

The Henley College Board

**MINUTES of the Meeting of the Quality and Standards Committee  
held on Monday 20 March 2023 at 16.30  
via remote participation**

<b>MEMBERS PRESENT:</b> Elizabeth Firth Mike Ashton Satwant Deol Jo-anne Elliott Dr Tim Lincoln Rena Rani Andrew Unsworth Jackie Wilcocks		<b>Independent Member/Chair</b> Chair of the Governing Board I Principal Parent Governor Independent Independent Teaching Staff Governor Parent Governor	<b>CLERK:</b> Jacky Gearey	<b>BY INVITATION:</b> Tristan Arnison Julian Brinsford Eamonn Egan Terri Williams	Assistant Principal & DSL Assistant Principal (AP-JB) Vice Principal (VP) Interim Head of Quality (HoQ)
<b>Agenda Item</b>	<b>Minutes</b>			<b>Action by</b>	
	<p><b>Opening of meeting and welcome</b> The Chair opened the meeting at 16.32</p> <p><b>Apologies for Absence</b> 1. James Lingard – holiday 2. Claire Bovill – out of country There were no other apologies for absence.</p> <p><b>Declaration of Interests</b> All declarations of interest for Lizzie Watts, Rena Rani, Jackie Wilcocks and Jo-anne Elliott are in the Register of Interests. No other declarations of interest were made.</p>				
3.1	<b>Minutes of Previous Meeting</b>				
	<p>(i) Meeting of 21 November 2022</p> <p>The minutes of 21 November 2022 were agreed as an accurate record of the meeting held.</p> <p><b>Resolved that the committee agreed that the minutes were an accurate record of the meeting of 21 November 2022.</b></p>				
3.2	<b>Matters Arising from the Minutes</b>				
	<p><b>Item 2.3</b> - investigate possibility of nominating safeguarding team for external award through SFCA – an organisation has been found and the College nominated the safeguarding team. Item closed</p> <p><b>Item 2.4:</b> These all to be covered off under QIP. Item closed.</p> <ul style="list-style-type: none"> <li>- provide regular reporting on Maths/English attendance</li> <li>- provide an update to the curriculum provision review for Level 2 at the next meeting</li> <li>- update QIP with ethnicity point raised on attainment gap reported in SAR</li> <li>- action the comments made during the meeting regarding language referenced in Level 2 programmes and Leadership and Management.</li> </ul> <p>All other matters had now been closed off.</p>				
3.3	<b>Quality Improvement Plan (QIP) Update</b>				
	<p>The QIP identifies the main areas for improvement across the educational provision of the College and is rag-rated with the last review taking place at the beginning of March 2023. As there were no red RAG rated areas, the areas for discussion only covered amber which were:</p> <p><b>GCSE Maths</b> - 2021/22 9-4 achievement rate in Maths GCSE was 11% below the Sixth Form average, this was now stabilising and is expected this percentage will increase in the exam</p>				

## The Henley College Board

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period. As this had been a recurring issue for the committee the HoQ explained that the recruitment of maths teachers has enabled more maths classes to be provided. The HoQ said that a focused English and Maths strategy is needed to be put the subjects at the heart of the curriculum plan in future years. This action would help considerably in raising attainment. Also attendance for GCSE Maths has improved by 20% to 58.6% in the last term as a result of interventions by the attendance monitors. The committee whilst pleased with the improvement wanted further explanation concerning this. Attendance had gone down drastically in December after the November exams as many students feel that they have done sufficient work to have passed. It is expected that attendance figures are likely to improve going forward. There followed a discussion on the number of students doing GCSE Maths and English exams and the requirement to achieve Grade 4, if they can defer them and when they can take their exams. For reassurance the achievement rates for GCSE English were above the national average. The Chair summarised the suggestions around timetabling, proxy, when students are entered into the exams, and the fact that standards in the exams are going to be harder in 2023 compared to 2022 and acknowledged that the action plan being presented was trying to address this.

**Level 2 Provision** - the curriculum area deep dives identified that Business L2, Health and Social Care L2 and IT L2 did not have effective monitoring and tracking systems in place with too many students not adhering to deadlines for the submission of coursework. New teachers were now in place and being supported by TLA leads but a new IT teacher was still required. Additionally a quality review was currently happening looking at L2 delivery methodology and curriculum content with teachers and APs across the L2 curriculum areas. A working party had been set up and agreed with initial meeting to be held in the latter part of March 23. The Committee asked about the co-ordination of all of this which the HoQ said was huge but that all staff were engaged in improving this area and that it was a work in progress.

**Pathways/Foundation Learning** - there are insufficient steppingstones in place to support the progression of foundation students to L2 vocational learning programmes or to progress through the levels in English and maths Functional Skills qualifications. HoQ advised that planning meetings had been scheduled to enable expanded qualifications for the September 2022/23 academic year. The issue about leaders and managers not having successfully monitored the quality of L2 vocational and GCSE provision across the College resulting in not being able to successfully implement appropriate strategies to support students to achieve was discussed. Also the issue that LSAs working across the College and in Pathways and Foundation have not been included in the College observation cycle will have also been addressed once staffing ratio has increased but that there were positive steps with small group of LSAs and the use of learning walks to ensure consistency. The Board Chair asked how engaged were the teachers with the LSAs? HoQ said that this was not the issue, it was the insufficient number of LSAs and the difficulty in recruitment. HR is looking at different options to address this. This will be an area of focus for the new curriculum link governors.

**Leadership and Management** - the quality of L2 vocational and GCSE provision across the College has not been effectively monitored making it difficult to successfully implement appropriate strategies to support students to achieve. The December Curriculum Area Review (CAR) identified interventions and actions taken by CLs and the one in February focused on E&M attendance and L2 attendance (NB: train strikes and teacher strikes have impacted on the overall attendance in both of these areas). Focused interventions are being delivered in liaison with the attendance officers. The newly formed L2 working party

## The Henley College Board

	<p>will also support future curriculum planning and tracking of student's progress. The Board Chair asked for a summary sheet on the strategy for GCSE Maths and English and EHCP.</p> <p>The Chair recognised that much of the QIP was now green and that there were no red rated items which was good to see. The Board Chair asked where the greatest improvements were? HoQ said that everyone was working as a team and as an example, referred the committee to one of the green rated areas for improvement concerning attendance to group tutorials which had improved.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>Quality Improvement Plan Update was received and noted by the committee</b></li> <li>(ii) <b>a summary sheet on the strategy for GCSE Maths and English and EHCP to be provided for the next meeting.</b></li> <li>(iii) <b>Rena Rani to pick up in curriculum link approach.</b></li> </ul>	
3.4	<p><b>Strategic Aims Tracker and KPI Update (Aims 1 and 3)</b></p>	
	<p>Jo-anne Elliott joined the meeting at 17.35</p> <p>The Strategic Aims Tracker provides an update on actions taken to achieve the key strategic aims for the year. The Chair said that the paper was to be taken as read but was much better in its presentation to include a term by term breakdown and a commentary update at the end of each aim. Furthermore the Board Chair advised that the RAG rating has been updated explaining that amber now meant in year and with remedial action required and the tracker and KPIs were now mutually linked with the risk register, identifying the initiatives and the progress made.</p> <p>The update on strategic aim 1 concerning Students i.e. delivering an exceptional student experience, and strategic aim 3 for Stakeholders referring to building partnerships with community covered the actions which contributed to the two strategic priorities for development of skills and partnerships, and Students' well-being and independence. All but one of the actions were on track. As a result, these actions are rated amber and will inform planning for 2023/24. The committee discussed the implications of strategic aim 2 concerning staffing which HR was working on regarding how to attract and retain the best employees. For reassurance and in answer to members questions on pay, the Principal confirmed that the College has maintain remuneration to the upper quartile level, as benchmarked against similar FE sector colleges.</p> <p>The KPI update provided data on the impact the actions completed in the tracker have had on student performance and perception and noted the positive progression rate for students in 2021/22 at 98%, 9% above the most recent national average. A risk column has been incorporated to this. The three indicators rated amber were discussed:</p> <ul style="list-style-type: none"> <li>• student attendance has seen an improvement to 86% (not including strike action days) (+2% on 2021/22).</li> <li>• Level 3 Value-added remains unchanged and will be a strategic aim in 2023/24 predicated on the entry level requirements. The VP explained value added outcomes and ALPS i.e. ALPS is graded 1 to 9 with 1 being high and 9 low. The measure is reviewed five times a year at the CAR meetings. The aim this year is to achieve ALPS 4, which is approximately the national average for value-added outcomes. The committee asked for further clarification on the ALPs scoring with the AP (JB) explaining how the scoring system works stressing that not all qualifications have an ALPs score. The committee asked if a summary could be provided regarding what Ofsted would be looking at regarding ALPS and also to have separate ALPS score for vocational and</li> </ul>	

## The Henley College Board

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	<p>A level qualifications in the KPI. For information some colleges have stopped using ALPS for vocational because of the poor data set availability, however VP said this would be actioned.</p> <ul style="list-style-type: none"> <li>• Student Satisfaction also remains unchanged. The outcome at 87% is relatively high, although below the target of 90%. The Chair asked about student satisfaction and the issue of respect which had been raised. The VP said that respect was a key value for the College and will be monitored throughout quality assurance and student welfare processes. The key action will be for tutors to focus support on students who are noticeably behind with work and not on track to achieve their qualifications. The next student satisfaction survey will take place in the summer term. VP said that the college is aware of this and is working on this.</li> </ul> <p>The Chair thanked the VP for the work done on this which had made the document far more readable.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(i) <b>the Strategic Aims Tracker and KPI Update (Aims 1 and 3) were received and noted by the committee</b></li> <li>(ii) <b>VP to provide a summary regarding what Ofsted would be looking at regarding ALPs and also to include a separate ALPs score for vocational and A level qualifications in the KPI</b></li> </ul>	
3.5	<b>2023/24 Curriculum Planning</b>	
	<p>The Chair asked that the paper be taken as read.</p> <p>The VP explained that the presentation on the 2023/24 Curriculum covered the Key Strategic Priorities for the year:</p> <ul style="list-style-type: none"> <li>• Student Wellbeing and Personal Development</li> <li>• Enrichment</li> <li>• Skills and Work Experience</li> </ul> <p>The presentation showed the planned enrolment numbers for the year and changes to staffing requirements in response to changes in student numbers and the curriculum. Student wellbeing and personal development is considered through initiatives started in 2022/23 that will continue in 2023/24. Enrichment, skills and work experience see new initiatives that will allow the College to response to the new Local Skills Improvement Plan. The Enrichment offer will increase to allow all students an opportunity to engage in College enrichment through a partnership with two external providers. This will allow for the delivery of additional sports and academic enrichment activities.</p> <p>Planned student recruitment numbers for 2023/24 are 1,960 students, an increase of 40 students on 2022/23. Current applications suggest this may be exceeded with enrolments reaching around 1,970. The committee asked about the balance of enrolments with existing the estates infrastructure and the teaching staff and if there were any shortfalls. VP advised that the College had staged its progression with the target being achieved, not only allowing the College to be the best possible in the area but ensuring its relevance to that area, this also meant increasing the bottom line and safeguarding within the College. In essence the plan matched student numbers, the facilities and staff.</p> <p>The committee asked how did T-Levels fit in with the College vision and did they respond to the LSIP and whether the College was confident appropriate placements can be found for all students undertaking the new T levels? VP advised that the T-level subjects offered next year in Healthcare, Computing, Engineering and Business were all very closely aligned with the skills gaps identified by the Thames Valley Chamber of Commerce. Information from the LSIP had not been published yet.</p>	

## The Henley College Board

	<p>There were no further questions Rena Rani left meeting at 18.21.</p> <p><b>Resolved that 2023/24 Curriculum Planning was received and noted by the committee</b></p>	
3.6	<p><b>Safeguarding Update</b></p> <p>An update was provided to the committee and highlighting the key points: Risk Assessment of Vulnerable Students - At Risk: Extremely High – 3; At Risk: High – 5. This is approximately the same number as last year with a noticeable shift from panic attacks to self-harm and suicidal thoughts already previously minuted. Bucks has suggested that any harmful sexual behaviour trends of child on child need to be highlighted, with DSL explaining the three cases on this. The logged incidents are covered in CPOMS which is only used by the safeguarding team to ensure consistency of use and provide an audit trail. The overview has been really useful as it provides full information. ESAT / LADO have conducted a review which provided a good comparison point with last year's external audit, initial feedback highlighted a strong and well-embedded safeguarding culture. They also met at the College as part of a review of the county's annual statutory audit questions reporting that the College had undertaken the highest number of early help assessments of any college in the county. Bucks High Needs / Safeguarding audit was conducted on the 1 March 2023 and the auditor was pleased with the approach to the safer recruitment and SCR maintenance and commented on the College's strong safeguarding culture and vision. The College is currently waiting for the report. There were no Prevent referrals. The Single Central Record is in line with the ESAT / LADO auditor's recommendation, three further categories have been added to the record and these are being completed currently. HR will also now be holding all contractor information and confirmations centrally in a single location. SCR audited separately by Bucks on 1 March 2023 and no issues were raised. DSL wanted to thank the HR department for the enormous amount of work that had been done on this. An update on estates and premises upgrades, staff training and staffing was provided and there were no questions from the committee. The Chair felt that this was a very useful presentation and showed what the College was doing to support the students and would inform the KPIs.</p> <p><b>Resolved that the Safeguarding Update was received and noted by the committee</b></p>	
3.7	<p><b>Any Other Business</b></p> <p>Ofsted – the Principal advised that the Ofsted inspection would take place 28-31 March 23 with Ofsted advising on Friday 24 March on the deep dive areas. The committee asked about the impact on Principals and SLT of a recent Ofsted review resulting in a Headteacher's suicide. The Principal reassured the committee that all staff were being supported throughout this inspection.</p> <p>Curriculum Link Governors – the approach was being discussed on 21 March 2023 led by Rena Rani.</p> <p>The Chair asked for feedback on the agenda to be shared by committee members ahead of the next meeting.</p> <p>There was no further business.</p>	
3.8	<p><b>Items to be taken forward to next Board meeting for approval:</b></p> <p>1. None</p>	
	<p><b>Date and Time of Next Meeting to be held remotely:</b></p> <ul style="list-style-type: none"> <li>22 May 2023 at 16.15</li> </ul>	



## The Henley College Board

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	<b>Close of Meeting</b> The meeting closed at 18.47	
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