necessary to align completely as this was more of a guide for staff in tackling low level behaviours at an early stage, directing them to the right area for support.

There were no further questions.

Recommendation: The Governing Body approve the Student Behaviour Policy

[17.02 – the Director of Student Engagement was thanked for the updates and left the meeting]

6. **Student Support Annual Reporting and Key updates**
   Papers: Student Support SAR-QIP - review, Mental Health Strategy, Safeguarding termly updates slides, Safeguarding & Child Protection Policy

   The Chair informed members there would be a reordering of the items covered under this section.

   (i) Directorate QIP review/annual update
   The Director of Student Support spoke of the QIP underpinning the cross-college strategy and the framework to support a variety of stakeholders. Feedback was also being taken to inform the future plans including the views of the RCU through Wellbeing Officers and the Mental Health & Wellbeing linked Governor supported this approach. The crossover between behaviour and wellbeing was highlighted, in particular low-level behaviour and the work of the Directors of Student Support and Student Engagement complemented each other. Study skills was one area of guidance being considered for the Parent Platform. Take up of additional support and referrals remained a challenge also in terms of consent, in particular where students did not self-refer, however it was felt important that the wider Pastoral team made themselves as available and accessible as possible.

   There was a new Exams Access Arrangement (EAA) Co-ordinator, and the focus was on succession, improving the referral process and information management. Members commended the work and enhancements being made for the future, eliminating as many barriers to learning as possible.

   (ii) Safeguarding termly update - *focus on SEND / Wellbeing*

The VP (Pastoral) made reference to the data provided in the meeting pack and on screen. Next year it would be possible to compare trends year on year. While suicide attempts were lower in number than last year, ideation levels were showing an upward trend again. Members noted a slight rise in eating disorders and pregnancies and asked about what support was available for students. The VP (Pastoral) said the sexual health guidance delivered in tutorial followed on from PHSE in secondary provision and there was also signposting to access free contraception and sexual health support via Student Services SharePoint.

Additional data was presented on wellbeing and SEND and a discussion on counselling waiting lists followed. Members considered this further under the next item. In the SEND update, members commented on the number of students with extra time. The VP (Pastoral) said this had previously been higher than average, although had stabilised through the EAA Co-ordinator led approach. The latest figure was attributed to the level of access arrangements in schools generally post-Covid alongside the JCQ guidance on allowing exam breaks for those with mental health issues. Extra time for those with learning needs was arranged separately and some additional strategies were being employed such as assisted technology which would help delivery of exams from a logistics perspective.

The Chair took an action to liaise with the VP (Pastoral) about the next update to Governing Body. *(Action: Chair / VP Pastoral)*

(iii) Mental Health & Wellbeing Strategy
This new strategy had been developed to engage a wider audience and included relevant Government guidance. The Director of Student Support directed members to the West Sussex Continuum of Needs. Members expressed their concerns about staff wellbeing and sustainability in filling the gap caused by the general demand for external services including Early help and social care. The Director of Student Support agreed it was a challenge, however added that it was important for staff to have strategies to manage workload and maintain boundaries while offering support. The S7 leadership group had recently collaborated on this. Securing additional capacity privately was raised, however the cost was very high and services were already being funded by the College. The College was offered a discount for Relate referrals.

(iv) Safeguarding & Child Protection Policy
The VP (Pastoral) explained the differences between filtering and monitoring following the directives recently published in the statutory KCSIE guidance 2023. While students received and signed an agreement for the use of computers and were provided with a copy of the College's Privacy Notice, it was considered important to ensure this was fully understood by the student body. It was suggested this be raised via the RCU. *(Action: Student Governors / VP Pastoral)*

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

7. **Strategy Developments**
Papers: Education KPIs, QIP updates Parts 1&2, Pastoral Strategy, Curriculum strategy, Progression EQR, QA Audit report

a) KPIs (Education)
The VP (Curriculum) provided some commentary. A 65% A-Level high grade was expected. Value Added (VA) remained an unreliable indicator and this wasn't expected to be rectified until early 2025. A targeted approach to stuck subjects would take place in the next academic year which was the appropriate juncture to re-establish quality reviews. It wasn't thought that there was a correlation between subjects not previously studied at GCSE at those that were stuck. Members had previously suggested that those subjects who were performing well share good practice with others. There was a possible link with the staff appraisal process. For stuck subjects it was surmised that rigour and consistency was needed, especially with regard to overall management, schemes of work and feedback as exhibited by the majority of subjects where students achieve substantially above national averages. At the recent INSET day there had been a focus on

Teaching & Learning including a consultative approach to related policies and the Staff Governor observed this could be positive for stuck subject leaders.

The VP (Pastoral) provided relevant updates on the renewed attendance focus, in particular the relationship between behaviour and progression. It was pleasing to note that the College attendance rate was higher than the secondary school national average and 1A attendance had much improved this year. A member asked about patterns of absence identified by subject including enrichment and pro-study. The VP (Pastoral) acknowledged attendance for core subjects was higher, however for tutorial, enrichment and pro-study it remained at a steady level, although there may be other patterns to consider e.g lessons earlier in the day or regular missing of a set day/period. Members reflected on the latest retention data and it was noted at the PR1 stage, some students returned to their former school sixth forms.

b) College QIP 2022-23 Parts 1&2
It was noted that Part 1 had more areas RAG rated amber this was thought to be due to the time required for implementation. Vocational was trending slightly behind target and more evidence was expected next year. The VP (Curriculum) said the transition offer would be impacted by L3 reforms. Members noted with surprise that the T-Level Digital cohort was larger than average, although extending the T-Level provision wasn't within the proposed Curriculum Strategy. The Deputy Chair believed this was still positive in meeting the Skills requirements.

Updates on the Pastoral areas of the QIP were covered under previous items.

c) Draft Pastoral Strategy
The aims and objectives had been revised and the VP (Pastoral) said that Covid impacts had lessened and this was evident in the strategy. The expectations of the enhanced Ofsted Education and Skills inspection framework (EIF) were included and EDI and Student Voice were key aspects. There were no further comments.

Recommendation: The Governing Body approve the Pastoral Strategy.

d) Draft Curriculum Strategy
The VP (Curriculum) highlighted the 4 objectives. While the College was maintaining the current T-Level provision, expanding the offer in the period of current reforms wasn't considered compatible with the students' needs and the College strategic drivers. This meant that despite a stronger than average Digital T-Level cohort, numbers remained low and placements were resource intensive to secure. The College was likely to revert back to 80% A-Level and 15% L3 provision. There was a debate about being a top provider in county and what this meant for entry requirements. It was requested that the objective of attaining top 10 nationally was based on raw data as opposed to VA. Helen Smith agreed to feedback to the VP (Curriculum) offline before the strategy was presented to the Governing Body for approval. *(Action: Deputy Chair / VP Curriculum)*

Recommendation: The Governing Body approve the Curriculum Strategy subject to amends.

e) Progression EQR
The VP (Pastoral) summarised the findings which had been very positive. One recommendation of the review was on the effectiveness of virtual work experience (WEX) and an evaluation of the benefits of WEX more generally to create a more targeted offering. The Student Governors were invited to comment on their recent placements and relayed different experiences. The VP (Pastoral) agreed virtual WEX wasn't the favoured option but at least provided opportunities where other arrangements were not possible.

f) *Internal Audit Quality review
Noted as a consent item that had been received by the Audit Committee. There were no further comments.

8. **Stakeholder feedback**
   Papers: survey results

   (i) Parent Survey data
   The responses were not essentially comparable with the last data set when the survey had taken place during the pandemic. The Principal highlighted the need for additional social space and the Student Governors gave their feedback. An extension of the library created by the refurbishment of the Memorial Hall would reap benefits, however it was acknowledged the longer-term masterplan was crucial for future proofing the estate, especially if the College grew to 3,000 students.

   There were no further questions.

   (ii) Student Survey data
   The VP (Curriculum) reported marginal differences overall in responses. There was a notable decrease in written feedback and the mechanism to encourage students to give their views was discussed. The approach to surveying students would be revisited before the next survey.

   There were no further questions.

9. **AOB**
   Two matters were raised around systems and cohesive tracking, it was confirmed most student data was held on MyProgress, however academisation may bring opportunities to reflect on data and systems. The VP (Pastoral) took an action following feedback from a Student Governor on the use of pronouns and creating a way to enable students to feel comfortable in feeding back to teachers. *(Action: VP Pastoral)*

10. **Annual Meeting Assessment inc ToRs**
    The Nominations Committee had met the previous week and had considered the suggestion of including a statement on complying with the current Skills regime and the Chair read the suggested wording which the Committee confirmed they were comfortable with. The wording around the quorum would be revisited. *(Action: Clerk)*

11. **Date of the Next Meeting**:
    The Committee would meet again in the autumn term on Monday 20 November 2023, 16.30.

    The meeting closed at 18.35

    Chair…………..

    Date …………..

    RRS 27-06-23