



The Henley College Corporation

**MINUTES of the Meeting of the Quality, Standards and Planning Committee  
held on Monday 13 March 2017 at 18.00**

<p><b>Members:</b> Peter Le Conte (PIC) Satwant Deol Mohammed Khaliel (MK) Eva Rickett Simon White Nikki Bulteel Keith Heron</p> <p><b>By Invitation:</b> Tristan Arnison Julian Brinsford Simon Cuthbert Catharine Darnton Beryl Richardson Lynn Jenkins</p> <p><b>In attendance:</b> Jacky Gearey</p>	<p><b>Chair</b> Independent Independent Parent Governor Independent Associate Governor Associate Governor</p> <p>Head of Faculty – Arts Head of Faculty - Humanities &amp; Quality Manager Deputy Principal Partner School Head Director of HR &amp; PD Head of Faculty - Science</p> <p>Corporation Secretary</p>
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Agenda Item	Minutes	Action by
3.1	<p><b>Opening of meeting and Welcome</b> The meeting opened at 18.06. Peter le Conte thanked everyone for attending and welcomed Catharine Darnton, the Partner School Head from Gillotts school.</p>	
3.2	<p><b>Apologies for Absence</b> Apologies had been received from Simon White.</p>	
3.3	<p><b>Election of Chair and Vice Chair</b> As the Chair Jasminde Love, had resigned due to health reasons in the January and the Vice Chair had stepped down, the election of both a Chair and Vice Chair was required. PIC said that he was prepared to stand in as Chair until the end of the academic year as did MK in the position of Vice Chair, the committee unanimously agreed.</p> <p><b>Resolved:</b> PIC to be Chair and MK to be the Vice Chair for the academic year 2016-2017.</p>	
3.4	<p><b>Declaration of Interests</b> There were no interests declared.</p>	
3.5	<p><b>Minutes of Previous Meetings</b></p> <p><b>Resolved:</b> that the minutes of the meeting held on 19 May 2016 to be approved as a correct record and signed by the Chair.</p> <p><b>Resolved:</b> that the minutes of the meeting held on 9 November 2016 to be approved as a correct record and signed by the Chair.</p>	



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3.6	<p><b>Matters Arising from the Minutes (including review of actions)</b> There were no other matters arising.</p>	
3.7	<p><b>Curriculum Intervention Plan Update</b> <b>Heads of Faculty (HoF)– Arts</b> The HoF covered two areas of concern – A level media studies and music. <b>Media Studies and Creative Arts</b> - coursework plays a big role in performance outcomes and has been the area of weakness as the physical performance is usually of a very high standard. Three actions were identified to help improve this area and were:  <ol style="list-style-type: none"> <li>1. EQR to review approaches and assist with sharing best practices.</li> <li>2. More structure approach to coursework with earlier, rigidly enforced deadlines. This is now in manageable chunks with a series of deadlines with better opportunity for feedback,</li> <li>3. Clear communication between teachers with regular meetings producing a more co-ordinated approach.</li> </ol> <b>Music</b> – 6 students – it was noted that the value added could be subject to considerable fluctuations because of the small size of cohort. All of the students were strong performers. It was the application of theory, which was seen to be the area of concern. Progress against the key strategic objectives were:  <ol style="list-style-type: none"> <li>1. Develop the students' understanding of theory and the ability to apply it to music through the provision of specialist enrichment sessions;</li> <li>2. Replace free composition unit with a more sustainable alternative - a technical studies option;</li> <li>3. Structured system of assessments and deadlines to develop disciplined study habits.</li> </ol> <b>Head of Faculty – Humanities</b> <b>Environmental Studies</b> – 7 students similar to music and so the value added for this group of students is difficult to predict. Staff are well supported and helped in the preparation of resources and assessment of work, the delivery has been geared towards examination outcomes. <b>Sociology</b> – 37 students – aim has been to raise the value added for the A level. Actions employed are:  <ol style="list-style-type: none"> <li>1. Student progress being closely monitored by staff in regular meetings;</li> <li>2. Additional time set aside for revision;</li> <li>3. Lunchtime workshops available to students with some students referred;</li> <li>4. Parents contacted where needed.</li> </ol> <b>Psychology</b> – 97 students split into 5 groups - this was a popular subject and included many students with undeclared issues. The actions taken include:  <ol style="list-style-type: none"> <li>1. Staff looking at developing how they assess work, providing consistent messages to all students;</li> <li>2. More work done on developing research methods which is the more difficult part of the subject;</li> <li>3. Running further revision/workshops for students during tutorial time;</li> <li>4. Smaller mock tests to help prepare for exams and review progress.</li> </ol> The Deputy Principal did point out to the committee that whilst almost all subjects had improved psychology does drag the college's overall performance down because of the number of students doing this subject. The Committee did challenge whether this under performance was due to any students being in SEND and was informed that this was not the case. <b>Head of Faculty – Science</b></p>	



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	<p><b>Business studies</b> - the HoF had asked for subject to be put into intervention as the ALPs scores had varied considerably. The actions taken to help improve the exam outcomes included:</p> <ol style="list-style-type: none"> <li>1. additional weekly workshops focussed on exam techniques;</li> <li>2. schedule of topic specific workshops in Business for 2<sup>nd</sup> year students mirroring the scheme of work in particular for students who do not achieve their target grades in tests;</li> <li>3. revision day from Time2Resources;</li> <li>4. Easter revision session for all those students who have not met their target grades.</li> </ol> <p><b>Physics</b> – 26 students – this had been an intervention subject last year. The actions taken here were: intense support with additional weekly workshops, a physics booster lesson on Wednesday afternoons for students whose marks were below the target grade were invited to attend; and an Easter revision session again for those students not meeting their target grade.</p> <p><b>Geology</b> – 3 students – workshop was tailored to student needs and with such a small cohort the Y2 students are joining the AS students for reinforcement. As this subject still follows the legacy specification all Y2 students have been encouraged to re-sit the AS exams in the summer as this might improve their final outcomes.</p> <p>The Committee said that these were all good interventions strategies but suggested that more interaction with parents might elicit even better grades for some of these students and noted that the ongoing changes to the exams made the theory application in some subjects very challenging.</p>	
3.8	<p><b>Safeguarding &amp; Prevent Report</b></p> <p>The Director of HR &amp; PD gave a verbal update on safeguarding and Prevent as follows:</p> <ol style="list-style-type: none"> <li>1. The College operates a procedure whereby students are identified as VU (vulnerable) these are students with low-level mental health or anxiety issues. SG (significant) are young carers, students in care, mid-level mental health or anxiety issues. AR (At Risk) are those students at considerable risk and students who persistently present issues. Currently we have 14 AR Students, 29 SG Students and 140 VU Students. Approximately 450 students at the College would be considered “vulnerable” due to mental health, difficulties at home, being on the Autism spectrum or having a significant medical issue.</li> <li>2. The introduction of the College Nurse and the Listening Service has had a significant positive impact on student support and welfare at the College.</li> <li>3. The College has received guidance this term from Prevent Officer, Rachel Mahon and Graham Milne the Counter Terrorism Advisor.</li> <li>4. There have been no staff incidents during this reporting period.</li> <li>5. The required safeguarding and prevent training continues to be implemented.</li> <li>6. The Director of HR &amp; PD and the Property &amp; Estates Manager had recently visited Maidenhead Mosque and met with the Imam, which had been very informative.</li> <li>7. The College has now been invited to the Mosque once a term (September/January/April) to take 10-12 members of College staff to receive information and ask questions. The first visit will take place one morning during the first week of September at the beginning of the next academic year.</li> </ol>	
3.9	<p><b>Approval of:</b></p> <p>(i) Self-Assessment Report</p> <p>The self-assessment report has been discussed at great length at the previous QSP and Corporation meetings, it was now finalised for approval.</p> <p><b>Resolved:</b> that the College Self-Assessment report be approved and submitted to the Corporation for final approval.</p>	



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	<p><b>(ii) Quality Improvement Plan</b> Again the Quality Improvement Plan had been discussed in detail and the Deputy Principal emphasised the point of improving the A level grades with more lessons, workshops and exam technique practice sessions as the new linear structure is more difficult. The QIP was unanimously approved for going forward to Corporation</p> <p><b>Resolved:</b> that the Quality Improvement Plan be approved and submitted to the Corporation for final approval.</p>	
3.10	<p><b>Role of Link Governor</b> The Deputy Principal, HoFs, PIC and another governor John Aspinall, had met to discuss this role. Based on the SAR feedback for this year, it was felt that the Governor SAR reporting format had become a blurred template of operational and strategic comments. A new streamlined process was required to ensure that:</p> <ol style="list-style-type: none"> <li>1. HoF were involved and not by-passed;</li> <li>2. Reduce/prevent duplication of effort;</li> <li>3. Provide governors with a wider view of the college;</li> <li>4. Ensure a more speedy resolution to the completion of the Governors' SAR – ideally completed in the November of an academic year; and</li> <li>5. Governors could observe lessons over a period of time rather than just one point in time.</li> </ol> <p>Details to be finalised to provide a valid robust quality assurance process which would be useful for governors, PL and HoFs.</p> <p><b>Resolved:</b> college to look at new SAR process/template for academic year 2017-2018.</p>	<b>SC</b>
3.11	<p><b>Approval of Vision, Mission and Educational Character</b> After much lengthy discussion on this subject, both at two workshops and the governors' away day in early December 2016, it was decided that there should be no change to the current Vision, Mission and Educational Character Statement. The new Principal was only recently in post and had been subsumed with other pressing issues and felt she needed more time to explore the options with students, staff and governors. The Education Character had not changed and that would remain in its current form. Agreement was sought that slight changes to the Vision and/or Mission elements could be discussed and made at a later date. All agreed to this. The Chair pointed out that a vision statement, albeit very concise, should not be confused with a marketing strap line. Advice on the latter could be sought from professional marketers later if required. It was now essential to approve the Vision, Mission and Educational Character Statement in its previous form as this is referred to not only in the Strategic Plan but also the Code of Conduct. Both documents were for approval at the next Corporation meeting on 3 April 2017.</p> <p><b>Resolved:</b> the existing Vision, Mission and Educational Character Statement remains as it is and to be put forward for final approval at the next Corporation meeting.</p>	<b>Corporation Secretary</b>
3.12	<p><b>Any Other Business</b> The Director of HR &amp; PD advised the Committee that:</p> <ol style="list-style-type: none"> <li>1. The Leaders in Diversity Report had been submitted</li> <li>2. The Investors in People assessment/interviews were to take place in the college week commencing 20 March 2017.</li> <li>3. College Open day was on the 30 March 2017</li> </ol>	
3.13	<p><b>Items to Take Forward to Next Corporation Meeting</b></p> <ol style="list-style-type: none"> <li>1. College Self-Assessment Report 2015-2016 for approval</li> <li>2. College Quality Improvement Plan 2016-2017 for approval</li> <li>3. College Vision, Mission and Educational Character Statement for approval</li> </ol>	<b>Corporation Secretary</b>



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3.14	<p><b>Date and Time of Next Meeting</b> The next meeting is scheduled for November 2017 TBA at 18.00</p>	
2.17	<p><b>Meeting Closure</b> The meeting closed at 19.56</p>	
	<p>MINUTES of the meeting held on <b>Monday 13 March 2017</b> were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>.....</p> <p>On .....</p>	