

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Quality & Standards Committee meeting held virtually using Teams**  
**Monday 21 June 2021, 4.30pm**

**Govs present:** Craig Shannon; Daniel Bellanfante (to 5.49pm); James Reeve; Kasim Sheikh; Richard Armstrong (Chair); Simon Lett (Principal); Stuart Irving

**In attendance:** Kate Abel (to 5.18pm); Mark Mitchell; Mo Bunter; Tom Rowley; Usman Anwar (to 5.18pm); Ian Leedham (Clerk)

**Apologies:** none

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Welcome, apols</b>	RAR welcomed participants. No apologies.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 25/3/21</b>	Minutes 25/3/21, previously circulated, agreed by Committee & signed-off by Chair; Clerk to file. No matters arising not covered on agenda.	Clerk
<b>4. Chair for new academic year</b>	KSH unsure whether he will be able to become Committee Chair, owing to workload pressures – agreed RAR to chair next meeting 13/9/21 and see at that point whether KSH is able to take over.	RAR/KSH; Clerk re agenda
<b>5. Awarding of A Level grades</b>	<p><b>5.1</b> SLE presented <i>Student guide to the appeals process for Teacher Assessed Grades (TAGs)</i>, to be sent to students shortly, and <b>confidential</b> spreadsheet containing TAGs data, both previously circulated, and Committee discussed.</p> <p><b>5.2</b> SLE explained context:</p> <ol style="list-style-type: none"> <li>1. TAGs signed off by SLE &amp; sent to exam boards 17/6/21, following overall process in line with national guidelines</li> <li>2. basket of evidence gave clear indication of grades for many students, but judgement calls difficult for some others where evidence was more mixed</li> <li>3. rigorous internal Q.A. &amp; standardisation process; exam boards' external standardisation now underway</li> <li>4. open &amp; transparent assessment process, including students' ability to see their basket of evidence enabling them to have a feel for 'direction of travel' towards TAGs – this could help avoid a number of appeals</li> <li>5. appeals process will be challenging: stage one (College, quick) &amp; stage 2 (exam board) appeals likely to be</li> </ol>	

	<p>progressed by students simultaneously; will be challenging to distinguish priority &amp; non-priority appeals</p> <p>6. Ofqual working on Plan B for next year if exams can't take place &amp; could publish proposals shortly.</p> <p><b>5.3</b> Committee discussion points included:</p> <ol style="list-style-type: none"> <li>1. DBE asked whether internal Q.A. process included any external comparisons, as with other Trust schools in his school's context : TRO pointed out that some smaller departments collaborated with sister depts elsewhere</li> <li>2. KSH asked whether individual evidence sources were weighted in deriving TAGs; SLE pointed out that holistic approach was used, not weighting individual sources</li> <li>3. some grade inflation; will be important to see how this compares with similar colleges &amp; sector in due course</li> <li>4. A*-B higher against last year's CAGs, which itself was up on previous years &amp; up against national averages, so this will be obvious Ofsted focus – agreed SLE to provide commentary on this at next Q&amp;S 13/9/21</li> <li>5. U grades raises question of what hasn't worked (SLE provided initial explanation) &amp; especially what can be learned from this going forward – agreed SLE to review &amp; produce paper for next Q&amp;S 13/9/21</li> <li>6. RAR clarified that key test in stage 2 appeals is whether a 'reasonable professional judgement' has been forthcoming on basis of evidence assessed</li> <li>7. CSH asked whether TAGs have been analysed against predicted grades, on basis that latter will inform student &amp; parent expectations so will likely drive appeals to extent of TAGs falling short of these expectations – not yet; SLE to request Paddy Diamond to do this analysis</li> <li>8. TRO argued that students/parents' views on 'special consideration' process will be important driver of appeals, and pointed to this process having been managed sensitively</li> <li>9. KSH asked whether SLE could usefully produce a video on appeals process as a helpful accompaniment to the written appeals guide – SLE agreed to progress this.</li> </ol>	<p>SLE; Clerk re agenda</p> <p>SLE; Clerk re agenda</p> <p>SLE</p> <p>SLE</p>
<p><b>6. Managing larger than expected student intake Sep 2021</b></p>	<p><b>6.1</b> Mo summarised over-recruitment likelihoods, against no-growth aspiration, despite increased offer requirements for non-partner schools:</p> <ol style="list-style-type: none"> <li>1. assuming last year's 73% conversion rate, 133 extra students (total 1,483) (giving total of 1,483 + new A2's 1,327 = 2,810, responding to CSH's question)</li> <li>2. if lower 68% conversion rate given this year's extra volatility, 100 extra students</li> <li>3. on A2 results day, could be extra students who want to repeat A2 year and so add to new A2 number above</li> <li>4. RAR &amp; SIR uneasy about treating partner &amp; non-partner schools differently in terms of offer requirements</li> <li>5. creating laboratory space is significant problem, despite measures in place including new timetable model &amp;</li> </ol>	

	<p>temporary science classrooms; College can follow-up University of HD potential offer of additional lab space</p> <ol style="list-style-type: none"> <li>6. pre-existing social space constraints exacerbated by these additional numbers</li> <li>7. short-term hit to budget, owing to need to employ more staff now short-term contracts) coupled with funding lag associated with receiving the additional ESFA funding (much of which will be at the higher STEM subject rate).</li> </ol> <p><b>6.2</b> CSH raised issue of implications for next year, where intake would need to be reduced to stay at c.2,800 overall or perhaps to achieve a lower figure in light of the additional challenges of the new build – this links back to his point at previous Q&amp;S meeting about recruitment bar moving up and down from year to year, and to avoid too much yo-yo effect where possible (25/3/21 min 8.4) – Mo to review.</p>	<p>Mo/SLE</p> <p>Mo</p>
<p><b>7. New Build Risk Register: Q&amp;S risks</b></p> <p>(DBE departed 5.49pm)</p>	<p><b>7.1</b> SLE updated on new build progress – key issues now resolved (DfE &amp; Galliford Try) so can now move forward – Cap Devt Cttee 5/7/21 will include latest DfE &amp; Mace updates, and will take overview of Risk Register.</p> <p><b>7.2</b> Committee considered Q&amp;S-related risks included within Risk Register, previously circulated, and any gaps:</p> <ol style="list-style-type: none"> <li>1. SLE noted column to be added at right hand end of Risk Register to specify Cttee link (agreed at F&amp;E 14/6/21)</li> <li>2. risks to be overseen by Q&amp;S Cttee include those in sec 2 (risks 2.1-2.4) &amp; risk 1.8 (delayed decant implications)</li> <li>3. discussion of risks linked to student travel between buildings during build process, especially to/from Rostron Bldg (where students will have to use busy road, raising safeguarding issues) – S.L.T. has discussed but concerns remain – SLE to ensure adequate capture in Register, cognisant of GTry plans</li> <li>4. discussion of dropout-related risks, in depts of various sizes &amp; perhaps especially in STEM/lab-based subjects – SLE to ensure adequate capture in Risk Register</li> <li>5. JRE argued that risk 2.1 needs to be expanded to embrace implications for wider enrichment programme</li> <li>6. regarding these &amp; other risks, SLE will flesh out further detail when more information forthcoming from GTry, once next stage plans available (linked, SLE will ask Kevin Crotty DfE at CDC 5/7/21 about sharing of DfE/GT risk register information)</li> </ol>	<p>SLE</p> <p>Govs note</p> <p>SLE</p> <p>SLE</p> <p>SLE</p> <p>SLE</p>
<p><b>8. Site security: consideration of external assessment/assurance</b></p>	<p><b>8.1</b> Site security review completed by independent expert 15/6/21 (different expert from KSH's contact, who was contacted but could not assist). Report received earlier today: generally reassuring but some key improvement points related to specified-area fencing &amp; CCTV vulnerabilities, intruder monitoring system modifications, policy to deal with violence in workplace, entry access</p>	

	<p>systems (where use of facial recognition software recommended – KSH &amp; other Govs’ initial response was sceptical on this front).</p> <p><b>8.2</b> Committee agreed SLE to circulate report and accompanying explanatory paper to this Cttee initially, then to Cap Devt Cttee re access vulnerabilities impinging on GTry’s work and F&amp;E Cttee re financial implications.</p>	<p>SLE; Clerk re agendas</p>
<p><b>9. Ofsted planning</b></p>	<p>Mo’s draft Education Inspection Framework &amp; evidence template, previously circulated, discussed by Cttee. This could be useful scaffolding framework to aid Govs’ Ofsted preparations. Next step is for Cttee to work out how to populate ‘evidence’ column (evidencing Outstanding &amp; Good governance criteria), with Mo/Clerk subsequently adding hyperlinks to key evidence sources/documents, making it a live document. Sources will include minutes (evidencing Governor challenge to S.L.T., amongst other things), key plans, etc. Clerk to upload template to Govs’ Q&amp;S Microsoft Teams channel, in first instance.</p>	<p>RAR;  Mo/Clerk  Clerk</p>
<p><b>10. Verbal updates</b></p>	<p><b>10.1</b> Safeguarding update:</p> <ol style="list-style-type: none"> <li>1. eating disorders &amp; mental health issues, both made worse by Covid, are common presenting problems, as were A2 assessment anxieties; no exceptional reports (no changes in self-harm presentations, in response to SIR question)</li> <li>2. safeguarding rota working well; safeguarding external supervisions are in operation</li> <li>3. all-staff safeguarding training completed &amp; UAN to lead contextual safeguarding session 13/7/21</li> <li>4. relatively quick access to counselling appointments</li> <li>5. tutorial on topic of consent was illuminating &amp; helpful</li> <li>6. clarified, following RAR question, that A2 students are still under College’s supervision until end of term &amp; as such receive weekly newsletter &amp; access to safeguarding provisions</li> <li>7. clarified, following RAR question, that tutors &amp; a variety of safeguarding-trained staff will be on site on A2 results day, along with access to online support, as last year.</li> </ol> <p><b>10.2</b> SEND update:</p> <ol style="list-style-type: none"> <li>1. SEND Lead Gov vacancy – Clerk emailed Govs 16/6/21 seeking expressions of interest beyond SIR’s initial, informal interest, and advising that Lead Gov would join this Q&amp;S Cttee if not already a member</li> <li>2. in place of SEND discussion initially planned with previous Lead Gov (Jo H) today, SEND update to be Govs’ development session immediately prior to Corporation 4/10/21.</li> </ol> <p><b>10.3</b> Teaching &amp; learning update (TRO, Gov questions):</p>	<p>Clerk re agenda</p>

	<ol style="list-style-type: none"> <li>1. A1 progress assessments this week, with mop-up sessions next week</li> <li>2. A2 end-year survey, including questions on support during lockdown, recently completed; A1 survey to be undertaken w/b 28/6/21 – results to next Q&amp;S 13/9/21</li> <li>3. upcoming staff training schedule to end of this term includes focus on tightening up SARs &amp; QUIPs (at Dept, subject levels), Ofsted prep, T&amp;L workshops including on retrieval practice, staff wellbeing day at end of term</li> <li>4. KSH asked about A1 enrichment catch-up opportunities – TRO reported to be part of enhanced enrichment offer from September</li> <li>5. RAR asked about how new P.D.P. arrangements are working: Mo to review &amp; report back to a future Q&amp;S meeting.</li> </ol> <p><b>10.4 COVID risks &amp; mitigation:</b></p> <ol style="list-style-type: none"> <li>1. Covid &amp; self-isolating numbers up; student parties link</li> <li>2. staff vaccination survey being repeated</li> <li>3. Year 10 open mornings postponed (alternative approaches to be considered) &amp; Year 11 bridging day 12/7/21 (involving c.1,400 Y11's) under review with decision by 28/6/21.</li> </ol>	<p>SLE; Clerk re agenda</p> <p>Mo; Clerk re agenda</p>
<p><b>11. Policies: Access Arrangements Policy</b></p>	<p><b>11.1</b> Cttee reviewed Access Arrangements Policy, with amends marked, previously circulated. See mins 11.2-11.4.</p> <p><b>11.2</b> KSH referred to:</p> <ol style="list-style-type: none"> <li>1. typos that need to be addressed</li> <li>2. consistency needed in respect of references to 25% &amp; 50% extra time</li> <li>3. replacing word 'rescinded' on p.3 (e.g. with reviewed)</li> <li>4. need for more generic assessor in place of Specialist Dyslexia Teacher referenced on p.4 (Mo to discuss with Claire Berry)</li> <li>5. reference to being disabled within meaning of Equality Act 2010 (p.6, bullet 1) being too restrictive and therefore needing to be broadened.</li> </ol> <p><b>11.3</b> CSH &amp; others highlighted need to ensure that practical implementation of the policy, e.g. in respect of access to extra time quiet space where noise disruption is an identified need, matches the intentions &amp; provisions stated in the policy. This needs to feed into wider discussion of SEND &amp; reasonable adjustments, including coverage at SEND update Govs' development session immediately prior to Corporation 4/10/21 (min 10.2.2 relates).</p> <p><b>11.4</b> Mo to address above revisions and circulate updated draft to Q&amp;S Govs in pursuit of approval via email route.</p>	<p>Mo</p> <p>SLE; Clerk re agenda</p> <p>Mo; (Clerk)</p>

<b>12. AoB</b>	None.	
<b>13. Confidentiality</b>	TAGs spreadsheet (min 5.1) is confidential – TAGs data not included in these minutes – TAGs actions not confidential.	Govs note
<b>14. Date next mtg</b>	Next Q&S Mon 13/9/21, 4.30pm, face-to-face if possible.	Govs note

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 27/6/21**

**Signed off by Richard Armstrong, Chair, at Quality & Standards Committee 13/9/21**