

GREENHEAD COLLEGE CORPORATION
Minutes of the Quality & Standards Committee meeting held at College,
Monday 12 September 2022, 4.30pm

Govs present: Craig Shannon; James Reeve; Jon Walker; Kasim Sheikh;
Richard Armstrong (Chair); Stuart Irving (from 17.15)

In attendance: Mo Bunter; Mark Mitchell; Tom Rowley; Kate Abel;
Sharon Roper (Clerk)

Apologies: Heather Roebuck; Simon Lett; Usman Anwar

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	RAR welcomed participants. Apologies as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 20/6/22	<p>3.1 Minutes 20/6/22, previously circulated, agreed by Committee & signed-off by Chair; Clerk to file.</p> <p>3.2 Matters arising not covered on agenda: 1. Min 8.6, RAR and MBR will discuss in further detail the SEND/autism information that has been requested. 2. Min 7.5, MBR confirmed she is having an IT Strategy meeting with PDI and ABA on 16/9/22 and said the IT Forum will meet after this date, and this item will come to Corporation at a future date. 3. Min 7.2&3, CSH asked if there are early warning mechanisms in place for under-performing students, RAR said he expects data in-year and MBR confirmed this will likely be after Christmas.</p>	<p>Clerk</p> <p>RAR/MBR</p>
4. KPI's & Setting of KPI's 22-23	<p>MBR summarised key points from the KPI report, previously circulated, highlighting:</p> <p>1. High grade score has increased to 72% due to re-marks, this figure may change again as more re-marks results are due.</p> <p>2. The KPI, ALPS, and Subject Outcomes papers' all reference that ALPS is not a valid benchmark this year.</p> <p>3. Greenhead's pass rate supports the approach taken with CAGs and TAGs, the teachers did an accurate job and there was a strong quality assurance process in place.</p> <p>4. Retention rate of 95.2% is a high rate for a 6th form college, the figure was affected by some A2 students who</p>	

did not complete one exam and therefore cannot be classed as retained.

5. Attendance of 93.8% is viewed as a high attendance rate by the government due to the Covid factor, in normal years MBR would expect attendance over 95%. MBR has asked her counterparts from Norvic to provide their retention and attendance rates as the National figure is not yet available, and she will share the data with this committee.

6. Value Added KPI has not been met, Nick Allen cautioned when using ALPS figures this year and next year due to the students' GCSE results being derived from CAGs. Value Added figures will be analysed to see where they sit nationally.

7. Student satisfaction, 93.3%, pleased with this figure as the students had a disrupted 2 years with a combination of working on site and at home.

8. Staff absence, this is higher with support staff than teachers. JNO and JRO (HR) are looking to identify trends, and an administrator will be appointed to support them.

Support staff meetings will be reintroduced and chaired by MBR. A company called Promoting Excellence will help 21 support staff this year to undertake training and development as the perception is that there is currently more investment in the teaching staff than support staff.

JWA asked if there was a measure to track teacher's absence from lessons they are timetabled for. MBR replied that their absence is monitored for part and full days. JWA said from a student's point of view they might be timetabled to see their teacher but due to other duties the teacher doesn't take the lessons. MBR replied that teachers only miss lessons due to sickness or CPD.

9. Proposed KPI's, MBR remarked that for next year's outcomes there will not be any prenotification of topics in exams and it will be a normal exam year.

10. RAR clarified that the college produced CAGs and TAGs in line with students' expected results, which meant a potential advantage to our students, as they might have had a slight improvement in their exam results, next year there will likely be a fallback as the exam boards are removing any protection. MBR agreed and said this will happen nationally and the national data set figures will show where Greenhead sits.

11. RAR asked if KPI's set for the current year will reflect the 19-20 KPI's which followed the last set of results received after normal exam conditions. JRE pointed out that there is flawed Value Added data. MBR said this data will be useful for training purposes but will not be used in the usual way for intervention strategy.

12. RAR asked why ALPS hasn't responded to the current situation and suggested sending feedback to them. CSH asked if Value Added was removed from the KPI's are there sufficient KPI's relating to academic performance. MBR replied that DfE Level 3 data could be used instead. RAR asked if it was worth paying for ALPS or if this function

MBR

	<p>could be performed in house instead. MBR said it costs approximately £2000 and it is useful for professional development but agreed it's not the right measure to use for KPI's over the next 2 years and would prefer to use the DfE Level 3 data.</p> <p>13. TRO said staff were disappointed with the ALPS data, CSH remarked that this is very demotivating for staff, KAB said SLT responded immediately and explained the results will mainly be used for professional development. RAR said that governors do not want to see Value Added ALPS data, and CSH added unless a fix is put in place by ALPS.</p> <p>14. Governors agreed that the KPI for Value Added should be removed until DfE Level 3 VA data is available.</p>	
<p>5. Exam Results Analysis</p>	<p>MMI introduced the Exam Results Analysis and spreadsheet, previously circulated.</p> <p>1. High grades score is 72%, compared with 62.2% nationally.</p> <p>2. Many departments have seen improvements to their results when compared with figures from 2019, including Computer Science which attained 73.2% high grades compared with a national average of 57.6%.</p> <p>3. All HODs will be meeting with SLT over the next few weeks, some departments will be challenged to make greater improvements.</p> <p>4. Students who received 2 or 3 U grades in their A1 progress tests have been mentored by the Assistant Principals, most of them achieved 2 or 3 A Levels. This strategy will continue this year.</p> <p>5. CSH asked if there was any data that would have predicted that these students would struggle as this strategy has a significant time cost, MBR replied that they met the college entry requirements. KAB said their CAGs may have been inflated. MBR added that attitude and behaviour is now considered before conditional offers are made. TRO said that some of these students had lost motivation during lockdown and MBR added that many HE's did not finish their syllabus which has also had an impact. JRE said the college has a moral duty to support their students.</p> <p>6. RAR asked if the drop in History results reflected that the course content had changed, MMI said the HOD will check the exam board website and see which papers the students underperformed in, so this can be investigated further.</p> <p>7. RAR said maths, further maths, physics and statistics had lower results than expected, if Greenhead did open a maths school or free school is there a potential that this will negatively impact Greenheads results as the better students will enrol with the maths school or STEM based free school. MMI said there will be further analysis of the results in meetings with the HODs and action taken.</p> <p>8. KSH said the governors express their commendations to the departments who have seen improvements this year.</p>	

<p>6. Destinations Analysis</p>	<p>KAB introduced the Destination Analysis, previously circulated, highlights included:</p> <p>988 students secured a place at their first-choice university. 59 students secured a place in medicine. 28 students secured a place at Oxbridge. 156 students will be using clearing.</p> <p>Careers department are still working on this data and are currently contacting students to find out their destinations.</p> <p>RAR asked if the students who are studying medicine at Oxbridge are included in the Oxbridge figures of 28, KAB confirmed they are included.</p> <p>SIR asked for additional figures for students who have moved on to science and engineering. MBR said that when the analysis is complete the data can be split down into different disciplines.</p>	
<p>7. Enrolment Analysis</p>	<p>MBR gave a verbal update on the Enrolment Analysis, the main points included:</p> <ol style="list-style-type: none"> 1. 1761 conditional offers were made, 75% of these enrolled. 2. 1289 students are enrolled as A1's. 3. 392 people did not enrol; a team of support staff have called these people to determine why they did not enrol. They have been unable to contact 164 people, so these people have been sent a google survey with an enticement of a prize draw, to date only 2 people have responded to this. 4. 73 have gone to another sixth form college. 5. 45 did not meet the entry requirements. <p>Only 17 out of 37 students from North Huddersfield Trust enrolled, 20 of their students didn't meet the entry requirements, the college will work with this local partner school this year.</p> <ol style="list-style-type: none"> 6. 41 did not give a reason. 7. 17 said Greenhead did not offer the subject they wanted to do, the majority of these wanted to study criminology. At Greenhead the criminology module is studied within sociology, which is detailed on the college website. 8. 15 students that were called have now enrolled with Greenhead. 9. 13 stayed at their school sixth forms. 10. 8 stayed with their friendship groups. 11. 2 did not enrol due to the bridging day. There has been feedback that the perception is that A Levels are easier at other local colleges and work will be undertaken to address this. 12. 7 did not enrol because of cost of travel, 3 was because of distance. 	

13. 3 was because of college facilities.

14. 1 person deferred for a year due to mental health issues.

15. Some of these reasons can be addressed in the content of SLE's talks at open events and with school liaison communications. English and Music departments have shared best practice about how they work with local schools.

16. College cohort (A1 & A2) is currently 2748.

17. PE, Religion and Philosophy and MFL are subjects that are under recruited. The marketing manager will contact the local partner schools to ask what MFL they do from year 7 to year 11, this will help focus the marketing strategy.

18. MBR has started to research entry requirements at other colleges. Her ideas include introducing a tier system and including BTEC results as well as GCSE results.

19. MBR said the prospectus is due to be printed next week, CSH asked if the Admissions Policy can be left out of the prospectus. MBR said it is also displayed on the website, KAB said the website is easier to change, and JRE suggested a QR code linking to the website.

20. KSH agreed that it's essential to look at BTEC qualifications as a route into the college, he also shared his experience of his son looking at options for HE and suggested the college branding needs reviewing and softening.

21. TRO said student numbers increased because of the pandemic and is 2700/2750 students a more manageable figure. RAR replied that if the decision is made to invest, income needs to be maximised.

22. RAR said further analysis is required about the curriculum offer as some departments could take more students if the space was available, and further marketing work is needed in the under-recruited departments, he used German as an example and suggested being proactive and going into local partner and partner schools who still teach German and explain our offer.

JRE said it was a disservice to students if A Level German was dropped because nobody else offers it locally.

SIR asked if it was possible to offer a grant to students in the under recruited subjects, MBR said they were open to ideas.

23. SIR suggested recruiting students to small subjects like German by giving them a conditional offer in year 10. MBR said a raising aspirations programme could be offered to them.

24. CSH asked what the student drop out number was likely to be, MBR said the typical drop out figure is 60/100 students dropping out between enrolment and census on day 42.

25. MBR pointed out that A2 students will turn 18 during the academic year and no longer qualify for discounted travel, the college is looking into how these students can be supported when this happens.

	<p>26. CSH asked if the college waiting list has been exhausted, MBR explained that there are students on the list but the subjects they want are full. MBR said the college will not compromise the student's career aspirations in order to fill under-recruited subjects.</p> <p>27. JRE said the new enrolment system worked really well.</p>	
8. ALPS	<p>MBR referred to the ALPS paper, previously circulated, she explained a correction on page 2, the clerk has filed the correct paper with the updated information.</p> <p>MBR said there has been a shift over the last four years, with regards to students attaining higher prior attainment. This has been significantly influenced by the CAG process for this academic year and next summer's A Level results, with have an influence from the TAG process.</p> <p>ALPS has been discussed in min 4 & 5 above.</p>	
9. New Build Risk Register	<p>No new issues or risks.</p> <p>MBR said the build was currently running 3 weeks ahead of schedule.</p>	
10. Verbal Updates	<p>1.Safeguarding (KAB) –</p> <ol style="list-style-type: none"> 1. CPOMS Y11-A1 file transfers ongoing. 2. Safeguarding training underway for staff. 3. Safeguarding team member has left and been replaced by existing safeguarding staff member who has increased their safeguarding slots. <p>2. Teaching & Learning (TRO) –</p> <ol style="list-style-type: none"> 1. Heads of curriculum meeting last week, outreach work in local partner high schools is ongoing and will provide a blueprint for other departments. 2. Visited a Sixth Form College in Blackpool, who also visited Greenhead. 3. Presented at a Norvic meeting focussing on mental health. 4. Student motivation is a key theme this year, focus will be on both A1 and A2 students to keep them engaged and retain them. 5. Discussions will take place with HODs to discuss results in granular detail and follow up will continue with underperforming students. 6. Teacher Learning morning took place in the first week of term which was well timed. <p>3. Covid Risks & Mitigation (MBR) –</p> <ol style="list-style-type: none"> 1. SLT are aware that Covid is still around although reporting is no longer required to DfE. 2. Sanitiser continues to be provided around college and is 	

	<p>checked daily.</p> <p>3. Students who have Covid are asked to stay away until they test negative, lessons are not live streamed for them.</p> <p>4. MBR will remind JBL to send an email to staff regarding the free flu jab offer.</p> <p>4. IT Strategy (MBR) – Following the meetings detailed in min 3.2.2, IT Strategy will come to governors at a Corporation meeting. CSH asked if any lessons are currently live streamed or recorded, MBR confirmed they are not, although an archive of recorded lessons are held which students can access.</p> <p>5. Counselling (KAB) – <i>Item 11</i>, Counselling Report was also covered in this update.</p> <p>1. Huge increase in counselling contact hours, from 1092 in 2020/21 to 1385 in 2021/22.</p> <p>2. Held more counselling sessions, from 1398 in 2020/21 to 1726 in 2021/22.</p> <p>3. First full year of the new offer of counselling, CBT, and a life coach. RAR said it will be interesting to see how many A2's take up the life coach option.</p> <p>4. RAR was pleased to see the work being undertaken with neurodiverse students.</p> <p>5. RAR pointed out that from the report, male Asian students have a low take up with the counselling services and further work is needed with this community.</p> <p>6. CSH said the data in the report says we 'compare favourably' but there is no benchmarking data. RAR said if it was compared to the NHS the wait time for counselling is 2 ½ years. KAB said the lead counsellor is part of a counselling network, MBR suggested the details could be kept confidential, but the numbers could be shared.</p> <p>7. CSH asked if 12 days wait to receive an appointment from referral was what we are aiming for. RAR said the wait time has reduced because students now get fewer sessions and KAB said recruiting another counsellor also helped. KAB said other support is also available to students during their wait time for counselling. RAR said the system can be flexed if demand reduces, the number of counselling sessions for students can be increased.</p>	MBR
<p>11. Counselling Report</p>	<p>Covered in min 10.5, above</p>	
<p>12. Policies</p>	<p>1. Access Arrangements Policy – policy approved.</p> <p>2. Online Safety Policy – JRE said collecting information on the operating system version will quickly become out of date. Policy approved.</p> <p>3. SEND Information Report – CSH asked if Claire Parr and</p>	

	<p>Claire Berry are the same person as both names are detailed. MBR confirmed she has recently married and changed her name.</p> <p>CSH asked if this was a policy and MBR confirmed that SEND is not a policy and Access Arrangements Policy covers SEND.</p> <p>4. Social, Emotional and Mental Health – (21.) Policy says contact John Clyde-Evans, should be changed to Sarah Holbrook.</p> <p>Policy approved after above amendment.</p> <p>SIR asked about staff morale, MBR replied that positive feedback was received following the first day back which included breakfast and lunch, and the staff said they felt like a community again.</p>	MBR
13. Amended Terms of Reference	<p>Amended Terms of Reference, previously circulated, the purpose of the committee is to act and advise and the Terms of Reference have been amended to reflect this with wording suggested by KSH.</p> <p>The committee agreed the Terms of Reference should go to the next Corporation Meeting.</p>	Clerk
14. Confirm New Chair	KSH confirmed he will take over as chair of Q&S Committee.	
15. AoB	None.	
16. Confidentiality	No confidential aspects identified.	
17. Date next meeting	Next Q&S (SAR validation), Mon 7 Nov 2022, 1pm.	Govs note

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 22/9/22

Approved & signed by Richard Armstrong, Chair on 12/12/22