MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Tuesday 26th November 2024 at 6.00pm
Meeting held via Microsoft Teams

Present:

Natasha Meade (Chair)   Daniela Kvedaras Rivas
Mark Aulds   Dave Roberts
Jane Duscherer   Liz Gilroy-Scott
John Thater

Sagar Patel (Advising Officer)
Catherine Davies (Clerk)

1. **DECLARATIONS OF INTEREST**
   There were no declarations of business interest from Trustees.

2. **APOLOGIES FOR ABSENCE**
   None.

3. **MINUTES OF THE LAST MEETING HELD ON 24 APRIL 2024**
   The Minutes of the previous meeting of 24 April 2024 were underlined approved as an accurate record subject to a small typo.

4. **MATTERS ARISING**
   None

5. **COLLEGE SELF ASSESSMENT REPORT 2023-24**
   The Deputy Principal introduced the College Self-Assessment Report 2023-24. He started with an overview of the pathway of the drawing up and approval of the Report via the Department Joint Reviews, Cross College Reviews and then Committee and Board approval. Finally, the report will be stored on the Ofsted portal and is the first point of reference for an Ofsted visit.

   Quality of Education
   - Key successes include the excellent A Level results that exceeded JCQ and national benchmarks.
   - Value Added indicators such as Sixth Sense put the College in the top 20% of sixth form colleges in term of value added.
   - GCSE re-sit results put the College significantly above national benchmark data.
   - Teaching and learning continues to be driven by the question," *How do we help our students to become independent, effective and resilient learners?"* A cornerstone of this strategy is Quality First Teaching and the introduction of a Learning Support Lead teacher has strengthened the implementation of this initiative. Educational research shows this strategy is good for all student but especially those with SEND. (Around 30% of students at the College have some form of SEND).
   - Department Development Cycles have been rolled out across the College allowing all departments to work together on sharing best practice.

- Areas identified as a priority for development or improvement include the A Level targets of 99% pass rate and a high-grade rate of over 60%. The ambition of the College is to achieve these targets and then exceed them.
- Departmental Insight Reviews assist in focusing on departments with subjects that underperform; last year every BTEC subject had a Departmental Insight Review and the knowledge gained has helped drive forward reform of these subjects.

Behaviour and Attitudes
- The College delivers a successful tutorial programme called the Personal Development Programme which prioritises student growth, well-being and independent skills.
- Security has been increased around the site with the introduction of a new visitor lanyard system and access system which means students need an ID badge to move around the campus.
- Attendance is a priority, and the introduction of the Parent and Carer Portal has helped record attendance more efficiently. The Chair asked for attendance data in advance of the meeting and the Deputy Principal gave out the following statistics:
  Attendance in 2023/24 was 90.9% for 6.1 and 88.6 for 6.2. This is below rates in 2019/20 of 91% and 89%.
  Attendance is a national issue, and the Senior Leadership team is working on a comprehensive Attendance Strategy that will be shared with Trustees.

  A Trustee asked for data regarding the student surveys and the number of students who took part in the survey. The Deputy Principal replied that he will check the rate of return.

Personal Development
- The Excellence@Esher opt-in enrichment programme offers an opportunity for academic enrichment and progression to competitive university courses. The number of clubs offered to students has been increased, for example new clubs are Latin and Ancient History. EPQ's are offered in 6.1 and 6.2. Students wanting to study Law, Medicine and Natural Sciences now have specific advice delivered via timetabled sessions. Progression Pathways in 6.2 offers options such as Core Maths, LAMDA public speaking and a career development course.

  A Trustee asked for clarification on how the 6.2 Progression Pathways are introduced to students in 6.1 to allow time for consideration before the top 3 options are selected at the start of 6.2. The Deputy Principal replied that the options are introduced by the tutor in 6.1 but agreed that communication could be improved so that students are aware of all the options available for selection rather than options that the tutor is familiar with.

- The Progression Guidance team continues to work towards achieving the Gatsby 8 benchmark (allowing a student to meet with a trained careers counsellor).
- The SLT are working with Progression Guidance to ensure staff are trained on the new format for the personal statement section of the UCAS form.

Leadership and Management
- The successful enrolment of 2091 students for 2024/25 reflects the College's strengths.
- The build of the new classroom block shows the development of the property strategy.
- The new missions and values statement is being woven into the new Curriculum policy.
- The Director of HR is drawing up a People Strategy that will be shared with Trustees.
- The role of Data Protection Officer has moved from the IT Department to a member of the SLT and all staff have completed an online data protection training course.

- Communication across the College community and with external stakeholders is an area for improvement and a Communication Strategy is being developed.

Action: Deputy Principal to confirm the number of students who took part in the survey.

Action: Deputy Principal work with SLT re improving communication of Progression Pathways selection process to students when they are in 6.1.

The Committee thanked the Deputy Principal for his report.

6. **QUALITY IMPROVEMENT PLAN 2024-25**
    The Deputy Principal introduced the QIP for 2024-25

    The Committee noted that the key points of the QIP had been covered in Item 5 of the agenda.

    The Chair raised the following points:
    - In the Leadership and Management section of the SAR, its noted that the College needs to develop and implement an updated Digital Strategy for 2025-28 but this is not included in the QIP. The Deputy Principal agreed to amend the QIP to reflect this.

    - Point 9 of the QIP – " to develop a mental health strategy" – the Chair advised that an indicator to measures the success of the strategies outlined in the QIP should be developed.

    The Deputy Principal clarified that all the areas for development and improvement in the SAR have been captured in the QIP with the <u>key focuses</u> being:
    - Reaching the targets of 99% A level pass rate and 60% high grades.
    - Exceeding benchmarks for vocational subjects
    - Reviewing the vocational courses offered and make changes if necessary.
    - Quality First Teaching
    - Extension Studies and Progression Guidance
    - Attendance and Mental Health Strategies
    - College Strategic Plan 2026-29
    - People Strategy
    - Data Protection
    - Communication Strategy

The aim of the QIP in future years will be to move towards targets that measure the achievement of the key focuses.

A Trustee asked for more information regarding the change to the UCAS personal statement format and the Deputy Principal replied with an overview of the introduction of questions to this section of the form.

A Trustee who attended several Department Joint reviews noted the success of workshops and asked for more detail and the Deputy Principal replied that the workshops are timetabled, and the Assistant Principal for Teaching and Learning will be carrying out a review into the impact of workshops on student outcomes.

The Committee <u>recommended</u> the Self Assessment Report and Quality Improvement Plan to the Board of Trustees.

7. **ANY OTHER BUSINESS**
   None.

8. **DATE OF NEXT MEETING** – Thursday 24th April 2025

The meeting closed at 6.39 pm
Attendance was 100%

Signed and date ………………………………………

SUMMARY OF ACTIONS

1	Deputy Principal to confirm the number of students who took part in the survey.
2	Deputy Principal work with SLT re improving communication of Progression Pathways selection process to students when they are in 6.1.

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

C/S	Minute	Topic
C	5	A Trustee asked for clarification on how the 6.2 Progression Pathways are introduced to students in 6.1.
S	5	The Committee thanked the Deputy Principal for his report.