



## MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held on Teams  
Thursday 30 November 2023 at 6pm.

### Present:

Natasha Meade (Chair)  
Jane Duscherer  
John Thater (Vice Chair)  
Andy McVeigh

Liz Gilroy-Scott  
Anna Mawson  
Dave Roberts  
Ross Robinson

Sagar Patel (Deputy Principal, Advising Officer)  
Catherine Davies (Clerk)

### 1. REGISTER OF INTERESTS

There were no declarations of business interests from the Trustees.

### 2. APOLOGIES FOR ABSENCE

All Trustees were present.

### 3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 27 April 2023 were approved as an accurate record.

### 4. MATTERS ARISING

**Q&S2-001** Deputy Principal to edit the reasons for leaving on the new style Leavers Form and to check the options are correctly used by TTL's. **The Deputy Principal explained that a new matrix is being added to the Leavers Form from 2024 which will provide greater clarity re the reasons for leaving.**

**Q&S2-002** Deputy Principal to review the use to "Entry Requirements Not Met" and feedback at the next Committee meeting. **The Deputy Principal commented that the code was used when a student enrolled in September 2021 but his GCSE results didn't meet the requirements to study the subjects he preferred (sciences) so he chose to leave.**

A Trustee asked for further information regarding students receiving a U grade at the end of 6.1 (and possibly dropping out) and the Deputy Principal gave an overview of the processes the College has in place to support a student achieving lower than expected grades at the end of their first year.

### 5. COLLEGE SELF ASSESSMENT REPORT 2022-23 AND QUALITY IMPROVEMENT PLAN 2023-24

The Deputy Principal introduced the College Self-Assessment Report 2022-23.

### Quality of Education

- Key successes include giving students tools to become effective, independent and resilient learners. These tools include 2 additional sets of formal exams opportunities and timetabled Supervised Academic Study (SAS) or Supervised Academic Learning (SAL) sessions with staff who can provide support.
- The Committee reviewed the A Level results data and noted the College pass and high grade rates were higher than the JCQ national benchmark. The Deputy Principal added that the strong GCSE results in Maths and English were particularly pleasing.
- The Committee also reviewed the HESA data which continues to show the College as 1 of the best in the country for preparing students successfully for Higher Education.
- The priorities for development or improvement were reviewed with Level 3 Reform being the key priority for the coming year. Single BTEC subjects were noted as an area for improvement due to the College results being below the SFCA benchmark and these courses will have a Department Insight Review.
- Department Development Cycles (DDC's) have been introduced to give departments greater autonomy to focus on core strategies to improve teaching and learning.
- Additional timetabled workshop time is being trialled to allow teachers to support students who need extra help or those who are performing well and need support to achieve the highest grades.
- Quality First teaching continues to be a priority and the growing number of students with access arrangements at the College was noted.

A Trustee asked for more information regarding the mandatory SAS or SAL sessions and the student response rate in the survey regarding the sessions. The Deputy Principal outlined alternative learning aids that may be introduced in these sessions to assist students in their independent learning.

A Trustee asked for more information regarding the cross-college survey question “when I am at College, I feel safe and secure” and the 94% strongly agree/agree response rate. The Deputy Principal replied that he is working with the S7 Colleges to pull together benchmarking data for student surveys and the College has installed new gates across the site to increase levels of safety and security.

### Behaviour and Attitudes

- The Deputy Principal outlined the successes including the tutorial programme (PDP) which was recognised by Ofsted in the 2022 report. High standards of behaviour continue to be a priority and the rota of staff walking around the College in break times is a positive action welcomed by students.
- Attendance is a priority for improvement and attendance rates have yet to return to pre-pandemic levels. (This is a national issue). The S7 Colleges are looking to produce benchmarking data on attendance.
- The Code of Conduct is due to be re-written and will align with the College's values and promote positive student behaviour.

**Action:** Assistant Principal to feedback re measures to improve attendance at the next Committee meeting.

### Personal Development

- The Committee reviewed the successful data regarding student outcomes and work experience opportunities organised by the Progression Guidance department. The Oxbridge programme is being supported by a boot camp being held at the College shortly.

- A restructure of the Progression Guidance department will help achieve the Gatsby Benchmark 8. The Deputy Principal commended the Extension Studies programme for high achievers and noted the College is looking to extend it to all students. A Trustee commented on how he had seen at first hand the benefits of the programme.

#### Leadership and Management

- The Deputy Principal outlined successes including student enrolment and enumeration figures.
- Investing in key leaders continues to be a success with a handful of middle leaders enrolling on the NPQSL course.
- Staff retention and recruitment continues to be a priority.

The Committee thanked the Deputy Principal for his report.

The Deputy Principal introduced the Quality Improvement Plan 2023-24.

The Committee noted that at the meeting in 2022 the rates of 99% for A Level pass rate and 60% high grade pass rate were set. The results of the Summer 2023 examinations just missed these targets, the Committee suggested amending the targets as follows:

Target 1 – To achieve a pass rate at A Level of 98% or above.

Target 2 – To achieve an A level high grade rate above the JCQ benchmark.

**Action:** Deputy Principal to amend wording for Targets 1 and 2 and confirm back to the Committee for discussion at the next Board meeting.

The Committee then reviewed the targets related to Level 3 Reform and Target 6 which explores expanding workshops for students across all departments and the financial implications of this initiative. The Chair questioned whether the performance indicator for Target 6 was correct and suggested the When/Who/Monitor Columns were reviewed for Targets 15-19.

**Action:** Deputy Principal to review performance indicator for Target 6 and edit the formatting of Targets 15-19.

## 6. UPDATE ON BTEC DEFUNDING

The Deputy Principal shared a table that highlighted vocational courses that are due to be defunded or replaced with AAQ's from September 2025.

The Committee noted the following:

BTEC Level 3 Diploma in Music Tech will be defunded from September 2024 and with a possible replacement AAQ announced to start in 2026.

From September 2025 single BTECs in Applied Science, Information Technology, Health & Social Care and Art & Design will be defunded. New AAQ's will be offered for most courses apart from the diploma in Applied Science and Health & Social Care.

From September 2026 Single BTECS and Diplomas in Art & Design, Performing Arts, Digital Film and Video Production, Film and Television Production, Business and Sports Coaching will be defunded. Alternatives AAQ's will be offered in most cases apart from Film and Television Production.

The Deputy Principal asked the Committee to consider the DfE's current expectation that students will study 1 x AAQ and 2 x A levels (and not a double AAQ and 1 A level). For example, a student may have to enrol on Sociology A Level when they would have previously studied a BTEC in Business, this will impact the Sociology Department which will need more resources for staffing to ensure the student is given extra support to achieve an A level grade. The Committee noted that SFCA believes the expectation maybe revised by the DfE to give students more choice.

A Trustee asked if the figure of 15% of the student cohort are enrolled on vocational course had remained static and the Deputy Principal said it has.

A Trustee asked about the course content differences of BTECS and A Level and the Deputy Principal replied that for Business the content is similar but for other subjects there is a difference in both content and methods of assessment.

A Trustee asked what planning is taking place to ensure students and parents are fully aware of the possible changes to course offering. The Deputy Principal replied that College is working with the Marketing Department to ensure communications are clear and consistent.

The Chair asked for clarification on the timeline and the Deputy Principal replied that the final list of courses to be defunded from September 2025 will be released in July 2024.

#### **7. ANY OTHER BUSINESS**

None

#### **9. DATE OF NEXT MEETING:**

The date of the next meeting is Wednesday 24<sup>th</sup> April 2024.

*The meeting closed at 7.30pm.  
Attendance was 100%*

Signed.....

Date.....

#### **SUMMARY OF ACTIONS**

<b>Q&amp;S1-001</b>	Assistant Principal to feedback re measures to improve attendance at the next Committee meeting.
<b>Q&amp;S1-002</b>	Deputy Principal to amend wording for Targets 1 and 2 and confirm back to the Committee for discussion at the next Board meeting.
<b>Q&amp;S1-003</b>	Deputy Principal to review performance indicator for Target 6 and edit the formatting of Targets 15-19.

**SUMMARY OF TRUSTEE CHALLENGE [C] / SUPPORT [S]**

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
S	5	The Committee thanked the Deputy Principal for his report.
C	5	A Trustee asked for more information regarding the cross-college survey question “when I am at College, I feel safe and secure”.
C	6	A Trustee asked what planning is taking place to ensure students and parents are fully aware of the possibly changes to course offering.