

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Quality & Standards Committee meeting held at College**  
**Monday 20 June 2022, 4.30pm**

**Govs present:** Craig Shannon; Jon Walker; Kasim Sheikh; Richard Armstrong (Chair); Simon Lett (Principal)

**In attendance:** Mo Bunter; Mark Mitchell; Tom Rowley; Usman Anwar; Sharon Roper (Clerk); John Maher (Via Teams)

**Apologies:** Daniel Bellanfante; Heather Roebuck; James Reeve; Stuart Irving

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, apologies</b>	RAR welcomed participants. Apologies as above.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 21/6/21</b>	<p><b>3.1</b> Minutes 4/4/22, previously circulated, agreed by Committee &amp; signed-off by Chair; Clerk to file.</p> <p><b>3.2</b> Matters arising not covered on agenda: None</p>	Clerk
<b>4. Alps Assurance Review</b>	<p>John Maher summarised key points from his Alps Assurance Review, previously circulated, highlighting:</p> <p>He has never audited an ALPS system before. He said the understanding of the system was robust and comprehensive with almost everybody he spoke to knowing the process in granular detail. The mechanisms to identify target grades and measure progress and performance were discussed.</p> <p>He concluded that because the system is well used and implemented it is the best software to use, although others are available.</p> <p>1. RAR asked if John thought the ALPS software was better than the other systems available. John replied that he thinks it is the best but said for the college to keep an eye on what else is available, free trials are available to try the other systems.</p> <p>2. CSH asked if John was aware how ALPS quality assure their database and software, John replied that he hadn't gone into that level of detail, although he commented it was a robust and popular system. MBR said that she was aware</p>	

	<p>that ALPS used the National Data Set.</p> <p>3. RAR said that there was evidence that some colleges used it on a partial basis, selecting the results they fed into the system rather than using all their students' results, therefore comparisons are not completely like for like. MBR replied that Level 3 value added data that Ofsted use and ALPS results should match and if not, she would challenge the data.</p> <p>John Maher agreed that the benchmarking is based on colleges contributing data to the ALPS system while the DfE look at the entire data set.</p> <p>4. RAR asked how CAGs and TAGs will be considered, MBR said they had not received an update about that as yet</p>	
<p><b>5. Local Partner &amp; Partner Applications</b></p>	<p>MBR gave a verbal update:  Applications: Partner Schools 71% and Local Partner Schools 29%.  Offers made: 56% to Partner School and 44% Local Partners Schools.  In 2021 enrolled: 63% Partners and 37% Local Partners.  Not a direct comparison because figures are applied versus enrolled, but the gap appears to be reducing.  Marketing Manager with HODs are looking at schools over the last 3-4 years to identify trends in applications (either up or down) and the subjects that they have applied for, it's a 3-year strategy working with years 9-11.  English HOD is working on a pilot with Honley High School, whose students are down 14.5%, helping their year 10 English students revise their texts and then in year 11 they will attend Greenhead for masterclasses after school.  Similar pilots will be run in other subjects from September.  Greenhead received over 3000 applications for 1300 places.  160 students who meet the entry requirements are on a reserve list, if students who have accepted offers don't enrol, the reserve list will be contacted.  Over 1000 students who have accepted offers are attending the bridging day in July.  RAR asked if Honley applications have dipped in previous years, MBR replied it hadn't dipped in 2021, she doesn't know how big the year group is and the quality of the students.  RAR asked if Modern Languages especially German is still declining. MBR said applications have dropped by 5. RAR suggested that Greenhead could offer support to schools who offer German GCSE. MBR responded that the subjects being targeted with the Year 9 programme are PE, Music, MFL and Drama because these are currently the smallest subjects. English, Physics and RS are taking a different approach, again working with Year 9 and 10 so these initiatives will not see an immediate uplift, but it will be measurable.  CSH asked if the decision had been made to increase</p>	

	<p>student numbers to 2800, SLE confirmed it had.</p> <p>JWA asked what the difference is between partner and local partner schools. . MBR replied that some schools were now in academies, but some of the schools in the same academy were partner and some non-partner schools. The schools were renamed local partner and partner schools.</p> <p>RAR said that historically the local partner schools did not have a sixth form college and had different entry requirements which has caused resentment with partner schools.</p> <p>In response to JWA question, MBR stated there are 11 local partner schools and over 60 partner schools.</p> <p>MBR said that a high number of students were interviewed last year who weren't predicted to pass Maths and English, they were all rejected because Greenhead does not offer GCSE resits. The Admissions Policy has now been changed. Previously interviewing these students gave them false hope and took up a huge amount of staff time.</p> <p>RAR said that there are concerns that predicted grades from schools are high this year, MBR responded that is why the reserve list is needed to fill any gap.</p>	
<p><b>6. New Build Risk Register</b></p>	<p>Committee considered Q&amp;S related risks included within the updated Risk Register.</p> <p>RAR asked about external facilities for PE, TRO replied that the five-a-side enrichment had to be cancelled because an alternative to the Greenhead all weather pitch could not be sourced for a Wednesday afternoon. The hockey pitch Greenhead was using was damaged during Storm Arwen and has not yet been repaired, but the PE department has managed and had a very successful year.</p> <p>CSH asked about the access around Rostron building due to the building work, MBR said staff in the science block had raised concerns that if there was a fire the walkways were too narrow. Following the DMP exercise a decision was taken to open the Park Gates with a supervisor always in attendance at the gate. SLE said the entrance to Rostron is too narrow, JBL is speaking to the builders to make this wider. Students have been made aware of the fire evacuation routes and a full college fire drill will be undertaken in September.</p> <p>RAR has observed students walking into the road to avoid bottlenecks on the pavement. UAN said the shrubbery next to Rostron will be cut down during the summer holidays to create more space. MBR said the supervising staff need to keep reinforcing the message to students of the safest route for them to take. TRO said an internal gate can be opened during lesson changeovers.</p>	
<p><b>7. Verbal Updates</b></p>	<p>1. Safeguarding – UAN has produced a full Safeguarding Report for 2021/22 and he will present this at Corporation</p>	

Meeting (4/7).

2 & 3 – Teaching & Learning & A1 Progress Monitoring – TRO said students have had monitoring conversations with their teachers and are now seeing their tutors.

Initially students with 3 U's have had meetings with Assistant Principal's, tutors, and their parents. Support and intervention have been put in place for those who want to continue. Careers interviews have taken place to focus them and give them realism. This is continuing with students with 2 U's in the coming weeks. ALS support has been sought where necessary.

Some departments feel the students need more practise in assessments and subsidiary papers will be sat in the next few weeks.

If students need alternative provision New College are not accepting new students and Kirklees College are only accepting students for a limited time. Some of the students are considering apprenticeships but the majority want to continue.

UAN said there are 13 students with 3 U's and 40 students with 2 U's. He said it's a difficult year group as they joined Greenhead with higher grades from TAGs and CAGs.

MBR gave an example of a student moving from a U to a C after a study session with revision strategies.

TRO said the APs are working on study support sessions. MMI said feedback will be given to departments about their support sessions, as there are inconsistencies between departments.

MMI said students like both teacher-led and drop-in sessions which can be easier for larger departments to facilitate.

RAR asked if some departments are struggling due to larger class numbers. MMI didn't think so but said support sessions are harder if there are only 2 staff members.

MMI said there is a model used at another college where there is a 10-week run in to exams with teacher-led support sessions which he likes.

MBR said 6 students have not taken their exams, they will continue to receive support and careers guidance.

JWA asked if there are any opportunities earlier in the year for students who are struggling, to receive intervention and support. MBR said some students are identified earlier but others have struggled with the monitoring assessments.

UAN said there are monitoring points throughout the academic year.

MBR said there is a watch list of students who will be monitored by MBR and the APs in conjunction with their tutors, most are on A1 contracts which mean they must attend support sessions, access study school support, and have good attendance.

CSH asked if there is a higher level of underperformance with this cohort, TRO said staff feel the students have a

lower skill level than previous years and have struggled with the content and are not used to the rigours of assessment. CSH asked why figures are not available to compare this cohort to previous years, MBR said they haven't been compared to last year as they had CAGs and this cohort had TAGs.

RAR said a comparison can be made to 2019 as he is interested in any early warning that the actual results in August might be lower, which could result in reputational risk. MBR said if there is a drop in results it will happen to other FE providers as well, she said national benchmarks can be compared.

CSH questioned the time and resources taken up to deal with the students who are struggling the most, MBR responded that all students whose monitoring grades are 2 or below their predicted grades have intervention.

CSH said governors are interested in early warning mechanisms and analysis. RAR said a comparison with Norvic and Maple colleges would be useful.

UAN said he expects that exams will be marked this year and then a benchmark will be set around grade boundaries for the following year. RAR said if data is available and compared with others, it can be fed back to the government.

RAR asked about using teachers in training from universities, MMI said they haven't been used much because of parental complaints although it has been successful in computer sciences.

TRO said in regard to teaching and learning, visits to share best practise have been arranged to other colleges, and colleges are visiting Greenhead. Departments are encouraged to collaborate. Middle leadership training has been developed for HODs. Staff are reviewing their performance this term. UAN and KAB will be presenting at the upcoming Norvic meeting.

4. Covid Risks & Mitigation – SLE said a watching brief is required as nationally cases are rising, but the impact on exams has been minimal so far.

KSH said his son who attends Greenhead has been unwell with Covid during his exams and he praised the support and advice that he has received from the college, especially from MBR.

SLE said there has been an issue with some exams principally from AQA. In some subjects, prior to the exams, students received advance information about what topics would be on the exam papers, but when the students have sat the exams, this information has been incorrect. SLE said Law, Chemistry, Physics and Psychology have been affected by this issue, the papers will be marked as normal and then this error will be taken into account.

5. IT Strategy – MBR said that the future of teaching and pastoral support for Greenhead is face to face rather than

	<p>remotely via computer. Enhanced access outside the classroom will be supported by productivity software via Microsoft 365, meetings, interviews, and parents evening will continue online.</p> <p>SharePoint will be used for document storage which will be more efficient. CEDAR, CPOMS and Moodle will continue to be used.</p> <p>PDI is working with JYSK on cyber security and all staff have been asked to complete a survey regarding their own devices that access college systems. IT staff are working on a single sign on system to access all the college systems. IT staff training will be introduced on a term-by-term basis, skills gaps have been identified via a recent staff survey.</p> <p>MMI said he is looking at colleges who have a model where students bring their own devices in, and he has arranged a visit to one of these colleges in Blackpool.</p> <p>MBR said from a climate perspective more carbon is produced on tasks like photocopying than heating and lighting the buildings.</p> <p>MBR said pilots will take place in the next two years to trial A Level Maths exams going online.</p> <p>CSH said universities will continue remote learning and the students should be prepared for this when leaving college.</p> <p>RAR suggested MBR has a meeting with one of the new governors, ABA, who has valuable IT experience.</p> <p>SLE said IT Strategy should go to a Corporation Meeting.</p> <p>6. Counselling – UAN said a paper will be presented at the Corporation Meeting (4/7) with a counselling update.</p> <p>7. PaWS (Placement &amp; Work Shadowing) – UAN explained that PaWS was cancelled due to Covid in 2020, it ran as ‘Step Into’ webinars in 2021 (which had 3000 views). Last week was PaWS week, 1470 students took part, there were 29 different careers areas, 81 students arranged their own work placements, 140 external organisations participated, there were 50 visitors in college, 63 different Teams talks were held, and 21 coach excursions. A Careers Fair was held in college with 69 stands from universities, apprenticeships, employers, and gap year providers.</p> <p>The feedback from PaWS week, the careers fair and the employers who participated was very positive.</p> <p>The staff who organised the events did a fantastic job.</p> <p>A planning meeting is scheduled to discuss ideas for next year.</p>	Clerk for agenda
<b>8. Policies</b>	<p>CSH asked if an addition should be made to the policies saying how it’s measured or monitored. UAN replied that some policies can be measured but others are more difficult. RAR said policies are needed because if there is an issue they are referred to. SLE said policies are looked at by SLT and are compared to JCQ guidelines.</p>	

	<p>RAR said some of the policies are operational and do governors need to sign them off, KSH said the governors should have oversight of all the policies.</p> <p>1. Access Arrangements – changes made are not highlighted on the circulated copy, clerk to send version out to committee members showing amendments, policy approved unless anyone flags up a query.</p> <p>2. Admissions Policy – SLE said changes have been made regarding the distinction between partner and local partner schools, closing date for applications is earlier and is now December and students will not be interviewed if they don't meet the minimum standard.  RAR checked that these changes will be communicated to schools, MBR confirmed they will.  CSH asked about the safeguarding concern in regard to students being interviewed on Teams and the interview being recorded. MBR replied it protects the staff member and the child.  Policy approved.</p> <p>3. Online Safety Policy – KSH said that some of the policy is hard to monitor and verify and gave an example of personal devices which must be set to auto update. MBR said this was because if Greenhead made an update to the latest version, if personal devices weren't similarly updated, they wouldn't be able to access the systems.  RAR pointed out that if people wear medical devices, they are explicitly told not to set their devices to auto updates because it can affect their medical devices.  CSH asked if the purpose of detailing this in the policy is to cover the college in the event of any issue arising due to a user not having up to date software and MBR confirmed that was the reason it was in the policy.  UAN will do further work on the wording of the policy with PDI.</p> <p>4. Performance Management – additions have been made to reflect personal wellbeing, safeguarding etc.  KSH questioned targets for teachers and tutors which is restrictive criteria as it makes specific reference to choosing an aspect of development which is beneficial for our learners. TRO replied that these are suggestions and are negotiated with their line managers. KSH suggested removing the wording 'which would have a beneficial impact on our learners' as it is too directive. RAR said 'such as' could be added.</p> <p>5. Predicted Grades Policy – Policy approved.</p> <p>6. SEND Policy – Policy approved.  RAR asked for 5-year figures to be produced to see if there is a trend in the number of students who have autism</p>	<p>Clerk</p> <p>UAN</p>
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	<p>diagnoses as he is concerned that this is not being picked up in schools.</p> <p>7. Staff Health &amp; Wellbeing Policy – Policy approved.</p> <p>8. Staff Privacy Notice – Policy approved.</p> <p>9. Student Re-engagement Policy – Policy approved.</p>	MBR
<b>9. Amended Terms of Reference</b>	<p>RAR has amended the Terms of Reference to reflect that the committee now has responsibility to approve policies. MBR asked that Vice Principal be changed to Deputy Principal, Clerk to amend.</p> <p>CSH said the purpose says the role of the committee is advisory but now there is a responsibility to approve policies. KSH agrees this is a conflict and he will work on the wording on the Terms of Reference.</p>	<p>Clerk</p> <p>KSH</p>
<b>10. Scheme of Delegation</b>	<p>RAR asked governors to check the document and identify any issues and feedback to him.</p> <p>CSH pointed out that the Chair signs off the Principal's expenses and vice versa, RAR agreed this could be changed to the Chair of Finance &amp; Estates or Chair of Audit &amp; Risk signing the expenses.</p>	<p>Governors</p> <p>RAR</p>
<b>11. Standing Orders</b>	<p>RAR has updated the standing orders and asked for governors to feedback to him any comments and suggestions.</p> <p>CSH asked about decisions being approved, when this was done by email, he takes issue that no response assumes a positive response, he feels the decision should be taken from the governors who do respond. RAR said that 50% of governors do not give any response when contacted. JWA said there could be valid reasons why the governor doesn't respond. KSH said a timeline should be added to the decision request. RAR will amend the standing orders to reflect this.</p> <p>Clerk will ensure wording is correct on any emails that ask for a decision.</p>	<p>Governors</p> <p>RAR</p> <p>Clerk</p>
<b>12. Review Chair Position</b>	<p>KSH is hopeful that he will be able to take over as the Chair of Q&amp;S from October and he will discuss this further with RAR.</p>	RAR/KSH
<b>13. AoB</b>	None.	
<b>14. Confidentiality</b>	No confidential aspects identified.	

<b>15. Date next meeting</b>	Next Q&S Mon 12 Sep 2022, 4.30 pm.	Govs note
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**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 27/6/22**

**Approved & signed by Richard Armstrong, Chair, on 12/9/22**