



GREENHEAD COLLEGE CORPORATION

**Minutes of the Quality & Standards Committee meeting held virtually using Teams
Thursday 25 March 2021, 4.30pm**

Govs present: Craig Shannon; Daniel Bellanfante (to 5.28pm); James Reeve; Jo Horsfall (4.41-5.24pm); Kasim Sheikh; Richard Armstrong (Chair); Simon Lett (Principal) (from 4.35pm); Stuart Irving (from 4.48pm)

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

Apologies: none

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome & apologies	RAR welcomed participants. JHOR & SLE had indicated they would be late arriving. No apologies.	
2. Declarations	CSH noted he would absent himself from item 7 – see min 7. No other declarations of pecuniary/prejudicial interest.	
3. Minutes 11/1/21	3.1 Minutes 11/1/21, previously circulated, agreed by Committee & signed-off by Chair; Clerk to file. 3.2 Two matters arising not covered on agenda: 1. 11/1/21 min 3.2 (learning walks): TRO & Mark Lucid have discussed, as planned; dialogue is ongoing 2. 11/1/21 min 6 (SEND update/discussion led by JHOR, SEND Lead Gov): deferred to next Q&S 21/6/21.	Clerk JHOR; Clerk re agenda
4. Committee membership update	Three updates: 1. JHOR has joined this Committee 2. RAR, Interim Chair, invited volunteers for substantive Chair position from Sep, with him moving to Vice-Chair 3. Committee noted appointment of new Staff Gov, Chris Kneale – he will probably join another Committee as opposed to this one.	Govs consider
5. College re-opening: verbal update	SLE update: 1. good progress with Covid testing: over 5,000 tests done; arrangements in place for home based testing after Easter (with students/staff reporting results via both Moodle & Gov.uk); big thanks to lead officers involved (Alison, Sarah) 2. smooth return to College; students delighted to be back on site 3. some concerns expressed by local residents about congestion and social distancing.	

<p>6. Capital development: impact, implications, planning, management</p>	<p>6.1 Capital development Risk Assessment/Register, being drafted by John B with intention of being a living document, to focus on all aspects of College delivery including Q&S aspects – S.L.T. to review his initial draft immediately after Easter – will then go to Audit & Risk Cttee 10/5/21 and to this Q&S Cttee 21/6/21.</p> <p>6.2 Practical points in respect of using above Risk Register:</p> <ol style="list-style-type: none"> 1. clear version control to be in place 2. each risk to be owned by relevant S.L.T. member 3. S.L.T. to review regularly 4. all Committees, including this one, to own risks that are within their sphere of responsibility – Clerk to ensure this is reflected in Committee agendas. <p>6.3 SLE noted current/ongoing review of timetable model for 2021/22 and flagged up importance of circulation around site as important element of this – Galliford Try will help to facilitate good circulation – to keep eye on how this works in practice, e.g. with regard to students potentially taking short-cut routes across site.</p>	<p>SLE>JBL; Clerk re agendas</p> <p>Clerk re agendas</p>
<p>7. Awarding of A Level Grades this summer <i>CSH absented himself for this item, on the basis that he is a parent of a current A2 student</i></p>	<p>SLE referred to draft paper, <i>Awarding of A Level grades this summer</i>, previously circulated, and updated this verbally, in line with similar paper circulated to students & parents. Governors discussed. Main points:</p> <ol style="list-style-type: none"> 1. general approach in alignment with other colleges, and appears at this stage to be as thoughtful, clear, fair, balanced, and robust as possible 2. still awaiting exam board guidance 3. assessments (in the four-week controlled assessment window from 19/4/21) to be holistic, balanced judgements via broad-ranging basket of evidence as to current ability, the contents of which will be made explicit, with specific items not being weighted 4. approach to assessments is 'opportunity to shine' as opposed to traditional exams approach, and takes account of Covid-related challenges faced by students, including teaching & learning gaps and mental/emotional capacity 5. arrangements in place for students in extenuating circumstances, on case by case basis 6. broad outline of assessment topic content to be provided to students, tomorrow, to give appropriate steer in terms of revision focus 7. internal & external moderation in place 8. pattern of grades should be broadly in line with 2017-19, but some flexibility around this 9. private candidates treated same as College candidates 10. formal, published documentation to clearly describe College's overall approach, including grade derivation, QA, appeals process (version control noted as an 	

	<p>important element)</p> <p>11. concern about results day and ability of exam boards to manage volume of appeals (noted that appeals won't be routed through College complaints procedure this year)</p> <p>12. recognised that next year's A2 assessment will also be challenging, given nature of challenges for current A1's.</p>	
<p>8. Review SLT's proposed approach to student offers for Sep 2021 recruitment</p>	<p>8.1 MBU introduced & summarised a paper, <i>SLT's proposed approach to student offers for September 2021</i>, previously circulated, and Governors discussed.</p> <p>8.2 Recruitment strategy aims to achieve 1,350 A1's by census day 18/10/21 (nil growth), which given 3,107 applications is an overall 43% conversion rate (varying by subject considerably, with STEM subjects being in particular demand). Offers to be made by 26/4/21, with offer holders confirming acceptance by 14/5/21.</p> <p>8.3 Noted that:</p> <ol style="list-style-type: none"> 1. demand, and demand relative to supply, varies considerably between subjects, raising questions of raising aspirations to study lower demand subjects (Covid has hindered outreach work in this regard) 2. average GCSE point score element increased to 6.0, reflecting GCSE grade inflation amongst other things 3. online interviews worked well – consider retaining going forward 4. clearer picture will emerge later in May 5. given drop-off, will need around 1,450 students in Sep to achieve the 1,350 target at 18/10/21. <p>8.4 Related discussion, prompted by CSH question, of how recruitment bar moves up and down from year to year, concerns that upcoming capital build could lead to fewer applications and hence lower bar next year (when builders will be on site), and desirability of balanced approach avoiding yo-yo effect where possible. Marketing campaign will be needed to mitigate potentially negative short term effects of building works being in progress, alongside dealing with current space & circulation constraints.</p> <p>8.5 Partly linked to this, Mo B reported that Marketing & Liaison Team is a senior person down (owing to maternity leave) and that she is herself stepping into the breach (she has a marketing background) – concerns expressed by Gobs about how this might detract from her core remit – Mo explained some mitigating measures in place – agreed Mo to keep Gobs updated on this. Noted that Ian Kennedy will continue with his photography role.</p> <p>8.6 Also discussion, prompted by SIR question, of whether College serves North Kirklees as well as Huddersfield area, as reflected in applications & recruitment – Mo B reiterated</p>	<p>SLE> Mo B</p>

	<p>that College reaches out across whole of Kirklees and adheres to its Admissions Policy; SLE emphasised lessened distinction between partner & non-partner schools.</p> <p>8.7 Mo B working on format of Y10 taster & Y11 bridging days – she will present proposals to SLT w/e 16 Apr.</p>	
9. Brief verbal updates	<p>9.1 Safeguarding brief update:</p> <ol style="list-style-type: none"> 1. Mo B highlighted A2 students' assessment anxiety – min 7.2 & especially publication of clear information relates 2. safeguarding team steadily busy, no exceptional reports. <p>9.2 SEND update. Noted that SEND update & discussion will be substantive item at next Q&S 21/6/21, with JHOR (SEND lead) leading from a Gov standpoint and feeding in based on prior liaison with Claire Berry, A.L.S. Manager.</p> <p>9.3 Teaching & learning brief update:</p> <ol style="list-style-type: none"> 1. MMI explained return-to-college approach based on settling in, reassurance, consolidating learning, preparation for upcoming A2 assessment window and A1 progress assessments (helping inform UCAS Statements) 2. TRO emphasised support in place to address student anxiety issues 3. Staff training plans for July including Ofsted preparation 4. Clerk arranging Ofsted training session for all Govs, Wed 26 May – details to follow. <p>9.4 COVID risks & mitigation – nothing additional.</p> <p>9.5 Ofsted preparation – nothing additional.</p>	Clerk
10. Policies	No policies to review on this occasion.	
11. AoB	<p>Item of Emergency AoB lodged prior to meeting, supported by three confidential papers circulated to Committee members day prior to meeting, related to site security, prompted by (1) a letter of concern to RAR received from a parent, anonymously, (2) an Ofsted letter triggered by this, discussed by RAR & SLE at the time (no further Ofsted action being taken), and (3) a paper, <i>Greenhead College - Site Security</i>, documenting process and control measures taken. Specific points of discussion/action included:</p> <ol style="list-style-type: none"> 1. letter of concern had sat in Reception tray for some time (partly due to Clerk working from home) – this issue has been taken forward with Reception staff 2. it would be helpful for Govs to be informed of Ofsted letters, such as the one above 3. noted that new build will support site access control; 	RAR/SLE note

	<p>agreed need to remain particularly vigilant in meantime</p> <p>4. agreed to consider external assessment/assurance in respect of site security – SLE to report on this at next Q&S 21/6/21.</p>	SLE; Clerk re agenda
12. Confidentiality	No confidential material identified.	
13. Date next mtg	Next Q&S Mon 21/6/21, 4.30pm, on face-to-face basis if possible. Also, RAR mentioned Governors' social event being planned for Thu 16 Sep; RAR to confirm after Easter.	Govs note RAR

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 14/4/21

Signed off by Richard Armstrong, Chair, at Quality & Standards Committee 21/6/21