

The Henley College Board

<b>MINUTES of the Meeting of the Quality and Standards Committee held on Monday 21 November 2022 at 16.00 via remote participation</b>		
<b>MEMBERS PRESENT:</b> Elizabeth Firth Mike Ashton Claire Bovill Satwant Deol James Lingard  Dr Tim Lincoln Rena Rani Andrew Unsworth	<b>Independent Member/Chair</b> Chair of the Governing Board Independent Principal Independent Member/Vice Chair & Safeguarding Lead Governor Independent Independent Teaching Staff Governor	<b>CLERK:</b> Jacky Gearey  <b>BY INVITATION:</b> Tristan Arnison Julian Brinsford Eamonn Egan Terri Williams  Assistant Principal & DSL Assistant Principal Vice Principal (VP) Interim Head of Quality
Agenda Item	Minutes	Action by
	<b>Opening of meeting and welcome</b> The Chair opened the meeting at 16.03.  <b>Apologies for Absence</b> There were no other apologies for absence.  <b>Declaration of Interests</b> <ol style="list-style-type: none"> <li>1. Lizzie Firth declared her interests as a Director of Accreditation and Standards at Pearsons</li> <li>2. Rena Rani declared her interests as a consultant at London Southeast Colleges Group.</li> </ol> There were no other declarations of interest.	
2.1	<b>Minutes of Previous Meeting</b>  (i) Meeting of 3 October 2022  The minutes of 3 October 2022 were agreed as an accurate record of the meeting held.  <b>Resolved that the committee agreed that the minutes were an accurate record of the meeting of 3 October 2022.</b>	
2.2	<b>Matters Arising from the Minutes</b>  Item 2.8 - to provide committee members with links to outstanding colleges – VP advised that visits were being arranged to Farnborough and Cirencester. Matter now closed. Item 1.3 – safeguarding policy – comments from the committee on the policy to be sent to DSL – covered under 2.3 Item 1.4 – student outcomes <ol style="list-style-type: none"> <li>(i) circulate the attendance figure – covered under item 2.4</li> <li>(ii) provide a 5 min verbal update for 10 October 22 with a paper for meeting 21 November 22 providing fuller analysis. Covered under item 2.4</li> </ol> All other matters had now been closed off.	
2.3	<b>Safeguarding Update</b>	

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	<p>Rena Rani joined the meeting at 16.15.</p> <p>An update was provided to the committee and covered the following: The Safeguarding Governor had undertaken two safeguarding site visits this term, attending Safeguarding Team meetings and the Safeguarding Risk Register committee. A risk assessment of Vulnerable Students had been carried out and there was a significant reduction on similar point from last year, possibly reflecting a more stable post-Covid landscape but the College was reviewing any potential barriers to reporting. Students at risk of suicide in the main were identified as female however from a national point of view, males have been found to have higher rate of suicides compared to females. This issue was discussed further. There have been no Prevent referrals and the College has generated a whole Safeguarding and Prevent Risk Register where two risk registers have brought together making the process markedly successful over the past year in supporting initiatives. The Single Central Record is up to date, KCSIE signoffs have been added and all staff training completed. The new Welfare and Attendance Officer and Student Liaison Officer roles are proving impactful, as is the employment of two security guards across five days. Finally there is now a weekly meeting with premises and the welfare teams to cover any health and safety issues that might affect students.</p> <p>The committee said that the provisions in place were innovative and discussed the proposal of nominating the safeguarding team for an award. The Principal advised that any such nomination would be through the Sixth Form Colleges Association (SFCA) and that she would look into this.</p> <p><b>Safeguarding Policy</b> At the previous meeting it was agreed that the revised safeguarding policy be sent to the committee members after the meeting for any final comments before the finalised policy was agreed and recommended to the Board for approval. The committee asked for age clarification on the use of the terms child and students throughout the policy. For reassurance the DSL advised that the policy was compliant with the ESAT template, and the Safeguarding Lead Governor confirmed that it had been reviewed extensively. The committee recommended the policy to the Board for approval.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>The Safeguarding and prevent update was received and noted by the committee</b></li> <li>(ii) <b>The Safeguarding Policy was received by the committee and recommended to the Board for approval.</b></li> <li>(iii) <b>Principal to investigate possibility of nominating safeguarding team for external award through SFCA</b></li> </ul>	
2.4	<b>Draft College Self-Assessment Report for 2021 - 2022</b>	
	<p>The 2021/22 self-assessment grades were presented to the committee for review and approval with the VP providing details on the 12.5% increase in the number of students enrolled, the percentage on Level 3 (53% taking A-levels and 47% vocational diplomas), Level 2, Level 1 and high needs students. The overall effectiveness self-assessment grade of "Good" was awarded provisionally for 2021/22 and the criteria followed Ofsted's inspection framework categories. The VP gave a presentation providing details on the grading provisionally awarded.</p> <p><b>Quality of Education</b> (Impact, Implementation and Impact) – rated as Good</p>	

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	<p>Intent – this covers 9 of the top 14 industry sectors in the Thames Valley. Students come from 3 counties covering the central and eastern part of the Thames Valley region. The College has 9% market share with the school sixth forms having the greatest share at 57% as they are focussed on A-level classroom-based learning. However the College was better equipped to deliver the industry focused education and training and had a greater market share e.g. engineering 47.3% at Level 3. The VP referred to the Industry Advisory Boards with employers in the Sports and Engineering and Computing sectors, which had drawn on the employers' understanding of the skills they most wanted students to develop at college, in preparation for joining the workforce. As previously minuted this had resulted in the introduction of the Skills Builder programme as part of the Aspire Tutorial curriculum and the Foundation Learning programme.</p> <p>Implementation – data provided from the lesson observations, identified key strengths as teachers having high expectations of their students, well-paced leaning sessions able to convey key concepts effectively, and with students understanding and skills being continually assessed. Additionally the teachers were able to modify the mode of delivery to benefit the needs of students. Key areas for improvement were curriculum sequencing, Level 2 qualifications including GCSE Maths and systems for monitoring and tracking student progress not being fully embedded into the College.</p> <p>Impact - the overall achievement rate for 2021/22 was similar to 2018/19. GCSE English rates returned to the 2018/19 rate however GCSE Maths did not with fewer students passing in both the November and June exams.</p> <p><b>Level 2 programmes including GCSE Maths</b> were designated as Requires Improvement and as previously minuted regarding the GCSE Maths, this referred to inexperienced teachers who had been recruited to address the large number of students at the start of the year. The committee felt that an explanation need to be provided on the active steps taken in year to remedy this with the VP providing further clarification that these steps did not have the impact required. Further points raised on this issue referred to the use of proportionate wording to reflect that this was a very small number of students albeit the committee stressed still too many. It was agreed that the SLT would provide an update to the curriculum provision review for Level 2 at the next meeting.</p> <p><b>Behaviour and Attitudes</b> – rated as Good. Student attendance was 84% (3% attributed to pandemic), comparator colleges were 85% with 8% of all students having attendance below 70%, however there were some mitigating reasons for this. The committee asked if there was a correlation with the low attendance in Maths, VP explained the main reasons are different from the wider student base, as these students did not want to do the subject albeit they had to, were not confident about it and lacked motivation. Steps taken to try to address this had included consultation with staff, re-writing the attendance policy, curriculum area reviews, automated email service to parents, and the recruitment of student welfare and attendance officers. The committee discussed this again at length and asked for regular reporting on Maths/English attendance going forward. The VP agreed to provide this.</p> <p><b>Personal Development</b> – rated as Good. The College had supported learners in developing their knowledge and skills beyond the purely academic e.g. the Industry Advisory Boards, specialist pastoral team to support this work, alongside a careers advisory service and the sills builder programme.</p>	<p>VP</p> <p>VP</p>
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	<p><b>Provision for Learners who have high needs</b> - Provision was Good with a calm and supportive environment for learners who felt safe with individual study programmes well matched to learners' abilities. Areas for improvement covered more training and development for staff concerning career development needs of these students.</p> <p><b>Leadership and Management</b> – rated as Good. The College had taken steps to help students recovering from the effects of the pandemic, promoted EDI with the overall outcomes broadly similar to 2018/19. The newly introduced strategic tracker, Board initiative of a had allowed governors to more effectively monitor the College's academic performance and was very effective. The achievement gaps were discussed and were to be taken into the QIP. Again the committee asked that the wording be revised to ensure no ambiguity of meaning in particular the word "mindful". The VP said that this would be actioned. The VP drew the committee's attention to the lower achievement rates of Caribbean and White/Black African students. The achievement of boys was 2.5% below that of girls at 80.7%. Whilst a relatively small gap, the VP reassured the committee that the College was putting in proactive steps to address this for 2022/23 and the committee was assured that this would be part of the QIP.</p> <p>The Chair asked if there were any further questions or comments before asking the committee to approve the 2021/22 SAR grade of Good for Overall Effectiveness subject to the comments made and amendments. The committee approved the SAR grade of Good and recommended this to the Board for approval.</p> <p>Andrew Unsworth left the meeting at 16.45</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>Draft Self-Assessment Report for 2021- 2022 was received and recommended to the Board for approval with the judgement of Good for overall effectiveness.</b></li> <li>(ii) <b>VP to provide regular reporting on Maths/English attendance</b></li> <li>(iii) <b>SLT to provide an update to the curriculum provision review for Level 2 at the next meeting</b></li> <li>(iv) <b>VP to action the comments made during the meeting regarding language referenced in Level 2 programmes and Leadership and Management</b></li> <li>(v) <b>VP to update QIP with ethnicity point raised on attainment gap reported in SAR</b></li> </ul>	VP
2.5	<p><b>(Interim 2022/23 Quality Improvement Plan)</b></p>	
	<p>The QIP is updated on an eight-week basis. Of the 12 areas presented all were RAG rated amber with the exception of GCSE Maths as red.</p> <p>For reassurance the Interim Head of Quality said that the update was in three parts:</p> <ol style="list-style-type: none"> <li>1. Actions that had already been completed - a synopsis of these was provided.</li> <li>2. Actions in progress - which included expansion of staffing in Level 2 provision, a review of awarding body qualifications for L2 in both IT and business; observation schedule updated; TLA leads to deliver classroom management training; learning walks on the group tutorial session to support ongoing review on the new Personal and Professional Development programme. The committee asked if the College had to engage in Level 2 provision. Interim Head of Quality said that this would be a strategic decision for 2023-24 to be considered as part of curriculum develop/review for 24/25.</li> <li>3. Action to be progressed – GCSE Maths to have a more stable team, teachers being mentored with more maths classes to be provided once resit results are known.</li> </ol>	

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	<p>Attendance and progress will be captured more robustly in the New Year through the Curriculum Area Reviews. If Maths and English is put at the heart of the curriculum planning this would improve attendance going forward.</p> <p>For information the appointment of the new Assistant Principal Quality was confirmed with a start date in January 2023.</p> <p>The Chair wanted to thank Terri Williams for the massive amount of work that had been done, which was echoed by the rest of the committee.</p> <p><b>Resolved that the QIP was received and noted by the committee</b></p>	
2.6	<p><b>Spotlight on Curriculum</b></p> <p>The VP provided an update on activities new to the College in 2022/23 referring to the successes for the rugby programme, the growth in provision for Careers Fairs, communication with parents, a fresh mentoring programme for teachers new to the profession, an update on the Personal and Professional Development (PPD) Programme and news about the Christmas Show. The committee commended the VP on the contents of the report.</p> <p><b>Resolved that the Report on Spotlight on Curriculum was received and noted by the committee</b></p>	
2.7	<p><b>Committee Self-Assessment</b></p> <p>The committee self-assessment response rate is 80%. One governor who had just joined the committee felt unable to complete this as this had been her first meeting. The salient points raised were:</p> <ol style="list-style-type: none"> <li>1. There was a need for more education linked experience including Ofsted, SEN, teaching and learning on the committee</li> <li>2. Need to ensure all papers are concise which allowed more time for more Q&amp;A.</li> <li>3. The use of presentations was clear and good</li> </ol> <p><b>Resolved that the Report on the committee annual self-assessment was received and noted by the committee</b></p>	
2.8	<p><b>Any Other Business</b></p> <p>There was no further business.</p>	
2.9	<p><b>Items to be taken forward to next Board meeting for approval:</b></p> <ol style="list-style-type: none"> <li>1. Safeguarding Policy</li> <li>2. College Self-Assessment 2021-2022</li> </ol>	
	<p><b>Date and Time of Next Meeting to be held remotely:</b></p> <ul style="list-style-type: none"> <li>• 20 March 2023 at 16.15</li> <li>• 22 May 2023 at 16.15</li> </ul>	
	<p><b>Close of Meeting</b></p> <p>The meeting closed at 17.53</p>	