

Quality & Standards Committee

Monday 22nd June 2020

Via Microsoft Teams

Minutes

Present: Lynn Blades (Chair)
Del Cooke
Yasmin Jedidi
Jo Large
Marco Macchitella
Milton McIntosh
Olivia Opara
Helen Pettifor
Indira Warwick

In Attendance: Lubna Hussain
Ian Hooper
Peter Thompson
Beth Yap

1.	Governance
2.	Minutes of Previous Meetings
3.	Matters Arising
4.	Centre Assessment Grades
5.	Students with Additional Needs
6.	Pastoral Support in Lockdown
7.	Quality Improvement Plan
8.	Teaching & Learning Report
9.	Risk Management Plan
10.	AOB
11.	Dates of Next Meetings

Minute	Action, Decision or Recommendation	A/D/R
7.	The Committee noted the training day for staff in February and requested brief feedback as to whether the staff found this useful.	A
10.	The Committee was asked to email the Clerk with any suggestions of how they would like data presented at future meetings.	A

1. Governance

1.1 Apologies for Absence

None.

1.2 Declaration of Interest

None.

2. Minutes of the Previous Meeting

2.1 The minutes of the meeting of 24th February 2020 were approved and would be signed by the Chair.

2.2 As no minute was deemed to be confidential, these would be uploaded to the College website in their entirety.

3. **Matters Arising**

None.

4. **Centre Assessment Grades**

Ian Hooper informed the Board that, due to no examinations taking place this year as a result of Covid-19, the College has had to submit grades for each student in each subject to the exam bodies.

Ian explained that Ofqual requires that, in addition to the grades, the College must assign a rank order for all students. This has been a big task for departments, some of which have up to 300 students. Ian confirmed that the College has made the decision not to use the grades solely from mock exams but has allowed each department to decide how best to determine the grades, based on the evidence that is available.

The Heads of Department discussed the grades and ranks in detail with the Heads of Faculty and all data was reviewed by Ian Hooper. These two quality control checks ensured that the data was accurate and departments were not being too severe.

Governors questioned if there were many adjustments as a result of these quality checks. Ian confirmed that, as he does not know the students or the courses, he was looking purely at the statistics and questioning, for example, why a student received a lower grade than they achieved in their mock exam. These checks resulted in some changes to grades.

The Committee was informed that the new Examinations Manager joined the College on 1st June and her first task was the submission of 2,000 grades to the A level awarding bodies. The next step in the process is for awarding bodies to review the grades and compare these to the national submissions and the College's results in previous years. The College does not know at this stage how much the grades will be adjusted but Ofqual have confirmed that the rank order will not be changed.

It was agreed that the effectiveness of this process would be discussed at the next meeting, once the results are known. Ian confirmed that these results would be inputted into ALPS as usual.

The Committee questioned how this process may affect the number of students progressing to university. Ian confirmed that, due to Covid-19, students may be able to get into a university that they otherwise wouldn't have been able to. However, the picture remains unclear. Year 13 students have been helped during lockdown in the usual ways in relation to firm and insurance choices, finance applications and careers advice more generally.

5. **Students with Additional Needs**

Lubna Hussain outlined how the College supports its students who have a high level of additional needs, particularly during the lockdown period.

Lubna confirmed that the College touches base with these students daily and, now the College has re-opened, they have the option to have regular one-to-ones in College, with the parents' permission.

Teachers are informed of any issues that may be affecting a student's progress. Lubna explained that she is eager to develop staff and has created a drop-in surgery where staff can get advice from a member of the team, in addition to the workshops and INSET and CPD days that are also taking place.

The College currently has 4 students with Educational Health Care Plans (EHCPs), meaning that the College must evidence how they have used the additional funding to support these ones.

The Committee noted that the College has a new ALS Co-Ordinator and is looking to recruit a teacher to support students with dyslexia or dyspraxia, as this is significant within the College.

The College is currently looking at next year's intake and is able to meet the needs of 7 of the 17 EHCP applications. **Governors questioned** what the biggest challenges from September will be. Lubna explained that mental health has been the biggest concern during the lockdown and some students may not have received the correct support from their school during this time. The transition from GCSE to A Levels is already difficult and these students have had a large gap in their learning.

The Committee commended the work of the team during this time and **questioned** whether the staff are receiving enough support. Lubna confirmed that SLT are very supportive and she is looking to provide further support by way of regular external one-to-ones to give staff a chance to offload.

The Committee agreed that external non-managerial one-to-ones are vital for the team due to the intensity of their roles and the ~~shoul~~ effectiveness of this should be monitored to show value for money.

6. Pastoral Support in Lockdown

Lubna Hussain informed the Committee how the College has been ensuring that pastoral support continues through the lockdown.

Lubna explained that the College has targeted the 50 most vulnerable learners and ensured that regular contact is maintained. The College also ensured that students had access to IT, issuing laptops where needed. In addition to this, 'free school meal' money was issued to the relevant students for food.

All students have been informed of where they can seek help and guidance with regards to their mental health and wellbeing. Tutorials are carrying on as normal and tutors are in regular contact with their students.

In place of work experience, the careers team contacted parents to ask whether they were interested in having a telephone interview with a student to discuss their job and around 160 parents responded to this.

Finally, Lubna confirmed that she now intends to focus on equality and diversity and will be setting up a student committee to look at this. The Committee agreed that equality and diversity must be a key focus as BAME students will be expecting more from the College. Governors agreed that the profile of the College staff must reflect that of the students and the College must work harder to find these members of staff. It was agreed that this is something that should be discussed by the Board.

7. **Quality Improvement Plan**

Peter presented the updated Quality Improvement Plan, reminding the Committee that the plan is heavily impacted by exam results and outcomes.

Peter informed the Committee that the College has tightened up in terms of quality improvement and praised the work of the maths department this year. The College is now looking at how the Heads of Department are working with the Heads of Faculties.

The Committee noted the training day for staff in February and requested brief feedback as to whether the staff found this useful.

Action

The Committee suggested that, due to the unusual circumstances this year, SLT ensure that any areas for improvement from this and last year's quality improvement plans are captured in next year's plan.

8. **Teaching & Learning Report**

Peter Thompson informed the Board of how the College has been managing teaching & learning during the lockdown and thanked the teachers for their resilience and flexibility during this time.

Peter explained that both staff and students have a range of circumstances at home but overall there is good evidence of remote learning. Staff are holding live or recorded lessons, uploading work to google classroom and communicating with students via email and phone.

Peter explained that the College is concerned about the current year 12 and, in the absence of the end of year exams this year, will likely increase the number of in-year assessments next year.

In response to a question from governors, Peter confirmed that the College does not yet know whether it will receive the summer intervention funding from the government.

9. **Risk Management**

The Committee considered the risk management plan, noting the risks for which it has responsibility.

Ian reminded the Committee that the College was expecting to receive an Ofsted inspection this year. However, following Covid-19, this looks to be unlikely as there is now a backlog of inspections and the legislation for inspecting outstanding institutions has not yet been agreed.

Noting the risk around poor achievement, retention and progression, Ian explained that this is a concern for the lower sixth. **In response to a question**, the student governors confirmed that their aspirations have not changed but motivation may have dipped. The student governors confirmed that, whilst some universities have been vague in their communication, College tutors have been in constant communication and assisting in filling gaps for personal statements etc.

10. Any Other Business

The Committee was asked to email the Clerk with any suggestions of how they would like data presented at future meetings.

Action

11. Dates of Next Meetings

6th July 2020

BOARD

The meeting concluded at 7:50pm