



The Henley College Corporation

**MINUTES of the Meeting of the Quality and Standards Committee
held on Monday 18 November 2019 at 17.30**

<p>Members: Tim Lincoln Satwant Deol James Lingard Mohammed Khaliel Andrew Unsworth Keith Heron</p> <p>By Invitation: Tristan Arnison Julian Brinsford</p> <p>Eamonn Egan</p> <p>In attendance: Jacky Gearey</p>	<p>Independent/Acting Chair Principal Independent Independent/ Corporation Vice Chair Staff Governor Co-opted Non Governor</p> <p>Head of Faculty (HoF) – Business, Humanities and Languages Head of Faculty (HoF) - Science, Technology and Media & QM Interim Vice Principal</p> <p>Clerk</p>
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Agenda Item	Minutes	Action by
2.1	<p>Opening of meeting and Welcome The meeting opened at 17.30 with the presentation from Julia Locke on the “Unifrog” app, which brings together all the available information for students into one single, impartial, user-friendly platform that helps them to make the best choices and submit the strongest applications for university and apprenticeships. The Chair and committee members found the short presentation very informative and thanked Ms Locke for coming.</p> <p>The Chair said first that the committee wanted to acknowledge the success of teaching and learning from the Ofsted inspection report which was rewarding and encouraging albeit the leadership and management and apprenticeships were more under the spot light.</p>	
2.2	<p>Apologies for Absence Apologies had been received from:</p> <ol style="list-style-type: none"> 1. Trevor Watkins – out of country 2. Gavin Brooks – external meeting 3. Kathryn Caulfield – family 	
2.3	<p>Declaration of Interests There were no interests declared.</p>	
2.4	<p>Election of Chair The acting Chair felt that as there was no a full compliment of committee members that an election should not take place and that this decision should be deferred to the next meeting in March 2020. It was decided that Dr Tim Lincoln would remain acting Chair for this meeting.</p> <p>Resolved that:</p> <ol style="list-style-type: none"> (i) Dr Tim Lincoln would remain as acting Chair of the committee (ii) Election of Chair would be deferred to the March meeting 	
2.5	<p>Minutes of Previous Meetings</p>	



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	<p>Minutes of the meeting held 23 September 2019 and were approved as an accurate record and signed by the Chair.</p> <p>Resolved: that the minutes of the meeting held on 23 September 2019 were approved as an accurate record and signed by the Chair.</p>	
2.6	<p>Matters Arising from the Minutes (including review of actions)</p> <p>Item 1.6 – the Clerk confirmed that the Head of MIS had been invited to the meeting however there had been a calendar malfunction and his invite had been deleted but it was note that Head of MIS was to be at all future meetings.</p> <p>Item 1.8 Principal confirmed that there will be a short pulse survey in January. The committee asked if an action plan had been raised for the comments made in June and the Principal said that the Head of HR would provide an update at the Corporation meeting to be held after the Governors' Away Day.</p> <p>There were no other matters arising</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) Clerk to ensure Head of MIS is invited to all meetings going forward. (ii) Head of HR to provide an update on the actions as a result of the staff survey at the Corporation meeting 	
2.7	<p>Safeguarding and Prevent Update</p> <p>As the HSS was absent the Chair asked that the report be noted as read.</p> <p>Resolved:</p> <ul style="list-style-type: none"> (i) that the Safeguarding and Prevent Update was received by the committee 	
2.8	<p>Draft 2018/19 College Self-Assessment Report (SAR)</p> <p>Before the VP started the discussion on the SAR, the committee raised the issue of the amount of data being presented to the committee, which was often seen as not only overwhelming and very time consuming to read but also sometimes difficult to process. There followed a lengthy discussion on trying to find a way to drastically reduce the data that governors have to make sense of, discuss and then review all in a short time. The committee questioned whether in all instances were they really getting to the critical issues or reviewing data for the sake of providing an external validation of that data. The Chair asked said that he felt that this should be raised at the Governors' Away Day.</p> <p>The VP presented the 2018/19 College Self-Assessment Report for discussion and approval. The VP explained the revised format, which was more concise and easy to read. This was also the one that had been sent to the Ofsted inspectors and was slightly at odds with the Ofsted inspection report. The VP also emphasised that this report was for information only as Governors validate the SAR and QIP in January 2020. He also confirmed that the SAR would also be on the Corporation agenda in December for information only. The VP then explained how to navigated it and for simplification by looking at the bullet points one would be able to take a balanced view of how to validate the document.</p> <p>The committee asked that as Ofsted had already gone through the report presented surely they ought to be looking at the areas identified in the Ofsted report as areas of concern. The Chair summarised with the following comments:</p> <ul style="list-style-type: none"> 1. Have we been too complacent about management and apprenticeships? 2. Why were there no outstanding ratings? 3. If there are no outstanding ratings, were there any areas that could be focussed on to become outstanding? 	



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	<p>The VP agreed with the comments and both he and the Principal said that the College was so focused on getting good believing that this would be difficult to achieve that there had been no push towards outstanding. The Chair said it was essential to reflect objectively and the committee felt that overall the report was good and wanted special thanks to the SLT to be minuted in recognition of the amount of work that had been done. The committee asked if the College had had time to compare the new document with the Ofsted report to see if the College had confidence in its own self-assessment ability. The committee further discussed the possibility of a hybrid document, which would allow the College to self-evaluate against external benchmarks. The VP confirmed that the current document did reflect this shift. A committee member commented that before the arrival of Ofsted staff had been confident in demonstrating their abilities and found the new framework to be less intrusive. The VP assured the committee that there would be a deep dive into the two areas of concern identified explaining that Ofsted had said that where an area is graded 4 then leadership and management are automatically graded 3, irrespective of other areas. However, the committee did raise the point that there may be other underlying reasons for a "3" grading which should not be ignored. The VP directed the committee to the pages within the document, which showed the key strengths as greater than the areas for improvements and that these areas for improvements had been put into the QIP.</p> <p>The Chair concluded thanking the VP for a very impressive and clear report.</p> <p>Resolved that:</p> <p>(i) The Draft 2018/19 College Self-Assessment Report was received by the committee</p>	
2.9	<p>Quality Improvement Plan (QIP) 2019-2020 Update</p> <p>Referring to the QIP, the VP reported on progress against 2019/20 KPIs as at 8th November 2019. The summary document provided highlighted items that were RAG rated Amber or Red, for discussion on carrying over these items to the new 2019/20 EIF QIP, following validation of the 2018/19 SAR. The committee agreed the KPIs as presented and the additional KPIs to go to the Board for further discussion. The VP asked for the following to be approved on the current QIP:</p> <ul style="list-style-type: none"> (i) Any items RAG rated green to be agreed and thence removed so that the document would reflect only amber and red and reassured the committee that reporting would be given in the updates in the new QIP. (ii) carry over of items RAG rated amber and red to the new 2019/20 EIF QIP, following validation of the 2018/19 SAR. <p>The Chair asked about generating a "history" file to show the areas that had been focussed on and the achievements with a time date and the VP agreed he would do this saying that the key items to do are from the outcomes of the SAR and the recent inspection. Both the Principal and VP emphasised to the committee that trying to improve areas that are not of concern takes effort from those areas that do need it. The committee agreed. The committee asked when would this be reviewed – to be addressed later as targets change. VP invited any questions on the SAR. The committee asked as a result of SAR, QIP and Ofsted what actions has the College taken on apprenticeships. Principal said that there were limited options. If rate inadequate, ESFA said that they will not allow College to deliver this provision for 3 years. This is going to the Governors' Away Day for discussion.</p> <p>The VP then progressed on to the newly formatted 2019/20 EIF QIP for discussion. The purpose of the new EIF QIP is to align quality improvement to the criteria, standards and processes of Ofsted's new Education Inspection Framework. The VP went through the items in the current version of the QIP for discussion on carrying over to the new EIF QIP. The template allows the College to look at actions with targets and current progress column, which is RAG rated i.e the extent to which the actions taking place are achieving</p>	



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	<p>the targets with additional inserts for progress updates. This enables the provision of more thorough progress information by mapping it to the EIF so that governors can turn to the relevant updates. The VP asked for any comments on the template and asked if they agreed that this was a reasonable starting point. The committee felt that it was logical and sound. The committee was asked to approve the newly formatted 2019/20 EIF QIP.</p> <p>Resolved that</p> <ul style="list-style-type: none"> (i) the Quality Improvement Plan 2019-2020 was received by the committee (ii) the committee agreed that all RAG rated Green items were to be signed off (iii) items RAG rated amber and red to the new 2019/20 EIF QIP would be carried over following validation of the 2018/19 SAR. (iv) the newly formatted 2019/20 EIF QIP was approved by the committee (v) VP to generate a "history" file to show the progress to green and achievements made (vi) the KPIs as presented were agreed and the additional KPIs to go to the Corporation for further discussion 	
2.10	<p>Student Policies</p> <ul style="list-style-type: none"> (i) Student Disciplinary Policy <p>This policy had been referred back from the previous meeting in September due to the discussion regarding governor involvement on the appeals panel. The Chair had asked the Clerk to obtain analytical data regarding the practice norm for sixth form Colleges and to report back to the committee. Analysis from the returns from 29 Colleges had shown that only one College had an appeal panel with a governor presence and that was for the presentation of new evidence only. After a very lengthy discussion concerning duty of care to students and the various options open, the committee decided that there should be a final appeals process with the Principal plus two governors to meet within the designated timescale administered by the Principal's PA., this would only relate when permanent exclusions would be the outcome. The Chair of the Corporation would decide which governors would be invited to be on the panel.</p> <p>Andrew Unsworth left at 19.50.</p> <p>Resolved that</p> <ul style="list-style-type: none"> (i) The student disciplinary policy was received by the committee (ii) The student disciplinary policy to be amended in accordance with the decisions above and to be put forward to the Corporation for approval once these had been made. 	
2.11	<p>Any Other Business</p> <p>Committee self-assessment to be tabled for the next meeting.</p>	
2.12 – 2.14	<p>Meeting moved to the confidential part of the agenda</p>	
2.15	<p>Items to Take Forward to Next Corporation Meeting</p> <ul style="list-style-type: none"> 1. Draft SAR for information 2. Student Disciplinary policy subject to amendment 	Clerk
2.16	<p>Date and Time of Next Meeting</p> <p>The next meeting is scheduled for Monday 2 March 2020 at 18.00</p>	
2.17	<p>Meeting Closure</p> <p>The meeting closed at 19.58</p>	



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	<p>MINUTES of the meeting held on Monday 18 November 2019 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... On</p>	
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