

The Henley College Board

**MINUTES of the Meeting of the Quality and Standards Committee
held on Monday 27 September 2021 at 16.00
via remote participation**

<p>MEMBERS PRESENT: Dr Tim Lincoln James Lingard Emma Barklem Satwant Deol Andrew Unsworth</p>	<p>Independent Member/Chair Independent Member/Vice Chair Parent Governor Principal Staff governor</p>	<p>CLERK: Jacky Gearey</p> <p>BY INVITATION: Mike Ashton Board Chair Tristan Arnison (TA) Assistant Principal (AP) Julian Brinsford (JB) Assistant Principal (AP) Eamonn Egan Vice Principal (VP)</p>
Agenda Item	Minutes	Action by
	<p>opening of meeting and welcome The Chair opened the meeting at 16.07 and advised the committee Keith Heron would be standing down after the next meeting in November.</p>	
	<p>Apologies for Absence 1. Keith Heron 2. Lizzie Watts</p>	
	<p>Declaration of Interests There were no declarations of interest</p>	
1.1	<p>Minutes of Previous Meeting (i) Meeting of 21 June 2021 The minutes of 21 June 2021 were agreed as an accurate record.</p> <p>Resolved that the Board agreed that the minutes were an accurate record of the meeting of 21 June 2021.</p>	
1.2	<p>Matters Arising from the Minutes Item 4.5 – Principal to provide some key innovation approaches to try to improve the GCSE English and Maths – both achievement rates had improved but attendance was still an issue. College now adding daily Maths and English workshops up to November when the resits are scheduled to take place. The college had applied for funding through DfE Tuition Fund and had been allocated 43k for this purpose. Item 4.10 – covered in 1.5 Item 4.11 – (i) the cycle of business and terms of reference to be reviewed for presentation at the next meeting and (ii) the use of link governors to be more fully discussed at the next meeting – put on agenda for next meeting. To be reviewed then. Item 4.12 – committee self-evaluation – to be covered at next meeting</p>	
1.3	<p>Safeguarding and Prevent Update The DSL advised the committee that the new version of Keeping Children Safe in Education (KCSIE) came into force on 1 September 2021. A new safeguarding policy based on the Oxfordshire Safeguarding Board template for safeguarding and child protection had been written to be compliant with the new framework and would take account of all statutory updates and replaced the old policy. There were several important annexes with much more detail on particular indicators of potential harm, including peer-on-peer abuse, and key safeguarding issues such as CCE and CSE (in line with KCSIE 2021). Importantly, it also</p>	

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	<p>contains a set of principles for staff to follow in dealing with disclosure conversations. All Staff were required to read the policy and sign off that they had done so in conjunction with completing training. The DSL confirmed that this had been done.</p> <p>The Chair that this was a vitally important part of quality and standards, and it was critical that this policy be formalised.</p> <p>There followed a robust discussion on several areas of the policy which the committee felt required clarification i.e. definition of a child, what were the different responsibilities of the 4 deputy safeguarding leads, emergency contacts, definition of a significant issue, roles and responsibilities of certain staff including Principal, VP and lead safeguarding governor and the legal differences between under and over 18 learners and vulnerable under 25s.</p> <p>The Board Chair said that it was essential to see:</p> <ol style="list-style-type: none">1. key items - what these were and why they were changing2. staff training - what does it consist of and how often.3. How will it be audited for effective deployment e.g. through staff feedback <p>The Chair asked that all changes from the previous policy be identified for Board's reassurance with some case studies/examples as although much of this was operational it was still the governing body's responsibilities.</p> <p>Principal left the meeting at 16.47 and re-joined at 16.52</p> <p>Resolved that:</p> <ol style="list-style-type: none">(i) the Safeguarding and Prevent Update was received by the Board(ii) the new safeguarding policy was received by the committee but to be amended in accordance with comments made and sent to the QS committee for further review with safeguarding governor oversight(iii) the finalised safeguarding policy to be brought to the Board for approval	
1.4	<p>Review of the current position regarding curriculum and quality challenges after Covid</p> <p>The VP said that the College had to put in place support for students who needed to regain confidence in their ability to study, learn and succeed and that the College was looking at the following:</p> <ul style="list-style-type: none">• Gaps in students' learning on an individual basis.• How awarding organisations may adapt examinations and other assessments in 2021/22.• Provide the catch-up provision that will help students prepare for the assessments they will take. <p>For information the VP advised that the government was considering setting grade boundaries lower in 2022 as a matter of policy and pushing back A-level exams in 2022 from May to July with the College assuming all assessments and exams would take place in May/June. If this was delayed further, then consideration would have to be given to the implications affecting the teaching and assessment. Regarding the cost of catch-up, this is still being assessed and dependent on government policy.</p> <p>As previously mentioned, the introduction of daily workshops for students preparing to re-sit GCSE English and GCSE mathematics is £43,000 and although this funding has been approved through DfE, it is not in the budget. The AP explained that the money has to be spent on small group workshops and these will be run in tandem with the classes enabling targeted work with particular students and would be a more meaningful experience for</p>	

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	<p>struggling or disengaged students. Further discussion centred as in previous meetings on the reasons why attendance was poor and the ways in which these students were engaged to improve their attendance including parental buy-in and faculty administrators ringing each morning any students who miss a GCSE class. The stick is to suspend students from attending their main course if they do not attend GCSE. The committee asked what other colleges were doing with the VP confirming that in the Wessex Group of colleges, the key thrust was to plan for workshops.</p> <p>The VP then outlined the expected costs of running the following sessions which totalled approximately £140,000 and would be presented to the Finance & Resources (F&R) committee:</p> <ul style="list-style-type: none"> • Weekly catch-up sessions for groups of five or six students in other subject areas - £70,000 • Additional weekly practical sessions in science, Engineering, Creative Industries - £25,000. • Additional learning support sessions for students who have a declared learning difficulty and/or disability - £40,000. A proportion are funded through high needs funding but there are other which have declared disability who have no funding and looking to recruit some LSAs. <p>The QS Committee agreed supported the VP's proposal for the additional spend and for this to be put forward to the F&R committee</p> <p>Resolved that the Review Report on the current position regarding curriculum and quality challenges after Covid was received and noted by the committee</p>	
1.5	<p>Student Outcomes 2020/21 (including CAG Appeals)</p> <p>The AP (JB) provide the context of the previous two years and the fact that like for like results could not be made i.e. 2018-19 – results through exams; 2019-20 – Central Assessment Grades and for 20-21- Teacher Assessment Grades (TAGs). A detailed presentation on grades through the college was given with the following notable points made:</p> <ul style="list-style-type: none"> • Achievement rate - 87.6% (last year 85.1%) • The percentage of students retained has increased by 1.2% to 90.2% • The percentage of students passing has increased by 1.5% to 97.1% • There were 29 appeals by students for the TAGs awarded. Priority appeals for UCAS applications - these were passed on to the examination board and four were upheld. <p>In terms of enrolments, the significant number of enrolments are for; A levels; Diplomas; Certificates; and GCSEs. Overall, the Achievement rate is around 4% higher than the national achievement rate.</p> <p>The increase in the achievement rate, compared to last year is the result in increased retention of students. In addition, the pass rates for A levels (+0.5%); Diplomas (+0.3%); GCSE (+1.6%) also increased. The AP did express concern that because of the pandemic there may be students that have never taken an external exam and so going forward more practical help was to be given to students.</p> <p>The Chair thanked the AP for the very detailed report.</p> <p>Resolved that the Student Outcomes 2020/21 (including CAG Appeals) was received by the committee</p>	

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1.6	<p>Student Enrolments and Start of Term Update</p> <p>The AP (TA) went through the presentation on induction days and enrolments. The feedback had been very constructive, and this information meant that there was a shift from information overload for students to a more convivial programme commencing with an online induction the week before the enrolment days, so that students could connect more at the fresher fest days. Vocational and A level days were separated and worked well. Short introductory talks broadcast on Teams were at three set points. Student target enrolment number for day 42 (end of October) is 1770 however currently it is 1903, but a conservative figure would be 1835 for day 42 but could be higher. The Chair asked if an explanation could be provided regarding the increase. The AP confirmed that the increase was due to:</p> <ul style="list-style-type: none"> • online and virtual recruitment had broadened the College's reach • the change in demographics • the strength of the college's reputation amongst students (how the college support students as young adults in a structured way, good teaching and college facilities) and word of mouth, availability of qualifications • the college is not a school. • working with stakeholders in sports and digital <p>The staff governor also said that the new REMS Student Records operated effectively during enrolments, enabling the College to enrol 2,066 new students, the largest number of new enrolments the College has experienced.</p> <p>The Chair said that this success should continue to be heavily marketed. The Principal wanted to express her thanks all staff who had supported the enrolment days and their time given and this was endorsed by the committee.</p> <p>Resolved that the Student Enrolments and Start of Term Update was received by the committee</p>	
1.7	<p>Strategic Aims – Quality (Interim 2021/22 Quality Improvement Plan)</p> <p>The VP explained to those unfamiliar with the draft 2021/22 Quality Improvement Plan (QIP) that this was an interim QIP to cover the start of the academic year, up to the completion of the 2020/21 College Self-Assessment Report in November 2021. The QIP follows Ofsted's Education Inspection Framework sections of Quality of Education: Intent, Implementation and Impact, Behaviour and Attitudes, Personal Development and Leadership and Management. The two areas of improvement carried over from the previous year were:</p> <ol style="list-style-type: none"> i. Student behaviour and conduct that demonstrates high expectations in attendance and punctuality – this covers behaviour and attitudes. Attendance (a small percentage of students who do not attend and the question of focusing on how to address this) is viewed by Ofsted as a function of behaviour rather than behaviour per se. The VP said that this was being addressed. ii. The take up and completion of Work Experience programmes (Personal Development). <p>An additional two items were raised by academic staff at the June 2021 all-staff Quality Conference:</p> <ol style="list-style-type: none"> i. The effective use of flipped learning techniques (Quality of Education – Implementation); and ii. Using learning materials that promote diversity and inclusion (Quality of Education – Implementation). 	

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	<p>An update on the final version of the 2021/22 QIP will be presented to the Q&S Committee in November, following the completion and validation of the College 2020/21 Self-Assessment Report.</p> <p>The Chair thanked the VP for this brief.</p> <p>Resolved that Strategic Aims – Quality (Interim 2021/22 Quality Improvement Plan) was received by the committee</p>	
1.8	<p>Covid-19 Testing Update</p> <p>Government guidance has required the College to offer two Covid-19 tests a week to all students for the first two weeks of term, and then to supply students with home test kits, so that students can continue to self-test for Covid-19 twice a week at home. So far, a number of students have tested positive for the virus (thought to be from gathering at the Reading festival) and have been absent from College as a result. Colleges are now required to have a Covid-19 contingency plan in the event of an increase in Covid-19 infections. Until now this has been covered in the College Risk Assessment but will now need to be a separate procedure document. HR and Estates are working on the new contingency procedure.</p> <p>The Chair asked if the students understood the ramifications of testing positive and the VP said yes.</p> <p>Resolved that Covid-19 Testing Update was received and noted by the committee</p>	
1.9	<p>Spotlight on Curriculum</p> <p>The VP went through his report explaining that the College had three initiatives underway, to work towards the 2021-24 strategic aims for students:</p> <ol style="list-style-type: none"> 1. The introduction of the new Aspire Programme, for those aiming for Oxbridge and other Russel Group universities. Currently there 140 students but this programme did not preclude those aspiring to go to these universities but was open to any student wanting to progress. 2. The offer of an additional 20 enrichment activities (e.g. journalism, photography, sports etc) compared to the previous year. Improves the students' wellbeing and increases friendship groups but has to fit into their academic timetables. 3. The introduction of professional qualifications for adults to the College portfolio. <p>The first of the College's Industry Advisory Boards on 30 September will be for Sport. The aim is to consult with partners, to hear their view of the strategic direction of the College e.g. qualifications and units of study on College courses, the development of the College estate and resources, and purchasing of equipment. The second Industry Advisory Board in Engineering and IT will be scheduled for the end of October.</p> <p>The T-Level Capital Funding application has now been approved and the design and installation of the new T-level Health mini-ward facility is going ahead, and the Engineering team is currently putting in a bid to the Office for Students, in partnership with Newbury College, for funding to offer a 30-hour Level 4 programme for adults on programming skills for autonomous vehicles.</p> <p>The Board Chair asked for a short paper on this for the Board meeting.</p>	

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	Resolved that: (i) the Report on Spotlight on Curriculum was received and noted by the committee (ii) the VP to provide a paper on the above for the Board meeting 11 October 21	
1.10	Any Other Business The Chair advised the committee that he would be stepping down as Chair as he was taking over a new role. Lizzie Watts was to be the new Chair and would be taking over at the next meeting. The Chair wished to have minuted his thanks to Eamonn Egan, Tristan Arnison and Julian Brinsford for their professional support during his time as QS Chair and also thanked the Clerk for her operational support in managing and reporting the QS meetings. The Principal thanked Dr Tim Lincoln for his excellent chairmanship which was endorsed by the committee members present. There was no other business	
1.11	Items to be taken forward to next Board meeting: i. Safeguarding policy	
	Date and Time of Next Meeting: 1. 22 November 2021 at 16.00 2. 21 March 2022 at 16.00 3. 16 May 2022 at 16.00	
	Close of Meeting The meeting closed at 18.42'	
	MINUTES of the meeting held on 27 September 2021 were agreed and accepted as a true and accurate record	