

The Henley College Board

<p align="center">MINUTES of the Meeting of the Quality and Standards Committee held on Monday 2 October 2023 at 16.15 via remote participation</p>		
<p>MEMBERS PRESENT: Lizzie Watts Mike Ashton Satwant Deol Asma Jahan Jackie Wilcocks</p>	<p>Independent Member/Chair Independent Principal Staff Governor Parent Governor</p>	<p>DIRECTOR OF GOVERNANCE: Jacky Gearey</p> <p>BY INVITATION: Tristan Arnison Julian Brinsford Eamonn Egan Suzanne Plaister</p> <p>Assistant Principal & DSL Assistant Principal (AP-JB) Vice Principal (VP) Assistant principal Quality (HoQ)</p>
<p>Agenda Item</p>	<p>Minutes</p>	<p>Action by</p>
	<p>Opening of meeting and welcome Chair welcomed Asma Jahan the staff governor and Suzanne Plaister the new AP Quality. All papers were to be taken as read to allow for more Q&A.</p> <p>Apologies for Absence 1. Claire Bovill 2. Jo-anne Elliott 3. James Lingard 4. Rena Rani</p> <p>There were no other apologies for absence.</p> <p>Declaration of Interests All declarations of interest for Lizzie Watts and Jackie Wilcocks are in the Register of Interests. No other declarations of interest were made.</p>	
1.1	<p>Minutes of Previous Meeting</p> <p>(i) Meeting of 22 May 2023</p> <p>The minutes of 22 May 2023 were agreed as an accurate record of the meeting held.</p> <p>Resolved that the committee agreed that the minutes were an accurate record of the meeting of 22 May 2023.</p>	
1.2	<p>Matters Arising from the Minutes</p> <p>All matters had now been closed off or were address in the agenda.</p>	
1.3	<p>Safeguarding - Section 157/175 Audit Return and New Safeguarding Policy</p> <p>The Section 157/175 Local Authority Annual Safeguarding Report for 2022/23, is an annual safeguarding audit which has to be ratified by the Governing body 9 October 2023. The audit covered; leadership and key roles, induction and training, safeguarding Policy – confirmed reviewed annually, policies, procedures and guidance, record keeping, referrals and consultations, safer recruitment and support, ethics and equality and embedding a safeguarding culture. The DSL advised that there were three actions to come out of the audit:</p> <ul style="list-style-type: none"> • further update higher agreements to meet audit stipulations (e.g. not to hire to extremist organisations) 	

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	<ul style="list-style-type: none"> relaunching the overarching College EDI committee , the lead for this is the Head of HR Manager complete a neglect questionnaire with staff (i.e. how to address neglect and what it looks like within the College sector). The lead for this is the DSL. The Chair asked to see the feedback form once has gone live and given the recognition that that attendance can be a key indicator of neglect and this has been a topic regularly discussed at this committee. <p>The DSL reassured the committee that the Local Authority had also completed a safeguarding audit on site last year with no issues.</p> <p>Resolved that Section 175/157 Local Authority Annual Safeguarding Report for 2022/23 was received and recommended to the Board for approval</p>	
1.4	<p>Strategic KPI Update (including 2022/23 Outcomes and 2023/24 Enrolments)</p>	
	<p>Strategic KPIs Key points reported in the Strategic KPI tracker were in 16-19 student recruitment, student attendance, student achievement, Level 3 value-added outcomes and student satisfaction. AP (JB) presented a RAG rated chart to simplify the results which the committee agreed was far easier to assimilate.</p> <p>16-19 student recruitment – outturn 1825 (target of 1830) - Implement significant marketing campaign, improve progression rates, improved open days and “good” Ofsted outcome. Demographic data had shown population (16-19) shortfall in the area. However, the College has successfully arrested any recent decline and is growing numbers again. Impact lessened as funding protected in-year.</p> <p>Student attendance - at 84% (target of 88%, with a drop of 2% due to strikes). The final attendance figure for 2022 returns is the end of May to the DfE. It was noted that attendance becomes more difficult to report later in the year and is also affected by external examinations, which start in April and continue for most of the remainder of the term. A new app has been introduced which should explain some of the unaccounted absences. The introduction of the attendance officers has helped but raises the question of how that translates into a whole college mind-set.</p> <p>Student achievement - the figure of 81.2% (target 82.2%) reflected the 18/19 standards it was acknowledged that achievement grades through TAGs and CAGS were higher than that which they would have ordinarily been attained. Not all results are currently included in the figure above.</p> <p>Value-added Outcomes – A level ALPS 8 Voc ALPs 8. As explained previously the lower the cohort the more exposed to variations in the data set e.g. if one student on an A-level qualification improves their grade by 1 grade, the result can lift the qualification as a whole by 1 ALPS grade. It was explained that vocational diploma qualifications gradings data was very sensitive around this due to the data sets which are not regarded as validated data. Therefore it was difficult to guarantee whether this data can be relied upon. Committee were concerned about this given previous discussions both at the Board and Committee level about the progress through this year. The AP Quality advised that this was being reviewed and went through proposals to address and improve the outcomes. The Chair questioned whether a different improved KPI would be more meaningful here given the commentary around unvalidated data.</p> <p>Student Satisfaction - Overall Student Satisfaction out turn at the end of the academic year although below target of 90% had improved at 88.4% with over 2000 comments on what students thought of their courses.</p>	

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	<p>The Chair said the missed target for 22/23 retention, attendance, student satisfaction and pass rate for A levels were of concern. There was a robust discussion around challenging targets and reasons for just missing them. Moreover the committee asked that the RAG be binary green for achieved and red for missed with an explanation for the latter in the commentary about what has been put in place to improve. AP(JB) was asked to consider how best represent the data for the next Board meeting to ensure clarity and transparency. Principal said targets were set pre-pandemic but agreed with comments made.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Strategic KPI Update (including 2022/23 Outcomes and 2023/24 Enrolments) was received and noted by the committee (ii) AP(JB) to amend RAG rating of table (green and red) out turns with stronger explanations in commentary for not meeting targets (iii) AP(JB) to consider how best represent the data for the next Board meeting 9 October 23 	<p>AP (JB) AP (JB)</p>
1.5	<p>Strategic Aims Update (2021-24)</p>	
	<p>The VP updated the strategic aims (1 and 3) explaining that this was the third year of a three year plan of 2021-24. All actions for the two aims were on track to be completed by the end of the academic year. A summary of key actions was given below:</p> <p>Strategic Aim 1: Students - Delivering an exceptional student experience Developing Independence and the right aptitudes for future success</p> <ul style="list-style-type: none"> • The first cross-college Skills Builder assessments are taking place and will appear in eTrackr, the College's new online portal for communicating with students and parents. • The first of this year's three careers' fairs is taking place on 5 December focusing on STEM also inviting students from local schools • Unifrog software is now set up for students to record their careers plans during PPD tutorials helping students with their UCAS applications and apprenticeship/work applications • New loans policy introduced so that all students will have access to a mobile device in and outside of College. <p>Promoting wellbeing in an enriching and supportive environment</p> <ul style="list-style-type: none"> • Nine additional online pastoral materials have been added to the PPD programme. • Two external enrichment providers brought in to increase the College's capacity to deliver Sports, Wellbeing and Skills for the Future options. <p>Ensuring excellence in teaching, learning and assessment</p> <ul style="list-style-type: none"> • Level 2 Student Rep Conference has been planned for 17 October and a Level 2 Student Skills Masterclass in Maths for mid-November. Two specialists in Level 2 courses. events run by Unloc, the aim is to drive achievement and attendance in GCSE English and Maths. <p>Enabling all students to make exceptional progress</p> <ul style="list-style-type: none"> • A new system for recording and monitoring students' progress was implemented in September which allows teachers to share key information with students and parents. <p>Strategic Aim 3: Stakeholders - Building partnerships with community</p> <ul style="list-style-type: none"> • Invested in new Customer Relationship Management software. 385 stakeholders are recorded on the database providing assurance T-level Industry Placements will be made available. • Relationships established with three digital companies offering industry placements to students and collaborating with the College on the Local Skills Improvement Fund bid. 	

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	<ul style="list-style-type: none"> High-performance sports programmes have been put under the leadership Head of Enterprise, leading to cross-college sports services being put in place, such as physio and analyst services. <p>Board Chair said that this was very positive feedback but asked that this be fed into the strategic tracker. VP agreed to do this.</p> <p>Resolved that :</p> <ul style="list-style-type: none"> (i) Strategic Aims Update (2021-24) was received and noted by the committee (ii) VP to feed the updated information on the strategic aims 1 and 3 into the strategic tracker 	VP
1.6	2023-2024 Quality Improvement Plan (QIP) Update	
	<p>The SAR (Self-Assessment Report) for the college is currently being written and the emerging areas for improvement are outlined in the interim Quality Improvement Plan for 2023-2024. The following areas have been identified as a result of deep dive activity, level 2 working group activity, Curriculum SARs, and the Ofsted report. The main areas for development for 2023-2024 include: L2 Provision, Teaching and learning within specific areas, Value added, Attendance, Engagement within GCSE learning and Enrichment.</p> <p>Two items from the previous QIP from 2022-2023 have also been added.</p> <ol style="list-style-type: none"> 1. LSAs working across the College and in Pathways and Foundation have not been included in the College observation cycle. 2. Not all curriculum areas have developed sufficient external or community contacts to support the wider skills agenda. <p>Main areas of improvement for 23-24 discussed included:</p> <p>Teaching and Learning – the previous quality policy excluded new teachers from formal observations until after the probation period. This has been changed for this year and all new teachers will also receive a TLA induction and initial support from a TLA lead to ensure that support and interventions are proactive and timely. Teaching and learning developments are focused on transparency of expectations and cultivation of a collaborative approach to lesson observations and continual teacher development where teachers feel confident to experiment and explore different teaching approaches and methods and Observation cycle has been changed to be cross curriculum to share best practice. The Board Chair asked about the observation team and if it would be appropriate for governors to sit in on this. Principal said that she would look into this as the union would have to be consulted to ensure total buy in from staff.</p> <p>Level 2 Provision, work in this area had been completed with the College confident that the qualification offer is fit for purpose and meets the needs of the particular students.</p> <p>Value Added – returning to exam grades, the College will have an accurate starting point for target grades with the focus this year on scrutiny of WAG grades within CAR (Curriculum Area Review) meetings, action plans for students whose WAG grade is below their target grade and development of curriculum teams understanding of value added to drive improved ALPs grades.</p> <p>Engagement in learning - not all students on GCSE English and Maths are motivated to engage with learning and make progress against their starting point as attendance for English and Maths was 60% in 2022/2023 which was 24% below vocational/academic attendance. The focus within GCSE English and Maths delivery will be on development of a skills-based approach which centres on meeting individual needs and developing progress against individual student starting points to motivate and engage students with these subjects and improve attendance to lessons.</p>	

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	<p>Attendance - for 2022/2023 was 84% which was 4% below the college target of 88%. This was previously discussed, and the aim is to have incremental marking of key assessment points which will facilitate tracking of progress against individual starting point and will enable students to visibly see the progress they are making over the year.</p> <p>Enrichment - Ofsted identified that there was an inconsistent understanding across staff and students of what enrichment was and its place within the whole study programme. Students do not seem to link the term 'enrichment' to the activities that they actually do. The focus for 2023/2024 is on clear articulation of what enrichment is and how this links to the whole study programme, focused promotion of activities to students with streamlined process for signing up to activities as well as student voice to ascertain impact of interventions and support further developments.</p> <p>The Chair thanked the AP Quality for her report and there were no further questions.</p> <p>Resolved that the Quality Improvement Plan Update was received and noted by the committee</p>	
1.7	<p>English/Maths 2023-24 Delivery</p>	
	<p>VP advised that the 2023/24 enrolments on GCSE English are similar to the previous year but there was a 31% increase in the number of students resitting GCSE Maths. Arrangements have been put in place to improve attendance through eTrackr (system uses an e-Notify application to inform parents of students' absence from College), engagement and progress through the lead up to the November resits, the use of Century, the online GCSE English and maths learning platform, the provision of workshops, and improvements to the tracking of Level 2 students' progress. The aim is to keep students interested and inspired and on track and governors welcome to attend the conference and masterclass days previously discussed. The Board Chair said that this would be really useful to see. The Chair said that GCSE English and Maths needed to be a standing agenda through the year and additionally as new software is being used this should be added to the risk register in case of system failure. VP said that both would be done.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) English/Maths 2023-24 Delivery Report was received and noted by the committee (ii) English/Maths 2023-24 Delivery to be a standing agenda item (iii) Use of Software to be added to College risk register 	VP
1.8	<p>Committee self-evaluation</p>	
	<p>The committee self-assessment response rate was 100%. Attendance rate 85%. The Chair and committee noted the comments regarding additional skills/experience felt to be missing i.e. T Levels and asked that an update on these qualifications and applied generals be brought to the next meeting and thence on to the Board for their meeting in December. Principal agreed for this to be actioned. Additionally further comments had been made regarding the presentation and explanation of the KPIs which had now been addressed under item 1.4.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Committee self-evaluation was received and noted by the committee (ii) VP to provide an explanation on qualifications focusing on areas of risk i.e. T levels and applied general for next meeting and thence onto the Board in December. 	VP
1.9	<p>Any Other Business</p>	

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	<p>The Chair asked for timings of the meeting to be changed to a start time of 17.00 to provide greater flexibility for those attending from work. Director of Governance to reissue invites.</p> <p>There was no further business.</p>	DoG
1.10	<p>Items to be taken forward to next Board meeting for approval:</p> <ol style="list-style-type: none">1. Section 157/175 Safeguarding Audit Report2. Updated KPIs to go to the Board	
	<p>Date and Time of Next Meeting to be held remotely:</p> <ul style="list-style-type: none">• 20 November 2023	
	<p>Close of Meeting The meeting closed at 17.49</p>	