

The Henley College Board

**MINUTES of the Meeting of the Quality and Standards Committee
held on Monday 22 June 2020 at 15.30
via remote participation**

BOARD: Dr Tim Lincoln James Lingard Trevor Watkins Satwant Deol Andrew Unsworth	Independent Member/Chair Independent Member/Vice Chair Independent Member Principal Independent Member	CLERK: Jacky Gearey BY INVITATION: Tristan Arnison Head of Faculty Julian Brinsford Head of Faculty & Quality Manager Kathryn Mogford Head of Student Services (HSS) Eamonn Egan Interim Vice Principal Ruth Hubbard Parent Governor Lizzie Firth Independent
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Agenda Item	Minutes	Action by
4.1	Opening of Meeting and Welcome The Chair opened the meeting at 15.32 welcome two attendees Ruth Hubbard and Lizzie Firth. The focus on this meeting was the future rather than dwelling on the past pre Covid, in particular looking at items 4.7, 4.8, 4.9 and 4.10.	
4.2	Apologies for Absence Apologies for attending the meeting later were received from <ol style="list-style-type: none"> 1. Mohammed Khalil - unavailable 2. Keith Heron 	
4-3	Declaration of Interests Lizzie Firth declared an interest in item 4.8 as she worked for Pearson examination board and would leave the meeting for this item. There were no other declarations of interest.	
4.4	Minutes of Previous Meeting (i) Meeting of 6 May 2020 The minutes of 6 May 2020 were agreed and to be signed as an accurate record by the Chair. Resolved: (i) the Board agreed that the minutes were an accurate record of the meeting of 6 May 2020 and the minutes to be signed by the Chair	
4.5	Matters Arising from the Minutes There were no matters arising.	
4.6	Safeguarding and Prevent Update The Chair emphasised the importance of this especially in the present climate. The HSS provided a further update to that given at the Board meeting held 21 May 2020 saying that at the moment it was very quiet however advising that there had been three serious incidents outside of the College but could not give details. The biggest issue currently is the anxiety of parents and students about coming back to college. The HSS also advised that: <ol style="list-style-type: none"> 1. There were no students of significant risk of self-harm. 2. There was a meeting with staff to discuss the incident at Reading as one of the people killed was known to a student. 3. online learning survey had been conducted regarding ability to contact student services with a response rate of 90%. 	

The Henley College Board

	<p>The Safeguarding governor confirmed that he had 3 weekly catch up sessions with the HSS and that the college staff were doing excellent work. Chair asked Head of HR if there were any comments about pressures on staff. Head of HR said a survey and weekly staff meetings had been done and there had been a positive response.</p> <p>There were no Prevent issues at this time.</p> <p>Resolved that: (i) the Safeguarding and Prevent Update was received by the Board</p>	
4.7	<p>2019/2020 Tutorial Report</p> <p>The HoF said that the report provided an overview of the tutorial system and practice delivery in 2019/20 and explained the rationale behind the current system highlighting the context, especially in contrast to the previous full inspection report and the actions identified in it.</p> <p>The HoF explained the tutorial provision in detail saying that it was designed to support the development of the whole student, as well as improving life skills. The creation of a specialist team has allowed for full integration within the safeguarding structure. One of the key benefits of having separated out the teaching and tutorial functions is the ability of tutors to act as advocates for students and provide an independent perspective.</p> <p>The report considered the purpose of the tutorial provision, its practice, how the progress of students was supported and the potential key action points identified below:</p> <ol style="list-style-type: none"> 1. a structured approach to transition work with students returning to college after Covid 19 2. a review of the BAME student experience to be undertaken to identify the support needed to close performance gaps and any potential issues with disciplinary profiling- committee discussion centred on unconscious bias with the possibility that such students can be subject to more disciplinary action and that as a consequence the college was looking at how the disciplinary procedure is applied 3. tutor group allocations and timetabling issues to be fully resolved by the first day of term for all students. 4. further refinement of the course change process and accompanying audit trail, including looking at a potential online system. 5. both sites to have a similar student services / safeguarding presence – a room has been identified 6. Further training for both students and staff on the disciplinary process to ensure full compliance and understanding of the underlying principles with tutors not progressing students where the record is not policy compliant or properly evidenced. The HoF cited examples and talked about restorative justice, citing the positive help that a governor had provided in this area. <p>Committee asked about whether there was a cost benefit in having tutors as opposed to using teacher. HoF said it was more economic overall as professional tutors were not on the same salary scales as teachers. Committee asked how about the number of students handled by tutors as opposed to teachers. The numbers provided demonstrated that professional tutors looked after around 150-180 students – more than teachers (20-25) – and that one half of their timetable consisted of tutorials and the other on ancillary function providing greater consistency in delivery. Principal also added said that tutorial system in place before the introduction of professional tutors had not been working. The committee asked for percentage data and HoF provided an estimate of around 80% for first year students which dropped to between 60% -70s% and that historically second year attendance does drop off after UCAS submission. Attendance was closely linked to subject areas i.e. if these were taking place on the same campus.</p> <p>Chair asked about the process if a problem is identified with a teacher and not the student. HoF said that there was a procedure to follow to identify a theme and that this would come through the senior tutor, the curriculum leader and then HoF.</p> <p>The committee asked about the number of one-to-one tutorials being provided and Hof said that this number varied, however there were designated times.</p> <p>There were no further questions.</p>	

The Henley College Board

	<p>Lizzie Firth left the meeting.</p> <p>Resolved that the 2019/2020 Tutorial Report was received by the committee</p>	
4.8	<p>Centre Assessment Grades Process Update</p> <p>The HoF first wanted to mention and thank Natalie Green for her outstanding work in uploading all grades for the examination board, which had been an immense task, he then went through the report which provided an overview of the internally generated Centre Assessment Grades for A level students. This had been discussed at great length at the previous QS meeting in May. These grades will be subject to external statistical adjustment by the examination board. The profile of A level grades reflects the initial findings by Six Dimensions and shows that the college's profile of grades broadly fits the pattern of results from other A level providers.</p> <p>Vocational Centre Assessment Grades have been completed, but the overwhelming majority of students do not have an overall grade reported for them, therefore the college is unable to report on these students in the same way.</p> <p>The HoF then covered the key issue of how examination boards will amend the grades. The outcome of the statistical adjustments undertaken by the exam boards may affect any improvements to the delivery of teaching and learning over the academic year. At the time of writing, it is not known what the impact of changes to the cohort size of a subject will have on any adjustments made. While it is not known what the outcomes for individual subjects will be, it is anticipated that the overall adjustment will be downwards, however the college does not know exactly what the results will be.</p> <p>The Chair asked if the adjustment will be a global adjustment application or an individual one for the college. HoF said that a definitive answer could not be given but provided an example of what could happen. The process is complicated and will be monitored by Ofqual. Results will be announced 13 August 20. The Chair asked about the appeals process and the grade variance for students in small classes where the ALPs score can vary considerably. The HoF confirmed that there was no definitive answer as yet because the college does not know how the examining board will work.</p> <p>The Chair asked for any other questions and there were none.</p> <p>Resolved that Centre Assessment Grades Process Update was received by the committee</p>	
4.9	<p>Preparation for a return to college</p> <p>The Head of HR outlined the plans for a return to College by staff and students, following the closure of the College premises due to the Covid-19 pandemic.</p> <p>Lizzie Firth re-joined the meeting.</p> <p>The College is currently making preparations for a small-scale return to College from 22 June, in lieu of a larger return to College in September, if progress against the Covid-19 pandemic allows. In making the preparations, the College has followed all government guidelines on cleaning and social distancing. In the first instance, the return to College will take place at the Deanfield Campus only.</p> <p>The Chair asked what would be the ramifications if there was a reduction in social distance to 1m speculated to be from 4 July 2020? Head of HR said that this this would be in the middle of the return and therefore there would be no change in the risk assessment and mitigations that had been planned for, however this would affect the September return. This will be dealt with over the summer with additional guidance to be received by the government.</p> <p>Chair asked about the key aspects and the following was covered as part of the plan to return:</p> <ul style="list-style-type: none"> • Preparations for staged return to college • The risk assessment details were covered from travel to deliveries and collection • Outcome of assessment – able to open up four learning areas (including Pathways). • From 29 June 20 learning spaces open for 2 weeks. 	

The Henley College Board

	<ul style="list-style-type: none"> • 2 x 2 hr sessions a day in the morning and afternoon. • All sessions will be run as workshops. The first students to return to College will be Pathways students. Some students from A-level and diploma courses will return to College for a two-week period from w/c 29 June. • Union reps have given their broad agreement to this small scale return • Risk assessment has not changed – Head of HR detailed the mitigation to the risk discussed and the SLT had asked for approval of the plan <p>Chair asked about the legal liability issues regarding post Covid-19 re-opening and the VP advised that Aviva, the College's Insurance Company, had said that it would be unlikely that a court would hold a college or educational organisation as negligent if the college followed, or tried to follow, government guidelines on cleaning and social distancing. However, if this were to happen, the College is covered for legal liability for negligence, and without exceptions. If the College is accused of negligence by a member of staff, student or anyone else, the insurance policy defends and pays out the award if the College is found to be negligent. The policy also covers Governors liability if anyone is accused of a wrongdoing in the management of the College. The Chair thanked the VP for the reassurance. The Chair did ask if there had been any professional external risk assessment and was advised by the Principal and Board Chair that after speaking to other nearby colleges it had been decided not to use an external risk assessment.</p> <p>The safeguarding governor commented that the document was very comprehensive and that the risk assessment seemed to have been completed. The Principal said that the Health & Safety Manager and his team had conducted all the assessments and were thoroughly prepared.</p> <p>Committee asked if there was anything outstanding to be done? Head of HR confirmed that everything would be completed this week in preparation for next week to include first aid training, the protocols for which were being sent through for those on call to also include the issue of PPE.</p> <p>Chair asked how many staff were classified under the protected category? Head of HR advised the committee of the following: those classified as clinically vulnerable; those living with members of family who are self-isolating; and those who have childcare issues and transportation.</p> <p>Committee asked about public transport and if the companies had been contacted? HSS said that the only control was over college coaches and that running the coaches was not currently financially viable, however it was hoped that come September it would be different. This would be reviewed for options in September and whether it will be subsidized.</p> <p>Committee what happens if the students do not comply. HSS said that a behavioural contract had been written which the students will have to sign. Chair asked who organises the transport for mainstream students. The Principal said that it was the parents. Discussion then centred around which students would be coming in with the students having already been informed. Committee asked what would happen if more students arrive than expected? VP said admission was by invitation and a student behaviour contract would be signed. If students do come who have not been invited, then they would be put into waiting room as they are underage and there parents contacted. This has been communicated with parents.</p> <p>Committee agreed that after a long and exhaustive analysis of the process for re-opening that the college had done all that it could in carrying out a detailed risk assessment and mitigations against these risks-</p> <p>Resolved that</p> <ul style="list-style-type: none"> (i) the Report on the Preparation for a return to college was received by the committee (ii) the Head of HR to send separate paper regarding the re-opening of the college for 29 June 20. 	
4.10	<p>Digital Transformation Project The paper presented outlined the following:</p>	

The Henley College Board

	<ol style="list-style-type: none"> 1. the plans in place to develop and enhance the College's ability to operate the curriculum and College services online 2. feedback from students and teachers on their experience of teaching and learning online whilst the College campuses have been closed. <p>The VP said that the main aims of the digital transformation project were:</p> <ul style="list-style-type: none"> • to develop the College's capacity and ability to deliver teaching, learning and assessment digitally and online • to improve the College's electronic document storage systems so that files are secure and available as required • to develop the College's capacity and ability to provide access to accurate and timely data • to develop electronic modes of communication within the College and with external stakeholders <p>The VP explained that the SharePoint document storage system for curriculum and business support areas is scheduled to be the 'live' College Intranet landing page by 6 July 2020 and will also optimise Microsoft Teams for the purpose of delivering education and training online. A full explanation was provided to the committee on this landing page and the proposed content. Messaging about this will be done towards the end of month.</p> <p>Chair asked about detractors e.g. student Wifi access and equipment. The Principal said that the Wifi at the college is slowly being reactivated. Chair asked for reassurance that the plans being put forward were going to be significantly better than what has been experienced over the past few weeks. The VP said that he believed so but that obviously control can only be provided within the college setting. There were no further questions.</p> <p>Resolved that the Report on the Digital Transformation Project was received by the committee</p>	
4.11	<p>Virtual Open Evening Report</p> <p>Henley held one of the first virtual college open evenings on the 21 May 20 and among one of the first colleges in the country to do this. The event was held on Zoom and proved very successful and provided a strong message of reassurance, highlighting the College's ethos and supportive approach as well as the progression opportunities for students. Different curriculum areas were briefly introduced for the second hour, with a guest speaker and interspersed contributions from past and current students. Currently the event is being followed by smaller curriculum area specific events.</p> <p>Positive feedback had been received and the event demonstrated the college staff pulling together (over 30 staff answering questions in the chat rooms). Some committee members had attended and concurred that it was a very good event and endorsed the Principal's thanks to the marketing team for setting this new experience up.</p> <p>Resolved that the Virtual Open Evening Report was received by the committee</p>	
4.12	<p>Standing Agenda & Terms of Reference</p> <p>The Clerk presented the current Standing Agenda & Terms of Reference for review.</p> <p>Standing Agenda – no changes but to be reviewed in September after the college re-opens</p> <p>Terms of Reference – the following changes were agreed:</p> <ol style="list-style-type: none"> 1. Change to Chair – to be appointed by the Board 2. Meeting frequency – at least one meeting in the autumn and then one in the Spring and summer terms 3. Minor textual changes to those in attendance with removal of Head of Apprenticeship Training – role no longer exists <p>Resolved that</p> <ol style="list-style-type: none"> (i) the committee's Standing Agenda & Terms of Reference were received by the committee (ii) the committee's terms of reference with the amendments referred to above to be forwarded to the board for approval 	

The Henley College Board

4.13	<p>Committee self-evaluation The Clerk explained that the committee self-evaluation was part of the board's assessment and was part of good governance. All committee members were asked to complete the form and return to the Clerk by 30 June 2020.</p> <p>Resolved that: (i) Committee self-evaluation was received by the committee (ii) The committee members to complete the self-evaluation and return to the Clerk by 30 June 2020.</p>	
4.14	<p>Any Other Business The HSS asked the committee for help regarding the following:</p> <ol style="list-style-type: none"> 1. if any governors would be interested in helping with the student experience of interviewing and to let either herself or the Clerk know. 2. Careers governor - Clerk informed the HSS that this had been selected by the Governance & Search committee and would be notified at the Board meeting 29 June 20. 3. A mental health governor was required and the current safeguarding governor offered to cover this area. <p>Resolved that: (i) if any committee member/ governor interested in helping Student Service regarding interviews to contact HSS or Clerk (ii) Mental Health to be covered by Safeguarding governor</p> <p>There was no other business</p>	
4.15	<p>Items to be taken forward to next Board meeting: 1. Terms of Reference</p>	
4.16	<p>Date and Time of Next Meeting: i. 28 September 2020 at 15.30 ii. 23 November 2020 at 15.30 iii. 23 March 2021 at 15.30 iv. 21 June 2021 at 15.30</p>	
	<p>Close of Meeting The meeting closed at 17.48</p>	
	<p>MINUTES of the meeting held on 22 June 2020 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	