

GREENHEAD COLLEGE CORPORATION
Minutes of the Quality & Standards Committee meeting held at College,
Wednesday 25 January 2023, 4.30pm

Govs present: Craig Shannon; Heather Roebuck; James Reeve; Richard Armstrong (Chair)

In attendance: Mo Bunter; Mark Mitchell; Paddy Diamond; Tom Rowley; Usman Anwar; Leah Linden; Adrian Barrass (via Teams)

Apologies: Jon Walker; Kasim Sheikh; Simon Lett; Stuart Irving

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	RAR welcomed participants. Apologies as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 12/12/22	<p>3.1 Minutes 12/12/22, previously circulated, agreed by Committee & signed-off by Chair; Clerk to file.</p> <p>3.2 Matters arising not covered on agenda: 1. Min 3.2.2, MBR is chasing NORVIC for attendance and retention data. 2. Min 3.2.3, MBR confirmed that staff have been made aware of the free flu jab offer. 3. Min 4.2.4, On comments by Governors at the SAR meeting MBR feels that further research into the strengths in the curriculum offer that address social mobility and disadvantage is needed and will develop a paper for a future meeting. 4. Min 4.2.5, MBR will prepare an analysis on students starting points on admission and their outcomes when they leave and will liaise with the Clerk when it needs to be added to the agenda. 5. Min 4, Governors agreed they were happy with the changes to the SAR, and this was signed off.</p>	<p>Clerk</p> <p>MBR</p> <p>MBR/Clerk for agenda</p>
4. IT Strategy	<p>PDI summarised key points from the draft IT Strategy report, previously circulated, highlighting: The IT Strategy is based on a 3-year timescale as 5 years seems too long as technology changes so much. The IT Strategy links with the principles and goals of Greenhead's Strategic Plan. The Strategy looks at improving digital capability, infrastructure and working smarter, elaborating on the</p>	

digital toolbox and the systems used within college.
A service catalogue will identify who does what, who can help them and how staff in the IT department work.

PDI is working on a proposed new IT staffing structure, which will go to F&E Committee for agreement on proposed investment.

The IT strategy has been developed with an assumption that face-to-face teaching will continue to be the norm but with increased capability to switch to remote teaching should the need arise.

Digital capability (systems and training) will be improved and be available and accessible to everyone.

A change from the current approach is that each department will own their digital journey.

ABA was thanked for his collaboration with MBR and PDI on the strategy.

1. CSH asked about the challenges of the IT Strategy with changing technology and gaps in capability but suggested a needs for a clearer vision. ABA said it covers capability in the widest sense and there does need to be an overarching approach to implementing the strategy at departmental level.

2. RAR suggested that some parts of the introduction to the strategy could be used to emphasise the overall vision and highlighted some sentences that could underpin driving it forward.

3. CSH asked if staff and students had been consulted about IT. TRO said there is an IT staff forum in place. MBR said there was minimal consultation with students and staff at this time, but the Strategic Plan had been considered and she acknowledged that IT needs vary between departments, subjects, and support staff. MBR said that not enough has been invested in IT infrastructure, and support staff have not had much investment either and have been expected to cope with the growth of the college. In a change of mindset for GC this is starting to be addressed.

4. RAR highlighted a recent HEPI report on undergraduates experience of IT at university compared to their college experience and asked how far away our students are at 17 compared to HE students at 18 years old and suggested we begin to canvas their opinion about IT. MBR said that students need preparing for independent learning at university. TRO observed that there has been under-investment in IT but said the Strategy document brings ambition and recognises the IT changes delivered so far.

5. HRO commented that the IT Strategy is detailed but looks more like an operational piece rather than a strategy. ABA feels the Strategy is quite far reaching.

6. MBR said further discussion is needed on training, but what is working well is matching staff up with IT champions for support.

7. It was agreed that changes will be made to the document

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	<p>developing an overall vision and the key corporate approach to improving system and people capability across core systems. The more detailed operational deliverables could then stand as a separate document to be subject to consultation with staff and students. It was recognised that this paper would not be ready for the Governor's Development Session on 30/1/23. The vision document with the corporate common system elements would be discussed at the March Corporation meeting.</p> <p>Clerk to invite governors to a site visit of the college led by SLT highlighting areas that need investment like Drama, PE, and Music as the Development session instead.</p>	<p>PDI/MBR to revise document</p> <p>Clerk to action</p>
<p>5. SEND/Autism Report</p>	<p>MBR summarised key points from the SEND/Autism report, previously circulated, highlighting:</p> <p>MBR pointed out the number of students at Greenhead in 2021/22 with SEND/Autism (50) compared to 2015 (3).</p> <p>The journey these students had through primary and secondary school is unknown.</p> <p>A trend has emerged that these students tend to choose subjects such as computer science, music or maths.</p> <p>The ALS team has been increased to help support these students and the EHCP (Educational, Health and Care Plans) are reviewed termly.</p> <p>A difference has been noticed between male and female students in how early autism is identified and how they are prepared for the next level of study.</p> <p>CPA (Director of SEND and Inclusion) is very successful at reaching out to students and an annual report will be prepared for governors showing the yearly changes in our student body.</p> <p>MBR said that the impact Covid has had on certain traits is currently unknown.</p> <p>MBR commented that the college cannot diagnose autism, but staff have become better at identifying specific traits (neurodiversity) and staff have been hired with the skills and experience in this area.</p> <p>RAR said that nationally there seems to be bias towards identifying male autism.</p> <p>TRO noted that the college will celebrate neurodiversity on 6/3/23 to help reduce the stigma around it.</p>	<p>CPA/MBR</p>
<p>6. Admissions Application Process</p>	<p>MBR gave a verbal update on the admissions process this year compared to 2022.</p> <p>2023 Local Partner School applications were 1025 and Partner School were 2316.</p> <p>Overall applications this year were 3441.</p> <p>In 2022 Local Partner applications were 894 and Partner School applications were 2205, 3099 overall.</p>	

	<p>Greenhead has stopped using the 'Get Into' system and an in-house system has been developed saving £1000, minor bugs with the system were overcome.</p> <p>Applicants have been given the choice of a face-to-face or a virtual interview to offer flexibility, the majority have chosen in person.</p> <p>Minority subjects such as RS, Music, PE, MFL and Drama will be filled first to ensure these subjects have enough students and to make them more cost effective.</p> <p>Not all applicants will be offered an interview, MBR and PDI will identify students who don't meet our minimum grade requirements so they can secure a place elsewhere and cut down on the number of interviews staff undertake.</p> <p>Staffing levels required for 2023/24 academic year should be known sooner than usual allowing staff interviews to be held earlier.</p> <p>CSH commented that it will be interesting to see if there is a difference in students being interviewed in person and those choosing to be interviewed via Teams.</p>	
<p>7. New Build Risk Register</p>	<p>MBR said that DfE confirmed in a meeting on 25/1/23 that only building work that doesn't impact on students taking exams will be undertaken during the exam season.</p>	
<p>8. Verbal Updates</p>	<p>8.1. Safeguarding (UAN) –</p> <ol style="list-style-type: none"> 1. UAN has met with a local police sergeant to discuss current concerns around county lines and knife crime. Extra cash from government has been invested in 6 officers patrolling the local area until March. 2. Feelers Campaign educates around county lines and knife crime and explains how information can be disclosed confidentially. 3. Police will be training UAN, KAB, tutors and safeguarding staff in March. 4. A practice Lockdown situation took place on 25/1/23, this went well, staff and students have been sent a survey to gain their feedback. <p>8.2 Teaching & Learning (TRO/MMI) –</p> <ol style="list-style-type: none"> 1. A1 parents evening was held 24/1/23 following A1 monitoring. 2. A survey will shortly be sent to students to ask how they are feeling about college at this mid-year point. 3. Following admission in September 250 course change requests were received and 130 of these were allowed. 4. Departments have been asked to be more streamlined at bridging day. 5. A2 mocks are being held after half term for the cohort that didn't sit GCSEs. 6. 16-19 Tuition Fund budgets had not been fully utilised last year and this year's funds for staff providing extra tuition would be increased from £20 to £35 per hour, this is 	

	<p>likely to be the last year of this fund. Two ALS staff have been funded from this scheme.</p> <p>7. Feedback from staff was positive about inset day on 3/1/23, pedagogy leaders, MMI, TRO and several teachers ran workshops which followed a motivation theme.</p> <p>8. During M&P week in December curriculum teams contributed to the range of activities offered. MMI shared with the committee a video of students building a 'Mouse Trap' circuit which by the end of the week went around the whole room.</p> <p>8.3 Covid Risks & Mitigation (MBR) – No significant numbers of staff or students with Covid. Staff are asked to stay at home for 5 days if they test positive. If they are well enough, they can stream their lessons from home.</p> <p>8.4 Counselling (UAN) – No counselling updates.</p>	
<p>9. Policies</p>	<p>None on this occasion.</p>	
<p>10. AoB</p>	<p>RAR asked ABA to join the Q&S committee and RAR would take over as Chair while the current Chair KSH is taking a sabbatical.</p> <p>JRE asked about the ongoing decrease in students' attendance.</p> <p>MBR explained this is mainly A2 students and most with poor attendance are on Fitness to Study contracts.</p> <p>KAB and UAN meet every 2 weeks with senior tutors to monitor attendance.</p> <p>Tutors receive notification if a student's attendance drops below 85% and this is then flagged with the student.</p> <p>A2 attendance increased by 0.1% this week.</p> <p>Train and bus strikes and cancellations are causing issues and there has also been a teachers strike.</p> <p>UAN said that parents/carers were sent letters for the first time ever in January confirming their child's attendance record.</p> <p>A system is being developed to inform parents/carers of attendance on a weekly basis.</p> <p>UAN said that low attendance is currently a national issue.</p> <p>HRO said employers are also finding attendance of employees declining which is probably due to the guidance change to stay at home if you are unwell.</p> <p>The NEU are still asking for a 11.7% pay increase, and therefore were continuing with strike action to put pressure on Government to fund an increased pay offer. There are 58 NEU members working at Greenhead but it was not known how many would be undertaking strike action at this time. The strike on 28th February may cause issues with mock exams so smaller subjects have been swapped with</p>	

	biology and chemistry on this date to facilitate invigilation and the strikes may also affect exam marking. MBR said a big impact may be staff with children at schools that don't open because of the strikes, some staff may be able to stream lessons from home if they do not have childcare.	
11. Confidentiality	No confidential aspects identified.	
17. Date next meeting	Next Q&S, Mon 27 March 2023, 4.30pm.	Govs note

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 2/2/23

Approved & signed by, Chair, Richard Armstrong on 27/3/23