The HENLEY College

The Henley College Board

MINUTES of the Meeting of the Quality and Standards Committee   **held on Monday 2 May 2023 at 16.15**   **via remote participation**

MEMBERS PRESENT: Rena Rani Claire Bovill Jo-anne Elliott James Lingard Andrew Unsworth Jackie Wilcocks	**Independent Member/acting Chair** Independent Parent Governor Independent Staff Governor Parent Governor	**DIRECTOR OF GOVERNANCE:** Jacky Gearey **BY INVITATION:** Tristan Arnison Assistant Principal & DSL Julian Brinsford Assistant Principal (AP–JB) Eamonn Egan Vice Principal (VP) Terri Williams Interim Head of Quality (HoQ)

Agenda Item	**Minutes**	**Action by**
	Opening of meeting and welcome Rena Rani opened the meeting at 16.21 explaining that the Chair had had to attend an external meeting at short notice. James Lingard would also be attending later due to work commitments. All papers were to be taken as read to allow for more Q&A.	
	Apologies for Absence 1. Lizzie Watts – work 2. Satwant Deol – Tertiary Group Spring Conference 3. Dr Tim Lincoln – tech issues 4. Mike Ashton – external commitment There were no other apologies for absence.	
	Declaration of Interests All declarations of interest for Rena Rani, Jackie Wilcocks and Jo-anne Elliott are in the Register of Interests. No other declarations of interest were made.	
4.1	**Minutes of Previous Meeting**	
	(i) Meeting of 20 March 2023 The minutes of 20 March 2023 were agreed as an accurate record of the meeting held. **Resolved that the committee agreed that the minutes were an accurate record of the meeting of 20 March 2023.**	
4.2	**Matters Arising from the Minutes**	
	Item 3.3(i) a summary sheet on the strategy for GCSE Maths and English and EHCP to be provided for the next meeting – VP advised that there is an update under item 4.4. Closed (ii) Rena Rani to pick up in curriculum link approach – this has been actioned. Closed **Item 3.4** - provide a summary regarding what Ofsted would be looking at regarding ALPs and also to include a separate ALPs score for vocational and A level qualifications in the KPI. Ofsted inspection took place in March and an update is covered under item 4.3. Closed All other matters had now been closed off.	
4.3	**March 2023 Ofsted Inspection Outcome**	

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The acting Chair on behalf of the committee first wanted to congratulate the Principal, SLT and all members of staff for an excellent inspection result and said this was a great team effort. The Assistant Principal, Julian Brinsford first explained that the report had not been formally released and therefore everything discussed was deemed confidential until publication. Nine course and curriculum areas had deep dives with Leadership and Management, Safeguarding and Skills areas having specific inspectors. The draft report had been presented and the College was reviewing the extracts and statements for accuracy. Of note, the Lead Inspector had commented that the College was a great place to work and learn in. The acting Chair asked about the proposed actions as an outcome from the inspection which were: • Defining, accessing, recording enrichment programme • Pathways progression • Attendance on courses • Use of e-notify app (part of e-Trackr) • Specialist training day There were no further questions. **Resolved that the March 2023 Ofsted Inspection Outcome Report was received and noted by the committee.**	

4.4	**2022-2023 Quality Improvement Plan (QIP) Update**	
	James Lingard joined the meeting at 16.35. As previously minuted the QIP identifies the main areas for improvement across the educational provision of the College and is RAG-rated with the last review taking place at the beginning of March 2023. All actions have been completed and identified in the updated QIP for 2022/23. There were 2 actions to be carried forward to the new 2023/24 QIP: • **LSAs working across the College and in Pathways and Foundation have not been included in the College observation cycle.** The observations of Pathways teaching staff and discussions with the Curriculum Lead identified that a more appropriate process would be to undertake learning walks in the new academic year. • **Not all curriculum areas have developed sufficient external or community contacts to support the wider skills agenda.** A significant amount of work has been undertaken in this area, but the Ofsted Inspector identified that further work was required to evidence employer engagement with the curriculum planning. A new QIP will be produced by the new Assistant Principal for Quality that will include the above two points, plus any areas for improvement recommended in the recent Ofsted inspection report and the areas for improvement that Curriculum Leads will be identifying as a result of completing their end of year Curriculum SARS. Areas of concern discussed covered the new model of delivery to be brought in, predicted achievement in GCSE Maths which was assumed to be close to the national average but would also depend on the number of students sitting the exams and attendance which was currently at 85%. The latter was still work in progress with the aim to meet the College target of 89%, however external disruptions (rail and teacher strikes) had affected this together with notified and authorised absences e.g. CAMHS appointments. The committee then further discussed how these absences were addressed by the College.	

	Level 2 Provision, work in this area had been completed and the interim Head of Quality said that the College will be confident that the qualification offer is fit for purpose and meets the needs of the particular students. The acting Chair and committee said there were great positive actions and thanked the departing interim Head of Quality Teresa Williams for all the work done and support given whilst at the College which has been greatly appreciated. **Resolved that the Quality Improvement Plan Update was received and noted by the committee**	
4.5	**2023/24 Accountability Statement**	
	VP provided the background to the accountability statement which will now be an annual process and is in response to the statutory duty placed on colleges in June 2022, to produce and publish an Annual Accountability Statement as part of their annual funding agreement with the Education & Skills Funding Agency. The VP explained that the industry sectors align with five of the seven National Skills Priority areas cited by the government as key growth areas for the country, and the seven regional priority areas cited by the Thames Valley Chamber of Commerce (TVCC) in their most recent update on the production of the Local Skills Improvement Plan (LSIP). The TVCC also identified cross-sector skills gaps in the following themes: • Transferable Employability Skills • Business & Administration • Leadership & Management • Skills for a Net Zero Economy • Digitalisation The key part of the statement is the ten actions with most of the actions aligning with the College's strategic aims in the plan. Each action had commentary and when it would be actioned. The following actions were discussed in detail: 1. Skills Builder self-assessments will be completed by all students across the College. 2. Hold three Careers Fairs across the academic year for THC students and Year 11 students in partner schools, bringing together key employers and civic stakeholders with their future workforce. 3. Increase the core group of employers to 60 local employers who will provide work experience and industry placements for THC students and act as advisers to the College through the College's Advisory Board. 4. Develop our relationships with parents through improved digital communication and enhanced parental surveys. 5. Start up three new T-levels qualifications in Business Administration, Engineering, and Digital. 6. Apply to the IfATE for access to the Register of Approved Training Providers (RoATP), to offer apprenticeships in 2024/25. 7. Apply to the Local Skills Improvement Fund (LSIF) for funding to developed and offer a new short training programme in Robotics. 8. Offer a full cost version of the Introduction to Robotics course for adults, as trialled in 2022/23. 9. Recruit up to 30 participants onto AAT Level 2 and Level 3 Accountancy and Bookkeeping qualifications. 10. Start-up Level 3 CMI leadership and management training for up to 30 participants.	

	Andrew Unsworth left meeting at 16.54	
	Discussion then centred on the apprenticeships provision. VP explained that at the start of the application process, the College will explain what happened with the provision in 2019 which has now been fully revised with totally new arrangements linking to the T-Levels. A query was raised on strategic aim 4 regarding delivering recruitment growth and what this actually meant i.e. was this numbers or breadth of curriculum. VP explained that this referred to student number and shows the College is drawing on its strategic plan to support the accountability plan. A further question was asked concerning the development of digital communications with parents under action 4 (this concerned the quality of the online portal), and how was this going to happen. VP explained that parents were an important stakeholder and had to be provided directly with information. The current online portal was being upgraded and would enable parents to receive better feedback on how the College is performing.	
	There were no further questions, and the committee unanimously recommended the approval of the accountability statement to the Board. Board approval to be sought via a remote decision immediately following the meeting to adhere to the submission deadline of 31 May 23.	**D of G**
	Resolved that: (i) **the 2023/24 Accountability Statement was received and recommended to the Board for approval.** (ii) **A remote decision request to be sent to the Governing Board seeking their approval of the 2023/24 Accountability Statement - Director of Governance to action**	
4.6	**Skills Strategy Update**	
	The VP provided an update on the production of a Skills Strategy for 2023-2027, following the statutory duty placed on the College to submit an annual accountability agreement to the ESFA. The Strategy will cover the College's contribution to the government's national, regional and local skills agenda through a focus on the work with stakeholders, the teaching of skills through the wider curriculum, the Local Skills Improvement Fund, and the development of the College's qualification offer to 2027. A draft of the Skills Strategy will be presented to the Q&S Committee for discussion in September 2023. Key to the delivery of the Strategy will be work with stakeholders through an Enterprise and Careers Hub managed using a new CRM system. The Enterprise and Careers Hub will be responsible for linking stakeholders to the curriculum and will source Industry Placements for T-level students and take responsibility for subject areas across the College accessing a minimum of two external contacts per subject. For information as well as starting new T-levels in Business Computing and Engineering, the aim is to offer professional courses for adults from September 2023, apprenticeships from September 2024, and a HE curriculum from September 2025. Skills Builder will be the College's main tool for assessing students' skills levels and measuring the progress students make in gaining skills. Students will learn the skills they need to progress successfully onto their next steps through their programmes of study, through work experience opportunities and through Enrichment.	

	An Expressions of Interest will be made to the Local Skills Improvement Funding (LSIF) in May/June this year. LSIF projects will run from 1 October 2023 to 31 March 2025, a period of 18 months. The acting Chair said that this was well presented in how the College is taking this forward. **Resolved the Skills Strategy Update was received and noted by the committee**	
4.7	**Strategic Aims Tracker and KPI Update (Aims 1 and 3)**	
	The format of the Strategic Aims and Strategic KPI trackers has been updated to include a commentary below each strategic aim and KPI, to give an update on progress. The Strategic Aims update focuses on Strategic Aim 1 for Students and Strategic Aim 3 for Stakeholders. **Strategic Aims Tracker** Strategic Aim 1 Work to push the skills builder out across the College has been well received. PPD tutorial programme and careers fairs – more assured that all students have access to careers guidance. Record of careers planning has improved. The committee asked about digital independence which the VP explained covered access of student devices, laptop trolleys and power supplies. Strategic Aim 3 The VP advised that there was currently insufficient adult students for the AAT Bookkeeping and Accountancy qualifications and CMI Level 3 Leadership and Management qualifications for this year. However, a new Enterprise Coordinator has been recruited, who has responsibility for setting up and recruiting students onto AAT and CMI qualifications in 2023/24, providing the means to achieve the target next academic year. All other aims were on track. **Strategic KPIs** Key points reported in the Strategic KPI tracker were in student achievement, Level 3 value-added outcomes and student satisfaction. Student achievement - The predicted figure of 81.1% is following the announcement from Ofqual that overall achievement outcomes for 2022/23 will mirror those of 2018/19 by examination centre, in order to ameliorate the effect of the pandemic on the current cohort of students, who received teacher-assessed GCSE grades two years ago. The prediction is 0.9% below the target for the year. For clarification the VP explained that the student pass rate and achievement rate targets were set before the pandemic. The national re-setting of education outcomes following the teacher assessed grades process though, means that these outcomes will be similar to 2018/19. That will be the same for all colleges. The two outcomes are on track in this context, although they are below the pre-pandemic target. Level 3 Value-added Outcomes – In 2021/22, A-levels and vocational diplomas both achieved an ALPS outcome of ALPS 7, on the ALPS scale of 1 to 9, 1 being high. The prediction for the year is that A-level ALPS will improve to ALPS 5 and the vocational diploma score will drop to ALPS 8. AP (JB) explained that the difference between ALPS grades can be very marginal, by example if one student on an A-level qualification improves their grade by 1 grade, the result can lift the qualification as a whole by 1 ALPS grade. The acting Chair asked whether this drop in ALPs score was across college or particular subjects and what was the national benchmark for this. It was explained that vocational diploma qualifications gradings are not known yet data was very sensitive around this due to the data sets which are not regarded as validated data. The headline national achievement rate overall is 86.7% which does not appear to have changed in several years. This would not therefore be an up to date measure. Student Satisfaction - Overall Student Satisfaction dropped by 3% to 84.1% mainly due to changes in teaching staff part way through the College year.	

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	Recommend that these are two separate items going forward – tracker and KPIs The acting Chair thanked the VP for the work done on this which had made the document far more readable and asked that for clarity the strategic aims tracker and strategic KPIs be separated out as separate agenda items going forward which the VP agreed to do. **Resolved that:** **(i)** the Strategic Aims Tracker and KPI Update (Aims 1 and 3) were received and noted by the committee **(ii)** Strategic Aims Tracker and KPIs to be treated as separate agenda items going forward – VP and Director of Governance to action	**VP / D of G**
4.8	**Safeguarding Update**	
	An update was provided to the committee and highlighting the following key points: Risk Assessment of Vulnerable Students - no students classified as At Risk: Extremely High, and eight students as At Risk: High. This was a decrease of 2 and an increase of 3 respectively compared to the last point of reporting. This follows the typical pattern seen previously. CPOMS Data - CPOMS recorded 595 logged incidents since the beginning of the year, an increase of 82 since the last point of reporting in March with the peak seen in November of last year. Of particular note, are the number of mental health-related issues (23), external agency referrals and multi-agency work (11) and child-on-child issues (8). Regarding mental health the biggest positive impact has been the introduction of the student liaison officer and attendance and welfare officer roles. Harmful sexual behaviour covering consent and managing sexual interpersonal relationships was discussed. The Head of Welfare working on a Neglect project with Oxfordshire ESAT. College taking part in trial framework for a safeguarding award with Thirty One Eight. There have been no Prevent referrals. Single Central Record (SCR) - three external audits have been carried out successfully this year, including Ofsted, the aim now is to look at online SCR systems for next year. Whole College Safeguarding and Prevent Risk Register was reviewed at the latest meeting of the safeguarding/HS committee where d rugby accommodation for next year and clarification of HS responsibilities and safeguarding cross over were discussed. Estates and Premises - Card-only access in place for the Health and Social Care Ward area and R3. Key areas remaining are D1 and R4. Safeguarding Lead governor said that the assurances are following the evidence as commented by Ofsted. The acting Chair thanked the DSL for his informative presentation. **Resolved that the Safeguarding Update was received and noted by the committee** Tristan Arnison left meeting at 17.46	
4.9	**Terms of Reference & Cycle of Business 23/24**	
	The annual cycle of business was reviewed, it was noted and agreed that the new accountability agreement would be added to the Spring term. There were no proposed changes to the terms of reference. The committee approved both.	

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	Resolved that Terms of Reference & Cycle of Business 23/24 were received and approved by the committee and that the Term of Reference to go forward to the Board for approval.	
4.10	**Committee self-evaluation**	
	The Director of Governance asked that the committee complete the committee self-evaluation and return it via email to her by 10 June **Resolved that the Committee self-evaluation was received by the committee to be completed and returned to the Director of Governance by 10 June.**	
4.11	**Any Other Business** There was no further business. The acting Chair wanted to thank the SLT on behalf of the committee for all the work done on the papers and reports provided throughout the year noting the clarity of the information presented.	
4.12	**Items to be taken forward to next Board meeting for approval:** 1. Terms of Reference	
	Date and Time of Next Meeting to be held remotely: • 2 October at 16.15	
	Close of Meeting The meeting closed at 17.52	