



**MINUTES**  
**of the meeting of the Quality and Standards Committee**  
**held on Wednesday 29 June 2022**

Present: - Laura Johnston (Chair)  
Igor Andronov  
Debbie Lambert  
Jeremy Nicholls  
Liz Quinn  
David Williams (Principal)

In attendance: - Debra Baldwin (Director of Personnel)  
Jo Ricketts (Deputy Principal)  
Linda Watkins (Clerk to the Corporation)  
Alan Layng (Governor)

The meeting was quorate as six Members were present. The Chair welcomed everyone to the meeting, particularly Liz Quinn to her first Committee meeting.

**1. Apologies for Absence**

There were no apologies.

**2. Declaration of Interests**

Laura Johnston – appointment as Chair of Committee.

**3. Approval of the Minutes of the last Meeting**

The Committee agreed that the Chair should sign the minutes of the meeting held on 23 March 2022 as a true record. There were no matters arising from the minutes.

The Committee agreed: -

- To approve the minutes

**4. Student Outcomes and Student Experience**

- I. Attendance to main qualifications was 88.7%. This is tracking 2% below last year's attendance but significantly above the national attendance level. This reflected the revised policy introduced to mark students as present or absent with the category of 'not expected' removed. Attendance has been affected by a number of students who have mental health and anxiety issues; support is provided for students. FTS attendance has excelled following the introduce of robust measures to follow up non-attendance through the disciplinary route. FCS have used a different approach. English and maths attendance is higher than last year following the return to classroom-based teaching and embedding robust measures which were outlined. Vocational teams are working collaboratively with the English and

**Action**

- Maths teams to address non-attendance and delivery course content relevant to specific vocational subjects. Internal reporting for attendance may be combined for vocational, English and maths in future. Functional Skills data was skewed by very small numbers of students which had raised concern without explanation; this would be included in future reports.
- II. Retention is 95.6%, marginally less than the last year. Quality summits were completed in June which did not identify any concerns regarding the impact of retention on achievement rates.
  - III. Student Progress for GCSE English and maths predicts c20% of students will achieve grade 9-4 based on mock exam results in March. The team have supported students to maximise their attendance to exams with 95% attendance for paper 1 which decreased to 84% for paper 3. A higher number of students are on target to achieve Functional Skills. Teacher assessed grades (TAGs) dictated the level of study for students; the College measures students' starting point and distance travelled; in many cases starting points were lower than the TAG. This year results will be non-referenced. Century online package is being introduced to support GCSE and Functional Skills students which uses a different approach.
  - IV. Apprenticeships best case scenario for timely achievement is 45.4% and overall achievement 72.5%. It is anticipated that most apprentices who are past their end date, will complete by the end of this academic year. The pandemic has affected apprentices working in sectors very differently. ESFA are introducing new minimum levels of performance for apprenticeships. The College has been given an EPA award by City and Guilds for high levels of apprenticeship EPA achievements.
  - V. Attendance and retention for 16-18 years students in residential provision at Walford Campus is 92.4% and 98.1% respectively. It related to 18 students. This was better than non-residential students across the whole College.
  - VI. High needs students and those with EHCPs 90.9% and 94.3% attendance and retention respectively. This is on par with the whole College. This evidenced the effectiveness of the support from Learning Support Assistants.
  - VII. 3-year application comparisons were presented by Faculty and course teams showing an increase in applications to FCS this year. Ludlow College applications did not include students progressing from AS to A2 Level. Ludlow College predominantly delivers A Level provision and will be rebranded as a sixth form college next year. The College is re-engaging with schools including providing advice and guidance events and links for gifted students to Ludlow College and Oxbridge. A programme to raise aspirations could be explored with an option to collaborate with Ludlow Foundation. The College is reviewing the vocational offer and how T Levels fit into this. T Level delivery as an alternative to A Levels is being explored for health and business in 2023. It is anticipated that capital investment at Oswestry College in plumbing, electrical, hair and beauty will improve recruitment. Transport issues have been improved in Shropshire with pick up and drop off points improved. There are currently some staff vacancies with good levels applications. A successful Ofsted would also impact on the perception of the College. Colleges will be branded as individual colleges in future.
  - VIII. Courses identified in serious concern were identified in the SAR. A verbal update of individual courses and progress was provided. Students on courses are being given support, including safeguarding and pastoral support.

The Committee agreed: -

- To note the comprehensive reports and data
- It would be useful to track an amalgamation of attendance (including GCSE and Functional Skills), retention and progress data holistically
- To record appreciation to staff for their ongoing hard work to support student

J Ricketts

**5. Developmental Observation Cycle 2021/22 and learning walks**

The Deputy Principal reported on progress and guidance for next year. A Governor commented that accompanying learning walks was a useful and positive experience which had included feedback from Governors. There was a question if Governors' feedback was useful which would be ascertained.

J Ricketts

Teaching observations have been completed with second appraisal meetings ongoing. 19 teachers were rated as a concern with mentors appointed to seven teachers, some had minor and not significant concerns which were being addressed by informal support.

There is evidence that the whole College support safeguarding and are aware of Prevent, County Lines and E-safety. There is ongoing support to address any lack of students' understanding in these areas. Landex confirmed that they were pleased with progress in these areas.

The Committee agreed: -

- To note the feedback from the developmental observation cycle and guidance for next year

**6. Quality: AOP**

- I. The Annual Operational Plan (AOP) was reported showing progress against actions linked to the Committee in a written report. Governors agreed that this reporting ensured relevant areas are brought to the Committee with Governors' input invited on the report. The Board will review completion of the AOP at the October Board meeting. The AOP would be presented with an additional column showing RAG rating of progress. Future reports would be cross-referenced to the targets.

J Ricketts  
D Baldwin

The Deputy Principal explained that achievement is reliant on students' external results and apprenticeship results. Not all CDF placements will achieve 315 hours of work placements, and targets for retention of children looked after will not be achieved.

The Director of Personnel is embedding mechanisms to improve staffs' mental health and wellbeing. A staff survey was issued which will be used to focus support. It will provide a baseline and be repeated as different times during the year. Staff focus groups will be established. Wellbeing health sessions, employer assistance programmes (e.g. counselling, advice on finance and debt) and staff awards focusing on elements of the strategic plan are being implemented. There was discussion about awards which will initially be internal with an option to include student and external awards in future. Staff postcards were sent to staff who were personally referenced by students in the student survey.

- II. The Quality Policy and Procedure was presented for consideration and a recommendation for approval by the Board.

The Committee agreed: -

- To note the AOP agreeing that this item would be brought forward on future agendas as it encompassed and summarised progress on issues brought to the Committee
- The AOP is a useful framework and tool for CMT to track progress of the Strategic Plan
- The AOP provides a summary of activity and enables Governors to dive deeper into any specific areas
- To recommend the Board approve the Quality Policy and Procedure

L Watkins

**7. Equality and Diversity**

- I. The Equality and Diversity Report was noted which included learner performance by groups with protected characteristics. It was encouraging that there were no major anomalies in performance apart from children looked after (CLA) whose retention was lower. An analysis showed that this included poor attendance, students moving out of the area and three exclusions. The College is implementing more support for CLA and vulnerable students. Retention levels compare similarly with other colleges. The Director of Personnel will provide an update at the next meeting. A Governor enquired if retention of CLA could be affected by external support services being stretched. This was uncertain noting that the College provides high levels of individual support for students. During February to May there was a significant drop in retention when some students had assignment deadlines.
- II. The Safeguarding, Equality and Diversity Committee minutes were provided for information.

D Baldwin

The Committee agreed: -

- To note the report and minutes

**8. Safeguarding and Child Protection**

- I. The Child Protection and Safeguarding Report outlined updates to KCSIE which will be effective in September 2022. Changes will be incorporated in the safeguarding policy and presented to the Board for approval. Staff information will be provided regarding KCSIE. Policies approved by CMT were provided for information: fitness to study, criminal convictions, missing in education and children looked after. It was agreed that the flow charts to policies are very useful. There have been three LADO referrals with agreement by the LADO that issues could be addressed through the College's processes. There has been an increase in safeguarding issues which were reported by campus, faculty and by sexual behaviour, peer on peer and bullying, and mental health categories. Concerns were noted showing a substantial increase in mental health and peer on peer (child on child) issues. Specific support is provided for individual students. Governors agreed that it would be useful to include the number of students in addition to the number of concerns logged.
- II. Safeguarding Network Meeting minutes were noted.
- III. Professional Challenge minutes were noted.

D Baldwin

The Committee agreed: -

- To note the report and minutes

**9. Annual Item for Committee**

The Committee agreed: -

- To appoint Laura Johnston as Chair of Q&S Committee
- The Committee effectively met its terms of reference. A statement from the Governing Body on curriculum intent would be added to the website. Progression maps for levels and how courses prepare students would be developed
- No changes were proposed to the terms of reference

J Ricketts/  
L Watkins

**10. Any other business and comments**

- I. The Chair thanked Igor Andronov for his commitment and immense input to the Committee, which had included chairing the Committee for several years. Everyone reiterated their appreciation.
- II. SAR scrutiny will be arranged during the second week of September. Governors will be invited to participate. This will focus on the current data set.

**11. Date and time of next meeting**

The next meeting was arranged for Wednesday 23 November 2022 commencing at 3.15 pm. The Chair requested the March 2023 meeting be deferred to early April which was agreed and would be actioned.

L Watkins