

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of the Quality & Standards Committee meeting held at Upper Greenhead House, Greenhead College**  
**Monday 19 June 2023, 4.30pm**

**Govs present:** Adrian Barrass, Craig Shannon; Ed Wynn; Jon Walker; Richard Armstrong (Chair); Simon Lett (Principal)

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

**Apologies:** Heather Roebuck; 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 27/3/23</b>	<p><b>3.1</b> Minutes 27/3/23, 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: Outstanding items have been agreed with MBR to bring to future meetings.</p>	<p>Clerk</p> <p>Clerk for agenda</p>
<b>4&amp;5. A1 Progress Assessments &amp; in-year data analysis</b>	<p>MMI summarised key points from 2023 in year progress assessment report, previously circulated, highlighting:</p> <p>1. Intervention by the senior team has taken place where students have 3 x U grades and 2 X U grades. Conversations were held with these students and their parents, some of these students have subsequently moved to other colleges or following careers appointments have decided to follow different career paths. Some students are on contracts which are reviewed every three to four weeks. MBR and the assistant principals are currently working with students with 1 x U grade from their progress assessments and monitoring.</p> <p>2. Rescue courses have been introduced this year, several subjects have been identified as courses students can switch to. An Example is changing from Biology to Health &amp; Social care and attending A1 and A2 classes to catch up.</p>	

The most successful rescue course has been moving students from Maths to Statistics, they attend six lessons a week instead of four, over the year.

ABA asked what their qualification will be – it's an A Level.

RAR asked how many students have moved to this option – it's currently 12 and will probably increase to 15 students.

RAR asked about support for humanities students – there are rescue courses in Film Studies and Combined English.

MMI said it might also work in Business Studies.

3. The Tuition Fund will be extended by the government; this will be used for struggling students who will be offered small group tuition in addition to support classes which are already available.

A staff member from Biology will undertake small group tuition every Friday next year.

4. TRO said that students don't always take advantage of the support available to them. There are limited opportunities outside GC for places on college courses.

5. ABA asked if there is an identified pattern of students who are struggling – there isn't, it's a mixed picture. TRO said a lot of these students haven't been studying away from their lessons.

MBR said analysis will be done to determine if there are any common issues.

6. TRO said the process has been reviewed to ensure intervention is not too late in the college year, it may be brought forward by a week and perhaps in future have a specified evening to speak to parents.

RAR asked what dates monitoring and reviews happen, A1 monitoring is January and A1 progress assessments are after Easter, A2 mocks are after February half term and A2 monitoring is in March up to Easter.

7. EWY asked which subjects are above and below the average and why. MMI and TRO meet with the HODs regularly and the outcomes are analysed, MBR said if we had the capacity to get this data qualitative discussions will follow.

TRO added that during this period departments are also marking coursework.

8. RAR said the data compared to 2018/19 are similar, he asked if there is a group of A2 students who are at GC with inflated TAGs which might drag our overall scores down.

MBR said probably but this will be the same nationally.

RAR said during a recent link visit the teacher had 6 underperforming students (predicted U grades) and the teacher felt these students were suffering from anxiety and mental health issues and weren't attending any support sessions.

MMI said staff have been worried about the underperformers and may have overcompensated with the amount of extra support offered which has included lunchtimes and college holidays.

9. MMI said grade boundaries are an unknown this year.

10. TRO said there is improved quality of teaching and

MBR

	<p>learning in respect of familiarity of specifications, resourcing, videos, Moodle and Teams. Recent CPD has included recall, memorising, and preparing for linear learning, inherently the students are getting a better delivery.</p> <p>11. JWA remarked following his Link visit, students who want to be helped access the support that's offered but is there something else to help the others. MBR said the Student Re-engagement Policy should be used in these cases.</p> <p>12. CSH said the data gives an opportunity to develop and build on the analysis and look back at previous years. CSH suggested an additional data line of an indicator of the potential and quality of the cohort, MBR said we do have the students' average GCSE score and added that if we go back too far we will be comparing modular with linear.</p> <p>13. RAR said if there is no allowance made in grade boundaries logically, we will see an impact this year. In his Link visits teachers have said the A1's are more engaged and motivated while the A2's have more behavioural issues and less motivation. MBR said the attendance rate is 4% higher in the A1 cohort, and there is a definite apathy from A2's towards their own learning.</p> <p>14. MBR said there have been more issues than usual in exams with students this year, examples are taking phones and formulas in with them . SLE added the expectations and rules have been made clear, there is also more traffic on social media and scams around buying exam papers. EWY asked what happens if they buy them online – it's a criminal offence. UAN said there's been no evidence that papers have been leaked, it's a scam.</p> <p>15. RAR summarised that the paper suggests the students are predicted to grade higher than expected.</p>	MBR
<p><b>6. A1 Survey Results – feedback</b></p>	<p>Feedback from the HODs and their department's engagement following the A1 survey results.</p> <p>A discussion was held with HODs with low engagement scores.</p> <p>The A2 end of year surveys have been run, for comparison some of the increases were as follows:  Art increased from 16% to 55% completion,  Combined English went from 9% to 71%,  English Language went from 3% to 61%,  Medieval History from 8% to 52%,  Theatre 36% to 81% completion.</p> <p>The aim is for 80% of the surveys to be completed by students.</p> <p>Wi-Fi is an issue in Cooksey, Dawson and Park Buildings. Some departments left the survey to the last minute, the students weren't able to click submit on the surveys and</p>	

	<p>there wasn't enough time to book a computer room so it could be completed.</p> <p>Another issue was that the HOD of History could only see the submission data for Modern History not Medieval or Classical, IT have made the necessary fix.</p> <p>Technical issues have also been experienced from the students' own devices.</p> <p>MMI said the HODs need to ensure their staff check the surveys are completed in lessons.</p> <p>RAR said it's been raised several times about Wi-Fi black spots in the college, MBR said the existing buildings will get Wi-Fi upgrades over the summer.</p> <p>RAR said once the connectivity issues are resolved the onus will be on HODs to deliver the surveys.</p>	
<p><b>7. Verbal Updates</b></p>	<p><b>7.1.Safeguarding (UAN) –</b></p> <ol style="list-style-type: none"> <li>1. There has been a change to the Ofsted Inspection Framework, if an establishment is graded inadequate for safeguarding, they will have three months to work on this and then Ofsted will return.</li> <li>2. In September there will be more clarity around the threshold for effective and non-effective safeguarding.</li> <li>3. RAR said Outstanding colleges will receive a long notification (in the region of 6 months) before Ofsted's visit. The usual one week notice will still be received.</li> <li>4. Improvements to the results download process are being made.</li> <li>5. In the event of an 'inadequate' or 'requires improvement' result, Ofsted will now advise the Principal first.</li> </ol> <p><b>7.2 Counselling (UAN) –</b> there is currently no waiting list for counselling, but there is a waiting list for the Life Coach. The tutors promoted the services of the Life Coach which has resulted in an uplift in interest in the service.</p> <p><b>7.3 Teaching &amp; Learning (TRO) –</b></p> <ol style="list-style-type: none"> <li>1. A Levels finish on 26/6/23, they have gone well. There has been a large demand on access arrangements.</li> <li>2. CPD is planned with the pedagogy leaders, during inset day on 12/7/23.</li> <li>3. Chemistry conference on 22/7/23, the Chemistry department are sharing their excellence and best practice with delegates from across the country.</li> <li>4. GC are hosting NORVIC on 3/7/23, the first time any college has hosted this event.</li> <li>5. Taster days and bridging days are running in July, although two Year 10 taster days have been cancelled due to strike action. SLE said that NASUWT have also been balloted, the threshold has been met at GC and this may result in co-ordinated action.</li> <li>6. TRO has been working on refreshing our approach to</li> </ol>	

student behaviour and has done comparisons with other sixth form colleges. The revamp will bring greater clarity for staff and students and more support for staff.

The student code of conduct has been redrafted and updated with emerging topics like sexual harassment, cyber bullying, graffiti, vaping etc. Serious misconduct will be defined and students will be made aware this can result in suspension or expulsion. Other colleges and schools have also experienced increased levels of bad behaviour. The reengagement policy needs to be used with relevant students.

UAN said that staff have to start challenging bad behaviour in the classroom and specific training will be delivered to help with this.

In the staff training day on 12/7/23 the rationale regarding student conduct and all staff's responsibility towards it will be addressed.

EWY said this could give GC an opportunity as a means to influence the syllabus for new teachers to give them better skills when they graduate.

7. Guidance has been received from JCQ regarding AI, the information is thin and further clarity is expected from JCQ and the exam boards. The Plagiarism Policy has been reviewed to reflect AI.

EWY cautioned that he has clients who used an AI tool and confidential information was inadvertently posted online.

SLE said GC's approach to AI will need adding into the overall Strategic Plan.

ABA checked that GC analyse coursework to check AI hasn't been used – they do.

CSH asked about using 'Turn It In' which some universities use to check students' work – this is very expensive, and it cannot keep up to speed with AI.

UAN said that UCAS will do a plagiarism test on personal statements submitted.

ABA said negotiations should take place on behalf of sixth form colleges to help them get the software they need.

#### **7.4 Skills Agenda (TRO) –**

1. MMI and TRO are sharing the skills nominee role.  
2. Students have opportunity to improve their employability skills through the Curriculum, PaWS, and Enrichment.

Departments need to further articulate this in their QUIPs and SARs.

3. PaWS Week is w/c 26/6/23 with a Careers Fair on 30/6/23. HODs are encouraged to engage and develop relationships with stakeholders like HE, employers, apprentice schemes etc.

4. MMI said that it has been advised that GC have a Skills Lead Governor and suggested that the Careers Lead Governor becomes the Skills & Careers Lead Governor.

RAR said more needs to be known of what is expected of this governor, RAR and LWI will attend a meeting to discuss this in more detail to ascertain if it will become an extended

	<p>role or an additional governor will be required to cover the skills aspect.</p> <p>MBR said that during the Research Day undertaken by Ofsted she was advised that for academic colleges to get a 'strong contribution' skills judgement we need to demonstrate from a governance perspective that governors maximise their opportunities to share their knowledge and experience with the college, students and departments.</p> <p>In the upcoming NORVIC meeting, a college that has recently been Ofsted inspected will be sharing their experience. A training company run by an Ofsted Inspector has been asked to run some skills based training at GC.</p> <p><b>7.5 Covid risks &amp; Mitigation –</b> It was agreed that Covid risks can be removed from the agenda next academic calendar.</p>	Clerk to action
<p><b>8. New Build Risk Register</b></p>	<p>There is a meeting scheduled on 28/6/23 when DfE will inspect the Hirst Building site and then decide if the handover date will be officially confirmed as 26/8/23, there is a possibility the handover might be October half term.</p> <p>SLE has formally written to DfE to say when the building is handed over his expectation is that the building will be fully inhabitable and usable for its intended purpose.</p> <p>DfE replied and said there are strict rules in place and gave a firm assurance that it will be fully usable for its intended purpose on the handover date.</p> <p>ABA said the practical reality is that there will be a snag list that DfE and GT must be held to.</p> <p>CSH checked that the college will be involved in the DfE meeting – MJO will be involved with it.</p> <p>DfE are releasing half of the decant materials this week. The departments involved really want to move over for the start of the academic year.</p> <p>MJO and SLT members are attending a Phase 3 meeting this week.</p> <p>Accessibility arrangements will be double checked by GC, one of our students next year is a wheelchair user.</p> <p>Next year's exams look challenging due to the nature of the upcoming building work, there is potential to use Huddersfield University's sports hall for our exams next summer, which SLE will follow up.</p> <p>Noise issues were experienced periodically during the exams, SLE lodged one complaint with DfE, and improvements were seen afterwards.</p>	SLE
<p><b>9. Policies</b></p>	<p>1. Staff Code of Conduct - Amendments have been made to make explicit reference to the College key purpose and principles. Clear links have been added to other policies in the</p>	

document.  
 Point 14 – CSH said that all inappropriate relationships should be made clear in this section, in addition to inappropriate sexual relationships which are already detailed.  
 Point 20 – CSH asked why it's limited to getting permission from the Principal for paid additional work. Any work or volunteering could be a potential conflict.  
 EWY suggested splitting the point about paid employment which could potentially conflict or reduce time that should be spent in college versus anything else under a catch all saying that you must not bring the college name and standing into disrepute.  
 He added that staff on a living wage like support staff and cleaners often have second jobs, and this policy seems unfair to them.  
 RAR said a compromise would be asking that you inform the principal before accepting additional employment and a reassurance that this will not be unreasonably withheld.

SLE

2. Complaints Policy –  
 This policy has been amended to show changes of personnel.  
 CSH observed that complaints are not fed through a single, central point and there is no central database of complaints recorded, which raises questions about MI, control, and the consistency of how complaints are dealt with.  
 SLE said many complaints are often misunderstandings.  
 EWY asked if complaints have to be reported anywhere officially – they don't.  
 SLT have an informal triage system, if there's no resolution it is escalated to MBR or SLE.  
 SLE feels a formal complaint is when there is an unresolved complaint and a subsequent appeal which is detailed in section 4.  
 EWY and ABA said keeping a record may show that there is an issue brewing, TRO said complaints were discussed at SLT meetings and a record of the minutes is held.  
 SLE will add further clarification into the policy.

SLE

3. Bereavement Policy –  
 Change of staff has been reflected in the policy.  
 CSH questioned if bereavement in different cultures and ethnic backgrounds has been reflected sensitively in the policy.  
 SLE said he wants to keep the policy open and fluid but will add a catch all statement reflecting the large and diverse college community and being mindful of the application of the policy.  
 Approved subject to the above change.

SLE

4. Performance Management Policy –  
 An additional action column has been added in.  
 Mental health and wellbeing has also been incorporated.

	<p>All staff have to contribute to Safeguarding.  Staff members meet with their line managers twice a year to discuss their performance management.  RAR asked if this document has been shared with staff – this is an amendment of the existing document, and they will complete it in the next academic year.  EWY likes the simplicity of the document but feels it is a process rather than a policy.  RAR said it should be renamed to include Development in its title.  ABA said the control documents in GC are called policies, MBR said it is intentionally stripped back to make it less bureaucratic.  CSH said the first paragraph lays out the policy and the remainder is the procedure, as a governor he would like the first paragraph expanding and he feels the rest is a process appendix.  CSH would like to see annual MI that confirms the Performance Management Reviews take place and the outcomes such as staff meeting their objectives. MBR said this process is not linked to any software.  CSH asked how SLT know the reviews have taken place – they are not filed with HR, they are held by line managers on a branch system. HODs are questioned about their team’s reviews.  There was a discussion about the ways the process could be digitised.  RAR asked what happens if a staff member complains because the appraisal doesn’t take place.  TRO said there is a designated day for performance management in the calendar.  MBR agreed that reflection will take place regarding the process of ensuring reviews have happened.  MBR suggested adding a question about the review taking place into the staff survey. MMI added that a Microsoft form could be sent round to staff to specifically ask the question.  RAR asked that the policy is amended to say what action a staff member can take if the review doesn’t happen and asked SLT to work on data to prove the review process has happened for all staff members.  SLE said this is both a policy and a procedure in one document.  The clerk confirmed that this has been identified as a policy that is overseen by the Q&amp;S committee.</p>	<p>MBR</p> <p>MBR/MMI</p> <p>SLT</p>
<p><b>10. AoB</b></p>	<p>ABA has recently undertaken a Link Visit to the Geography department. He found that the Geography department support their students with software skills like power point and SharePoint. ABA asked if additional support can be provided. UAN said that at Induction, students are given access and links to online videos and tutorials, it doesn’t include Excel which the Geography students that ABA observed needed to use.</p>	

	<p>MBR said that Geography run field trips and the results need to be populated on a spreadsheet, as this is a critical part of the coursework, she would expect teachers to teach this to their students.</p> <p>CSH asked if Excel etc are offered as an enrichment – it's not currently offered but has been in the past.</p>	
<b>11. Confidentiality</b>	No confidential aspects identified.	
<b>17. Date next meeting</b>	Next Q&S, Mon 18 Sept 2023, 4.30pm.	Govs note

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 5/7/23**

**Approved & signed by, Chair, Richard Armstrong on 18/9/23**