



GREENHEAD COLLEGE CORPORATION

**Minutes of the Quality & Standards Committee meeting held virtually using Zoom
Monday 14 September 2020, 4.30pm**

Govs present: Craig Shannon (Chair); Jane Rylah; Simon Lett (Principal); Stuart Hillary (to 5.30pm); Stuart Irving

In attendance: Mark Mitchell; Mo Bunter; Tom Rowley; Usman Anwar; Ian Leedham (Clerk)

Apologies: Richard Armstrong

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome & apologies	CSH (standing in for RAR as Chair) welcomed participants. RAR apologies received.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 15/6/20	<p>3.1 Minutes 15/6/20, previously circulated, agreed by Committee, signed-off by Chair, returned to Clerk for filing.</p> <p>3.2 Matters arising not covered on agenda:</p> <ol style="list-style-type: none"> 15/6/20 min 2.5 (Ofqual guidance doc): SLE circulated 15/6/20 min 6.2 (A1 Learner Voice paper): TRO paper delayed to Dec 2020, in time for Q&S January 15/6/20 min 9.2.1 (COVID data): MBU raised at S.L.T. 	<p>Clerk</p> <p>TRO; Clerk re agenda</p>
4. Vice-Chair	Deferred in RAR's absence; Clerk to follow up with RAR.	Clerk>RAR
5. FE Commissioners' visit 13/7/20 & report: Q&S implications	<p>FECs' development points update & discussion:</p> <ol style="list-style-type: none"> broader data depository/dashboard, including high-level summary data in Govs' dashboard more quantifiable performance management targets costed curriculum plan & devolution of budgetary responsibility to AP's/HoD's, based on income-costs-outcomes-VFM model (in context of FECs' focus on financial challenges) – discussion of this, in response to JRY challenge – SLE emphasised this will be developed in appropriate, sensitive way – CSH argued that key point is to continue to get college finances in order ongoing IT developments to support curriculum of future SLE to report back on progress against development points at Corporation meetings. 	SLE; Clerk re agenda
6. 2020 results / performance	6.1 Discussion of calculated grades, regarded as unfair to Sixth Form Colleges (owing to larger class sizes issue etc),	

<p>analysis</p>	<p>and reversion to Centre Assessed Grades worked up according to published Ofqual criteria (taking into account historical trends, i.e. different from teachers' predicted grades). Linked to this, MMI summarised Six Dimensions CAGs analysis, comparing Greenhead with 98 other SFCs:</p> <ol style="list-style-type: none"> 1. Greenhead 0.28 value added score, i.e. 28% of grades higher than expected against SFC's average (last year 0.18), puts college in top 25% of colleges nationally 2. 55% of subjects 0.25 or higher (25% above national averages); 96% of subjects 0+ 3. high performing subjects: Art; Drama; English Language & Literature; Music; PE 4. lower performing subjects Government & Politics and Core Maths – these subjects to be reviewed. <p>6.2 SLE updated on process statistics:</p> <ol style="list-style-type: none"> 1. 94 students for Autumn exams (168 exam entries) 2. 162 clerical reviews requested by students/parents – 3 resulted in appeals to exam boards, 2 of which resulted in improved grades 3. single figure number of Subject Access Requests, all dealt with. <p>6.3 SIR asked about student satisfaction angle. SLE pointed out (1) that whilst results day was very challenging, staff only saw those students where there was an issue; (2) that most students got what they needed to progress.</p> <p>6.4 Complex picture. CSH emphasised need to understand what happened in order to learn lessons going forward, not least because CAGs could continue and need to get best outcome for Greenhead students: what would do differently next time, based on learning from this time? MBU/SLE to draft discussion paper for Corporation meeting 5/10/20.</p> <p>6.5 On question of robustness of ALPS value added system (posed by Audit & Risk Committee, viz its fitness for purpose), SLE's statement of what ALPS is and how it is used, as previously circulated, was noted. CSH argued that ALPS still needs to be analysed in relation to other, perhaps better, value added systems – agreed to clarify nature of analysis with RAR.</p>	<p>MBU/SLE; Clerk re agenda</p> <p>Clerk>RAR</p>
<p>7. KPI's 2020/21</p>	<p>SLE summarised his paper and proposed KPI's therein, as discussed with RAR and previously circulated. Discussion of proposal for greater tolerance in some KPI's given very disruptive and uncertain COVID context. Proposed KPI's agreed by Committee.</p>	<p>Govs note</p>
<p>8. Enrolment, induction, start of year</p>	<p>8.1 MBU contextualised and summarised her applications & enrolment data spreadsheets x 2, previously circulated:</p> <ol style="list-style-type: none"> 1. current enrolment A1 1,369 & A2 1,275 making total of 	

<p>(SHI departed 5.30)</p>	<p>2,644; partner school students up 36>41% and non-partner students down 64>59% (travel time link); very little fallout so far (9 A1's not turned up, 2 A2's not returned, S.L.T. to monitor absence/retention weekly)</p> <ol style="list-style-type: none"> 2. late consideration list not actioned because over-subscribed already (192 of whom 43 met requirements) 3. some subjects showed significantly more enrolments than last year, e.g. Computer Science and Physics – two new teaching posts advertised for these two subjects – timetable innovations in place to enable more effective use of space particularly in most popular subjects 4. 14 subjects under-recruited, with staff from some (e.g. Law) redeployed to do more tutor/pastoral work. <p>8.2 CSH referred to RAR's views on enrolment analysis he would like to see – MBU/SLE to consider (<i>email from CSH 14/9/20 17.59 relates</i>).</p> <p>8.3 Various measures in place to deal with increased numbers in COVID context, including timetable innovations to increase access to facilities and lessen student footfall (this to be detailed at Corporation meeting 5/10/20), staff redeployments, use of Microsoft Teams to livestream lessons etc (70 webcams & some microphones ordered).</p> <p>8.4 Difficult balancing act in terms of en-masse return, potentially 28 Sep, balancing helping students catch up (and meeting parental expectations) with ensuring staff & student safety (in context of Rule of Six elsewhere; staff concerns expressed, including via Union meeting today).</p>	<p>MBU/SLE</p>
<p>9. Teaching & learning</p>	<p>Four principal points:</p> <ol style="list-style-type: none"> 1. MMI verbal update on teaching & learning innovations, including: MAP Mental and Physical wellbeing initiative (rebuilding confidence with growth mindset and study techniques before moving to tests); strategies to enhance student focus; more student support opportunities in new timetable model; Microsoft Teams training; online marking training – now in much better position should further COVID lockdown happen 2. learning from virtual/blended provision – S.L.T. has discussed – IT infrastructure investment needed, e.g. WiFi improvements (IT meeting held today) 3. building modifications to increase learning space – upcoming capital development programme to progress 4. SIR reiterated his offer to come into college to contribute to efforts to support students on a spiritual level. 	<p>S.L.T. note</p>
<p>10. Safeguarding</p>	<p>10.1 UAN verbal update on how safeguarding work has continued in COVID context, with special reference to supporting vulnerable students: laptop provision; Student Behaviour Policy in COVID context; Zoom Policy;</p>	

	<p>explanation to students of what happens if student tests positive. More safeguarding issues might come to light now students have returned to College. CPOMS files are being transferred from previous schools for new A1's.</p> <p>10.2 Responding to CSH question, UAN & SLE reported students have generally adapted well: behaviour generally good, with only a couple of final warnings for not wearing face masks; College will reiterate importance of students social distancing off-site (have been some issues with this).</p>	
11. SAR & Inspection	<p>11.1 Self-Assessment Report (SAR) process different this year owing to COVID implications, with many quality improvement points being carried forward with some modifications. MBU to help prepare for Q&S SAR validation meeting 16/11/20 – she will email Clerk and update at Corporation meeting 5/10/20.</p> <p>11.2 MBU Ofsted update: potential 'interim visit' this term, 'up to 2 working days' notice, professional conversations basis; focus to include student experience and how students with SEND/EHCPs are coping.</p>	MBU; Clerk re agenda
12. Policies	Teaching Staff Cover Policy, previously circulated: SLE requested deferring this to Corporation meeting 5/10/20, pending S.L.T. discussion in light of timetable innovations.	Clerk re agenda
13. COVID risks & mitigation	Nothing additional to considerations in previous items.	
14. AoB	See minute 16.2.	
15. Confidentiality	No confidential material identified.	
16. Date next mtg	<p>16.1 Mon 16 Nov 2020 (SAR validation), timings TBC.</p> <p>16.2 MBU pointed out that advance schedule of Corporation & Committee meetings for Spring & Summer terms would be useful at this point – Clerk to draft & circulate.</p>	<p>Govs note</p> <p>Clerk</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 22/9/20

Signed off by Craig Shannon, Chair of 14/9/20 meeting, at Quality & Standards Committee 16/11/20