

GREENHEAD COLLEGE CORPORATION
Minutes of the Quality & Standards Committee meeting held at
Upper Greenhead House, Greenhead College
Monday 10 June 2024, 4.30pm

Govs present: Adrian Barrass (Chair); Darinder Shokar; Ed Wynn; Heather Roebuck; Jeanette Palmer; Liz Bowen; Richard Armstrong; Samim Mitha; Simon Lett (Principal)

In attendance: Mo Bunter; Mark Mitchell; Tom Rowley; Magdaline Glynn (from 16.40); Usman Anwar (from 16.40); Sharon Roper (Clerk)

Apologies Mark Howells; Stuart Irving

| AGENDA ITEM | DISCUSSION | ACTION |
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| 1. Welcome, apologies | ABA welcomed participants. Apologies as above. | |
| 2. Declarations | No declarations of pecuniary/prejudicial interest. | |
| 3. Minutes 8/4/24 | <p>3.1 Minutes 8/4/24, previously circulated, approved by Committee & signed-off by Chair; Clerk to file.</p> <p>3.2 Matters arising not covered on agenda, paper previously circulated:</p> <p>1. There are several actions on the list around data and KPIs that will be covered at the external governance review meeting, the actions will be updated following this meeting.</p> <p>2. (8/4/24 Min 9.3.3) Governors have been asked to complete a template in relation to skills needs to detail how they can help.</p> <p>3. (8/4/24 Min 9.3.4) RAR confirmed that nobody has volunteered to become Lead Governor for Careers & Skills, he will remind governors of the vacancy again. ABA asked if this risk has been captured on the risk register, although it's not a mandatory role, having a lead governor will help towards being outstanding. CLT will check if this is on the risk register.</p> <p>4. (8/4/24 Min 10.1) Support to Study Policy, ABA was surprised that CLT decided that the Student Code of Conduct remain attached to the policy rather than including a hyperlink.</p> <p>5. (25/1/243 Min 3.2.3, 22/1/24 Min3.2.1), strengths in the curriculum that address social mobility and disadvantage, ABA noted that this action has been outstanding for a long time, MBR said that JNO is working on course viability with</p> | <p>Clerk</p> <p>RAR</p> <p>CLT</p> |

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| | <p>the internal auditors, an update should be available in September. Clerk to add a due date of September to this outstanding action.</p> <p>6. (22/1/24 Min 12.3) Inviting Simon Reeve to speak to the students is an action to carry forward. RAR added that Alastair Campbell has written two books aimed at primary and secondary school pupils and he is happy to visit schools and talk to the pupils. Q&S members agreed that inviting Alastair Campbell to visit GC and talk to the students should be added into this action.</p> <p>7. Clerk will add due dates to the matters arising document.</p> | <p>Clerk</p> <p>Clerk Clerk</p> |
| <p>4. A1 Progress assessments</p> | <p>4. MMI summarised the A1 Progress Assessment performance 2024 paper, previous circulated, highlighting:</p> <ol style="list-style-type: none"> 1. Grades on target has increased (61.6%) and is based on the ALPS forecast. One of the reasons this has increased is that GCSE scores have fallen. There will still be an issue with ALPS this year because the cohort were told what to revise and there was some inflation built into the GCSE results for the current A1's. 2. Data for A* to E, A* to B and A* to C is similar to previous years. TRO and MMI address any concerns departmentally with HODs. 3. U grades have fallen from 162 (2023) to 111 (2024). This follows performance discussions with individual students, subject and tutor monitoring and CLT having parental meetings. Some students have changed courses or left college. In each case students are treated individually. 4. TRO said the A1's appear more focussed and have better attendance. The mop up session for assessments was much smaller than the previous years. Interventions are in place where needed. It's been emphasised to HODs that students who are two grades below or are at E grade level also need attention. 5. Power Bi is starting to be used which makes it easier for staff to access data. ABA asked if a consistent reporting approach will be used – MBR said all departments and tutors will have user friendly, consistent and accessible data. 6. DSH asked about interventions and the options to change course and how this optimises the student's chance of success. TRO said the decision is taken in conjunction with parents/carers and students and is based on all their A1 work and their pastoral log, their career aims are also discussed. 7. DSH asked how the mechanics of changing courses works – MBR said they study an A Level in a year and attend double lessons. The HOD of the subject explains the teaching, learning and assessment model to ensure it meets their needs. The students will have to work harder as their blocks are increased from three to four. MBR said this | |

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| | <p>solution does not suit everyone. A handful of students have made the tough decision to leave.</p> <p>8. DSH asked about the timing of the conversations – UAN said the conversations start from enrolment and added that many students take subjects which they are probably unsuited to because of parental pressure. DSH said the earlier these conversations take place the better.</p> <p>9. The Careers Lead is drafting a digital visual ‘focus on’ series of profiles for potential veterinary, medicine, dentistry etc for the next academic year and it will set expectations when promoting courses. MBR said that a new section on the website will focus on career support and pathways and alumni information will be used.</p> <p>10. RAR said governors want to see progress across all grade boundaries in addition to focusing on specific grades.</p> <p>11. TRO added that options at GC are restricted for alternative courses to offer students EWY asked what is the plan for expanding the offer as we cannot move students to alternative courses.</p> <p>12. EWY asked for data for student re-engagement to evidence that the interventions are working. The data should include how many students are affected, what tier they are on and their outcomes. MBR said that the qualitative aspect of re-engagement is important and how the contract supports students to get back on track.</p> <p>13. RAR asked for a comparison of the predicted grade against the grade achieved, when this has been provided in the past the hit rate was 17%, although this was higher than the national average hit rate of 14%. UAN said that UCAS will release national data showing the predicted grades from colleges and the grades students achieved.</p> <p>ABA suggested that external governor expertise be used around metrics and how data can be enriched.</p> <p>14. SMI volunteered to help with ethnic minority groups who have underperformed in recent years. MBR said that in recent A2 monitoring these groups have improved in terms of ALPS grades which shows the strategies implemented are working, although the A Level results will be the true test. MBR said that parents of students from these minority ethnic groups typically do not engage with parent evenings. UAN added that a large proportion of Muslim students attend mosque for several hours every evening and weekend which leaves little time for study. Conversations are held with parents of these underperforming students to try and strike a balance for the students. HRO asked if it’s clear on the website how much extra-curricular effort is required to study A Levels – on every subject page it says that they are required to give 3 to 4 hours per week per subject.</p> | <p>CLT</p> <p>CLT</p> <p>CLT</p> <p>CLT</p> <p>CLT</p> <p>CLT/SMI</p> |
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| | <p>MBR said a review of communication with parents will be undertaken. SMI said that if the student has enrolled at GC they must have the drive to succeed.</p> <p>ABA summarised the main actions to take forward are work around KPIs highlighted in the External Governance Review, SMI offering to be involved in messaging to ethnic minority students and parents and considering alternative courses.</p> | CLT |
| <p>5. Governor Link Visits</p> | <p>5. Governor Link Visit reports, previously circulated.</p> <p>The Clerk confirmed that governors have made eight Link Visits this AY, one governor was unable to complete his visit. There are three Governor Link Visit reports that have not been shared yet.</p> <p>The Link Governors in attendance at this meeting shared a brief review of their visit:</p> <p>1. ABA visited Computer Sciences. – a growing department, has an energised HOD who has been in role for a couple of years, with engaged students. - the main challenge is physical space for an increasingly popular subject. - there is bigger student demand than capacity allows.</p> <p>2. EWY visited Biology. - this department has expanded rapidly over the last few years, 40% of GC students study Biology. - there was a high amount of U grades in last year’s A Level results, good progress has been made addressing issues in this respect. - significant time and effort has ensured an impressive roll out of quizlets and content for iPads and mobile phones. - EWY has followed this up with MBR and PDI to discuss sharing this best practice with relevant departments. - a challenge is timetable pressure; this subject has a large content. Delivery of the syllabus runs up to exams starting and any loss to teaching days is problematic. - online learning might help unlock some time. - as the department has scaled up the HOD now has 19 reportees. - staff were concerned about E and U grade students, data shared with staff about the outcomes of re-engagement might help with any negative perceptions. - a rescue course such as Applied Science might be a solution for underperforming students.</p> <p>MBR gave context to several points raised in the report. Wednesday afternoon can be used to mop up students who</p> | |

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| | <p>miss practical sessions. Students have to pass the practical elements of the course to move onto Medicine.</p> <p>Biology have asked for mock exams to be rescheduled to a better date for them, there are 600 students with access arrangements, so the timing of the mocks is dictated by the needs of the students. If access arrangements are not in place for mocks, students cannot have this arrangement in their A Level exams. MBR said that this can be better communicated to staff.</p> <p>HRO asked what the staff in the department think is the solution to some of the issues.</p> <p>CLT were unaware of the some of the issues that were raised.</p> <p>The AP's have connected with other colleges with biology departments of a similar size, but the department has been resistant to visiting.</p> <p>MBR explained the management model, HODs are given a block of time allowance and a salary enhancement, there is also a second in this department.</p> <p>These issues have not previously been raised with the AP who line manages them.</p> <p>ABA asked that engagement and communication are looked at, and RAR asked how other big departments are managing the pressure or do they have the same issues.</p> <p>EWY and MBR will have an offline discussion about the report.</p> <p>3. JPA visited English Literature.</p> <ul style="list-style-type: none"> - there was a key sense of staff teamwork and supporting each other. - the HOD was open and transparent and discussed development areas and strengths of the department. - there was a clear sense of purpose around how the team were working together to improve. - student voice was impressive and honest, and confirmed how much support is available at GC. - JPA could see that what is written in the SAR is happening. - EBO thanked JPA for her visit and found it valuable. EBO said the department is a strong team and has a collegiate approach. She feels the management model works well in this department. <p>4. RAR visited Music.</p> <ul style="list-style-type: none"> - there are two different groups, the Music A Level and a BTEC that looks at technology linked to industry and performance. - a challenge is to convert students who express an interest into enrolling on the courses. This reflects education nationally where Music A level is not valued as an academic subject and career progression is difficult. -another challenge is the music facilities, the department is spread across several floors in Park building, the rooms are | <p>CLT</p> <p>CLT</p> <p>EWY/MBR</p> |
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| | <p>not sound proofed (this impacts other departments) and some of the space is box room sized.</p> <ul style="list-style-type: none"> - the department works with schools to help conversion. - if students don't have career aspirations to perform or work in the technology side it is difficult to keep them engaged. There are several music enrichments available. - the students were engaged and interested. <p>5. Aba proposed that a small group of governors and a CLT representative have a meeting together to discuss key themes, summarise and draw a conclusion. This can feed into the Governor Link visits and KPIs for next year. SLE added that discussion about the process also needs to be refined and added to the briefing paper. JPA said that governors are not quality assured observers and are not trained to comment on lesson delivery, ABA said that this should be made clear in the Link Visit briefing methodology. SLE said the main objectives of the Link Visits is for governors and staff to get to know each other and exploration of the themes set out in the briefing document. EWY said that if there is an issue this must be recorded, JPA said the reason for the visits need to be defined and should not be an inspection of the department. MBR said that an area of discussion section could be added to the template.</p> <p>6. MBR said that MHO visited the Step Into department, in his report he recommended that governors get involved in the Step Into week. MBR invited all governors to visit the Careers Fair (28/6/24), the final day of the Step Into week.</p> | <p>Clerk to organise</p> <p>CLT</p> <p>CLT</p> <p>Clerk to send invite to all govs</p> |
| <p>6. Verbal updates</p> | <p>6.1 MGN and UAN gave a verbal update on Student Support and Welfare.</p> <ol style="list-style-type: none"> 1. Following A1 monitoring, underperforming students have been prioritised and difficult conversations have been undertaken with parents. The new reporting data was used to quickly identify underperformers. 2. Power Bi will be rolled out to tutors on 2/7/24. The data will now be presented on a single page, initial feedback is positive and will be time saving. 3. An ex-governor at Farnborough College has approached GC, he wants to offer education related funds to A2 bursary students from £200 to £1000. The students will apply for the funds which are to be used to support next steps. Farnborough College have confirmed that he is legitimate, and this is something he offers in their college too. 4. MGN and UAN attended Local Authority Designated Officer (LADO) training which will feed into GC processes, policies and training. 5. There is a Tutor day on 12/6/24 covering CPD, upskilling and a full review of the pastoral programme. Student | |

feedback will be fed into the programme and there will be a wholesale inclusion of the VESPA model which should result in a 20% outcome increase.

6.2 TRO gave a verbal update on Quality of Education.

1. A further two weeks until exams finish, they have gone well so far.
2. A1 students have been briefed on Step Into week.
3. In respect of teaching and learning, Open House Fortnight is underway this is a model used to share good practice. Teachers observe someone in their own curriculum area and another department. This is then disseminated back to their departments and builds collaborative links. There are also links to ALS . HRO asked if everyone does this – yes, staff are paired up and their reports to departments are minuted.
4. The Art Show is on 18/6/24 and governors are invited to attend.
5. The PE department are taking 32 students to Malta at the weekend. This is fully funded for students from disadvantaged backgrounds. ABA asked if this is funded externally – it is.
6. MBR and CPA are presenting the Mental Health and Wellbeing Framework key note speech at the NORVIC Learning Exchange on 28/6/24.
7. TRO and MMI will attend the Skills Agenda workshops at the SFCA conference in Nottingham.
8. Departments have arranged visits to other colleges and Wyke and Rotherham colleges have visited GC.
9. Staff are preparing for year 10 Taster Days and Year 11 Bridging Day.
10. In the last week of term there is a staff training day, one of the sessions is a speaker talking about Diversity & Inclusion following feedback from black students who have experienced micro aggressions and unconscious bias. The training is based on learner voice.
11. There will be a wellbeing afternoon for staff and there is a staff social on 5/7/24.

6.3 MMI gave a verbal update on the Skills Agenda.

1. MMI and TRO have joined the Chamber of Commerce which will give access to networking events in Huddersfield, Calderdale and Wakefield. CBA, Step Into and ZSM. Careers Lead will also attend these events.
2. HODs have been encouraged to use the Step Into week to talk to employers.
3. MMI sat in a Medical Science discussion with the NHS at Pinderfields. New recruits who have joined the NHS from university have been unable to write an email or take a telephone call.
A local business has also said that new recruits lack basic face to face communication skills. Feedback from employers gives ideas about what can be built into the curriculum.

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| | <p>4. A survey has been sent to Local Partner schools to ask what their skills gaps are, GC can look at plugging these gaps when students are inducted.</p> | |
| <p>7. Risk register</p> | <p>New Build Risk Register, previously circulated.</p> <p>A revised version of the register will go to F&E on 17/6/24. The Clerk has an action to ask SWA for a summary and narrative of the key risks that Q&S has oversight of. EWY said that for future meetings the full risk register should come to Q&S.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>8. Policies to review</p> | <p>Both policies were previously circulated.</p> <p>10.1. SEND Policy – There were no questions or comments about this policy from Q&S members. Q&S members approved the SEND policy.</p> <p>10.2 Admissions Policy – There were no questions or comments about this policy from Q&S members. Q&S members approved the SEND policy.</p> | |
| <p>9. Draft Annual Cycle of Business</p> | <p>Draft Annual Cycle of Business, previously circulated.</p> <ol style="list-style-type: none"> 1. The Clerk prepared the Cycle of Business in consultation with CLT who made suggestions that fit in with the cycle of the academic year. 2. The Clerk highlighted that the first Q&S meeting of the year has a heavy workload. 3. MBR asked if the Counselling Report could be moved to the end of the academic year. MGN said the report reflects the previous year. 4. ABA said he was concerned that the workload is too much for a two hour meeting in October and suggested splitting the meeting into two sessions – a virtual meeting followed by a face-to-face meeting. SLE said a Teams meeting could be called in August to discuss broad headline results and value added. TRO said that context will come from discussions with HODs from Results Meetings held in early September. MBR said there are two themes: outcomes and learners journeys. 5. HRO asked if Terms of Reference needs to be in October, RAR said that it sets the agenda for the year and it's a short agenda item. 6. SLE said that setting themes for Link Governors needs to be added as an agenda item in the early part of the year. | <p>Clerk to add a date</p> |

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| | <p>7. It was agreed that the Counselling Report, Terms of Reference, A1 and A2 end of year survey results are moved to the virtual earlier meeting and student outcomes are dealt with at the physical meeting in October. ABA asked for Q&S members to speak up if this additional commitment doesn't work for them.</p> <p>8. EWY asked that the standing item of New Build Risk Register is changed to Risk.</p> <p>9. ABA asked CLT to confirm how splitting the agenda items works best for them.</p> | <p>Clerk</p> <p>Govs</p> <p>Clerk</p> <p>CLT</p> |
| 10. Vice Chair | Q&S members approved HRO as Vice-Chair of Q&S committee. | |
| 11. Any Other Business | <p>1. ABA asked if there is an item on the Risk Register around MBR moving into the principal role and the deputy principal vacancy this leaves. RAR said that the plan for replacing MBR as DP will go to Remuneration Committee, ABA added that any temporary fix must be in place for August.</p> <p>2. Governors discussed a matter concerning reputational risk – this is confidential.</p> | SWA |
| 13. Confidentiality | Discussion about reputational risk. | |
| 14. Date next meeting | <p>Next Q&S: Mon 16 October 2024, 4.30pm Teams Mon 7 October 2024, 4.30pm in college.</p> | |

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 4/7/24

Approved & signed by, Adrian Barrass, Chair on 16/9/24