Board Committee
20/21

The Henley College Board

MINUTES of the Meeting of the Quality and Standards Committee **held on Monday 28 September 2020 at 15.30** **via remote participation**		
BOARD: Dr Tim Lincoln James Lingard Trevor Watkins Satwant Deol Mohammed Khaliel Andrew Unsworth Lizzie Watts Andrea Wood Keith Heron Iris Magalhaes	**Independent Member/Chair** Independent Member/Vice Chair Independent Member Principal Independent Member Staff governor Independent Member Independent Member Co-opted Member Student representative	**CLERK:** Jacky Gearey **BY INVITATION:** Tristan Arnison Head of Faculty Julian Brinsford Head of Faculty & Quality Manager Eric Burrow Head of HR Kathryn Mogford Head of Student Services (HSS) Eamonn Egan Interim Vice Principal

Agenda Item	Minutes	Action by
1.1	**Opening of Meeting and Welcome** The Chair opened the meeting at 15.32 welcome the new governors to their first meeting.	
1.2	**Apologies for Absence** There were no apologies.	
1.3	**Election of Chair & Vice Chair** The committee elected Dr Tim Lincoln and James Lingard as the Chair and Vice Chair for the current academic year. **Resolved that Dr Tim Lincoln and James Lingard were duly elected as the Chair and Vice Chair**	
1.4	**Declaration of Interests** There were no other declarations of interest.	

1.5	**Minutes of Previous Meeting**
	    (i) Meeting of 22 May 2020
	The minutes of 22 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 22 May 2020 and the minutes to be signed by the Chair**	

1.6.	**Matters Arising from the Minutes** Item 4.13 – SAR return – the chair asked that all SAR returns be submitted to the Clerk as soon as possible emphasising the importance of such self-assessment evaluation. Item 4.14 – HSS advised that two governors had offered support to student services including the Vice Chair of this committee There were no further matters arising.	

1.7	**Safeguarding and Prevent Update**
	The HSS asked that the paper presented to be taken as read.
	The Chair asked the HSS to bring out the key points from last year namely:
	    1. college support of students during lockdown was very good
	    2. it has changed the way staffing worked which has been beneficial
	    3. kept in contact with training, external stakeholders e.g. CAMHS, local authorities
	    4. highlighted the differences in vulnerable students and detailed the students with particular issues	

5. reassured the committee that staff are in contact daily with those students classified as suicide risks

Principal said that the HSS and her staff had worked tirelessly and well done and that a recent visit with the Chair the previous week and ensuing conversations with students had reinforced the comments above.

The Prevent governor asked if there were any Prevent concerns and HSS confirmed that there had been no issues but reassured him that before each QS meeting she would liaise with him accordingly. As a point of information HSS advised that the new training advised that Safeguarding and Prevent came under the same umbrella. Principal added that HSS was in regular contact with the police and in addition staff are now mental health trained with the Educational Trust on Mental Health providing additional funding for this.

Committee asked the following questions:
1. How do the figures for vulnerable students compare with the previous year? – HSS said that there was not a significant increase from the previous year. The number of students changes all the time so difficult to report back on all of them. The college had a few child protection orders however the numbers of students with mental health difficulties was quite high but this picture is replicated across other colleges. The HSS explained that students are putting a lot of pressure on themselves.
2. How are staff coping with these challenges? The number of significant issues has been of concern and was impacting wellbeing and HSS was trying to address this through the SLT.
3. How are students feeling about the forth coming year and is this having an adverse impact on the students mental health? The student governor said that students were feeling uncertain about everything including their studies, whether to have a gap year, onward progression, the virus, infection and transmission. HSS agreed that this applied to first years in particular.
4. Issues around mental health. HSS said that biggest issue facing the FE sector is mental health. One committee member from the HE sector said at the local level, simple calm reassuring communication is the best way forward. Principal echoed these comments and confirmed that she was speaking to all external organisations but there was no additional funding to help.
5. Risk assessment of mental health and whether the coming to the college was contributing to the stress? HSS said that this was certainly not the case and that the college was helping and reassuring the students
6. Student survey – did students take part in a survey over the summer and if so was there any data on this?. The VP advised that this point would be covered under in more detail under item 1.8, however there was an online learning survey with one question on wellbeing which had a 90% response rate positively saying that they could contact student services/or their tutors.
7. Why did the start of this year appear somewhat chaotic? VP said that some issues had been due to the online enrolment system compounded with teething problems with the data transfer from Unite-E. The online enrolments system is a new system that allows safe enrolments into College, but was designed at speed over the summer.
8. Student lanyards? VP advised that there were a few students who still currently did not have one and this was based on the students completing the online enrolment.. The committee discussed some ideas about incentivising students to complete this early for next year and the VP said that this would be considered.

HSS left the meeting at 16.21.
Principal had to leave the meeting at 16.28.

In summary the Chair said that:
1. there were significant issues with safeguarding and mental health which were understandable
2. this was exacerbated this year than in previous years
3. this is a common phenomenon in FE colleges and no worse in that respect
4. aware of problems outstanding that are being worked on and these will be resolved in the immediate future.

The Henley College Board

		HSS

	Resolved that:
	  (i) the Safeguarding and Prevent Update was received by the Board
	  (ii) HSS to liaise with Prevent governor before each QS meeting to advise of any issues	

1.8	**Return to College Report** Head of HR briefed the committee on the report presented reassuring the committee that the college had followed and exceeded the government guidelines. The number of infections around and instances where someone has had or in contact with someone with flu like symptoms was 43. The availability of tests was difficult, however all those tested have come back with negative result and this is constantly being monitored. The Board Chair thanked the Chair and the Safeguarding governor for their review of the return to college which was very detailed and had reassured the Board. The Head of HR did advise that currently there seems to be a high level of student compliance on site but sometimes their mix of subjects may result in the potential for a higher risk of infection and therefore there is a requirement to have a fallback online provision. The various scenarios with higher infection rates are likely to occur however the committee was to be reassured that the flow of students around the college has been considered. Committee asked about exams and what mitigations were in place – VP explained the process of constant evaluation just in case they are required to be used in case of a further full lockdown but that the assessment of students had not as yet been decided by the exam boards. He further explained the use of Microsoft Teams and the committee felt that perhaps the use of this as part of their tutoring would mean that they would get used to this form of online learning. The Committee asked that if the college no longer used Moodle, was the college thinking about a full VLE which Microsoft may not be able to provide. VP said that this had been considered in partnership with an external stakeholder to upload students into groups and it worked very successfully. The VP confirmed that MS Teams does provide a fully functional VLE and real-time online learning environment. Principal re-joined meeting at 16.45. Chair said that the compliance register was very helpful. Head of HR reassured the committee that that the college was maintaining the government guidelines and committee asked whether this was the collective assessment of the SLT and the Principal confirmed that it was. **Resolved that the Return to College Report was received by the committee**	
1.9	**Student Outcomes 2019/20 (including CAG Appeals)** The Head of Faculty (HoF) provided an initial overview of the 2019/20 examination results prior to the presentation of the SAR. Overall student retention, pass rates and achievement improved in 2019/20 to be above the 2018/19 national averages. Pass rates, by qualification type are as follows: • A level 97.2% • Certificate 97.6% • Diploma 98.7% • L3 Certificate* 100% • Level 2 92.2% • Overall 97% (an increase of 5% on 2018/2019) *These are the first year of a level 3 Extended Certificate or Diploma. These qualifications are studied alongside A levels and give an equivalent UCAS score to A levels, when the second year is completed. The overall pass rate is 97% (excluding GCSE English and GCSE maths) and shows an overall improvement of 5% on the previous year. The level 3 overall pass rate is 97.7%.	

- For A levels; 20/33 subjects gained a pass rate of 100%. 21 subjects had an A*-C rate of 75% or higher.
- For Level 3 year 2 vocational qualifications; 220 students (71%) attained a result with at least one D grade (or a UAL Merit (this carries a higher UCAS point score than a DMM).
- For level 2 courses; 28% of students gained a high grade with more students passing than the previous year.

HoF highlighted the following comment from the DfE for committee reassurance:

"DfE have confirmed that they will not hold schools/colleges to account on the basis of exams and assessment data from summer 2020, and that the data should not be used by others, such as Ofsted, local authorities, academy trusts, etc to hold schools/colleges or teachers to account".

The results reported show an improvement on the previous academic year. It is currently unknown whether there will be any further changes to the methodology that will be used to produce examination results for the summer of 2021. This will become clear later in the year when the impact of students and staff needing to isolate, or any further lockdowns, are known.

Value-Added data will follow in the SAR. Given the results presented here, the College anticipates that the Value-Added return will be higher than last year.

The Chair said that this was a robust report and not an over estimation of student performance. The A level A* - B had risen significantly and asked why this was the case. HoF said the increase was a consequence of the Ofqual process which the college followed and a product of the quality of teaching and learning. The Principal re-iterated this. The Chair said that if the college goes into a rolling programme because of Covid-19 this would be challenging.

Committee asked about the number of students who had appealed against Centre Assessment Grades – HoF said that there had been around 30-35, four of which were upheld and this was substantially lower than some schools in the area. The Principal said that in many cases it was the parents raising the issue and not the students. In absence of any certainty the HoF said that teaching and learning carries on.

Resolved that
(i)   **the Report on the Student Outcomes 2019/20 (including CAG Appeals) was received by the committee**

1.10	**Teaching, Learning and Assessment Report 2019/20** The HoF advised the committee that the report presented was an update to the ones presented in April and then May during the lockdown. 5. April report was structured according the themes of the Henley Quad and examined in depth our observation findings in conjunction with the October 2020 inspection report. 6. May update reported on the college's approach to teaching and learning during lockdown and an adapted version of the Henley Quad, the Online Quad, which had been developed to support our approach to remote learning. The report clarified the current context and its implications for teaching and learning which centres on how to work within the physical space of the classroom. It was to be noted that the teachers had coped incredibly well with this challenge. The formal quality assurance observation cycle will begin again in October with a detailed report on the outcomes of this process in the early spring. One area of ongoing focus, with some staff, included the need to draw upon students' existing knowledge better; in particular, using more extended sequences of questioning and 'bouncing back' responses to check on the understanding of concepts with other students. Given the current classroom context, such active questioning and deliberately structured discussion takes on an even greater prominence. A further important area of work identified in the report was supporting positive peer	

	collaboration among teaching staff and establishing better cross-college understanding of respective best practice. The Chair asked about the stresses and strains with this and were there any positive points that would affect teaching and learning in a post Covid environment. HoF said that the use of Teams, online programmes, innovation and sharing of ideas would all have an effect. The Chair asked for a summary of these positive points and a forecast of what is being developed. The committee also asked for information on areas of success and improvement and how these will be represented in the QIP. The HoF said this will be actioned. **Resolved that:** (i) **Teaching, Learning and Assessment Report 2019/20 was received by the committee** (ii) **Head of Faculty to produce a summary of the positive points and a forecast of what is being developed together with the areas of success and improvement to put into the QIP**	 **HoF**
1.11	**2019/20 Quality Improvement Plan (QIP) (including 2020/21 student performance KPIs** The VP provide the following update on the outcomes of the QIP 2019/20 and compared the outcomes with the intended outcomes recorded in the areas for improvement and intended outcomes section. The update also reported on Student Performance Indicators and emerging areas for improvement in 2020/21. The VP went through the template detailing the 2019/20 QIP Key Outcomes at 18 September 2020 which was in line with Ofsted's EIF identifying the following: **3.1.1:** The Curriculum Area Review process was completed successfully by six of the seven area scheduled to take part in the review, before the closure of the College campuses in March 2020. The outcome of the reviews mirrored the College's October 2019 inspection grade of Good. **3.1.3:** The aim to improve overall achievement by 2.5% from 81.2% was achieved. 2019/20 overall student achievement was 88%. **3.2.5**: Student attendance to 23 March 2020 at 84% remained the same as in 2018/19. However, student engagement during lockdown was 86%, against the NFER comparator of 60%. The commentary in the report provided the rationale for this. **3.3.2 and 3.3.3:** The retention of Level 2 students in 2019/20 was 95%. The retention of Level 3 students remained at 89% to the end of the year. As such, the 2019/20 target of a minimum of 91% retention for Level 2 students and 89% retention for Level 3 students was achieved. **3.3.4 and 3.3.5:** The 2019/20 retention of students in categories in which retention declined in 2018/19 has also been achieved: students who have autism 92% (+3% on 2019/20 target); Pakistani heritage students 94% (+5% on 2019/20 target); 'Other Black' heritage students 100%, and 'Other Mixed' heritage students 90% (+1% on 2019/20 target). Committee felt that action needs to be more specific with more rigour on how the college is aiming to achieve this with a qualifying judgement on the process. Student Performance Indicators for 2020/21 were presented for information all were either equal to or above the 2019/2020 targets set. The committee felt that the identification of success measures was wrapped up in the narrative and perhaps an additional column should be added to show how these would be achieved in addition KPIs needed to be presented quarterly and to be used as an executive summary with the narrative forming the main body of the report. As a comment the committee said this year's results are atypical and felt that quality measures needed to encompass other things. The Principal said that previous KPIs had been produced for board information. VP said that regarding atypical data, the college erred on the outcomes that are valid. The results for this year will not be compared with last year but with 2018-2019. The way this information is reported to governors is to try and keep it more minimal on request in 2019-2020. The success measure was intended to be data driven. Autism was discussed at the SLT but will bring in the actions as requested.	

	Chair asked about the emerging areas for this year especially in GCSE in English and maths and what else can be done to improve attendance and achievement – VP said that this was a continuing challenge and the college was trying to make these subjects interesting and relevant. **Resolved that 2019/20 Quality Improvement Plan (including 2020/21 student performance KPIs was received by the committee**	
1.12	**Digital Transformation Project Update** The VP outlined the progress made against the aims of the Digital Transformation Project, as presented to the Q&S Committee in June 2020. An IT Projects Group formed by the Vice Principal, Director of Finance, IT Services Manager and MIS Manager, meet every two weeks, monitoring the progress of the project. Andrea Wood left meeting at 17.40 All aspects of the Digital Transformation Project and IT summer works are on track and will be delivered on time: • The development and implementation of the new online enrolment platform has been completed successfully. • The new SharePoint Intranet launched 3 September 2020. • Training session on SharePoint, Teams and OneDrive were held in June and August 2020. • All College machines are now protected by the CyberClan cyber-security software and are subject to 24/7 surveillance, and the new back-up service provided by Syscomm has been installed and is fully operational. All members of staff have now completed cyber-security training provided by CyberClan. • The new Apple Mac Suite in R301 has been completed and 24 of the 48 computers have been installed. The remaining computers are due to be installed by the end of the first half term. VP said that this was purely an update and reassured the committee that the college was as secure as any organisation could be. The Principal endorsed this with the caveat that no one could make a 100% guarantee and that there are now new processes and systems in place to address this. A committee member who had been at the time the cyber security link governor involved in the original cyber security meetings with the Principal and Board Chair expressed concern that the above issue with CyberClan had been resolved without going through him. The Principal said that this was an operational issue and had been resolved following due process. The committee however felt that the Board Chair needed to address this. The Board Chair advised the committee that the issued had been resolved and that this link governor role had since been removed following a detailed discussion at the recent Governance & Search committee meeting. Andrew Unsworth and Julian Brinsford left meeting at 17.46 **Resolved that:** **(i) the Report on the Digital Transformation Project was received by the committee**	
1.13	**Student Policies for approval.** There were no current policies for approval.	
1.14	**Link Governors** Further to the Board meeting where the link report document was briefly discussed, the Chair raised his concerns about how the link governor could carry out this role bearing in mind some of this would require watching lessons and speaking to students. The Chair said that this report format would be considered in more detail and that he would copy in the Board Chair on discussions and documentation to be had. The Principal said that other colleges had been contacted to compare and contrast the link governor role. **Resolved that:** **(iii) the report on the Link Governor role was received by the committee**	
		QS Chair

	(iv) the Chair to advise the Board Chair on recommendation for this link governor report. Tristan Arnison left meeting at 18.06	
1.15	**Any Other Business** There was no other business	
1.16	**Items to be taken forward to next Board meeting:** There were no items.	
1.17	**Date and Time of Next Meeting:** i. 23 November 2020 at 15.30 ii. 23 March 2021 at 15.30 iii. 21 June 2021 at 15.30	
	Close of Meeting The meeting closed at 18.10	
	MINUTES of the meeting held on **28 September 2020** were agreed and accepted as a true and accurate record and signed by the Chair …………………………....………….. on …………………………..………………	