

Quality and Performance Committee

Tue 14 November 2023, 17:30 - 19:30

Attendees

Board members

Dave Vasse (Principal), Nazia Shah (Member - Teaching Staff), Sara Whittaker (Chair), Barbara Nearchou, Kay Sandford-Beal, Natalie Firth (Member)

Absent: Anastasia Dufie (Student Member)

Meeting minutes

1. Apologies for absence and confirmation of quoracy

Information

To accept apologies and confirm that the meeting is quorate

Sara Whittaker

The Chair welcomed all to the meeting. There were no apologies received but Anastasia Dufie was absent.

1.1. Confidentiality Statement

Information

All matters discussed during this meeting are confidential until the minutes are approved. Any items recorded in Confidential Part II minutes remain confidential after the Part II minutes have been approved.

Sara Whittaker

The Chair drew governors' attention to the Confidentiality Statement.

2. Declaration of interests

Information

To ensure that any conflicts of interest are declared against any agenda item for this meeting

Sara Whittaker

The Chair asked members if they had any declarations of interest against any item on the agenda. None were declared.

3. Minutes of the previous meeting held on the 6th June

Decision

To approve the minutes of the previous meeting as a true record.

Sara Whittaker

The minutes of the most recent meeting on the 6th June 2023 were approved as a true record. A Governor queried if future minutes would be action led. KS agreed that this was her intention and that a separate action log would be created against every meeting to facilitate the monitoring of actions.

 3. Minutes_Quality & Performance Committee_060623 (2).pdf

4. Matters Arising

Discussion

To note any matters arising from the minutes not covered elsewhere on the agenda

Sara Whittaker

It was noted that there were no actions arising from the last meeting and that therefore an action log had not been created on this occasion.

 3. Minutes_Quality & Performance Committee_060623 (2).pdf

4.1. AOB

Discussion

To clarify if there are any items to be discussed under AOB (agenda item 8), not covered on the agenda

Sara Whittaker

No items were identified to be discussed under AOB.

5. Self Assessment Report and Curriculum Improvement Plan

To review and approve the Self Assessment Report and Curriculum Improvement Plan

The SAR had been shared with governors in advance of the meeting. The Chair thanked NS for the comprehensive report and asked for context to be provided to members.

NS shared that the SAR is an end of year reflection on current strategy and impact. The format used, mirrors the Ofsted framework. It is an internal document, but it is documentation that Ofsted would review in an inspection and it would be uploaded to the Ofsted portal. The document is used to evaluate what has worked well and highlight any areas that require more focus and development. The document reflects what is required within the College's strategic plan and actions have already begun and are well developed.

Q - Governor: If there was a change within this document of how the College is assessed, would that trigger an Ofsted inspection?

A - NS: No, but they would monitor activity. Now that we have moved to direct recruitment for alternative provision, we need to ensure that we are Ofsted ready. It therefore makes sense that, as a College we are prepared in every area. The document will be a live, working document with constant updates to ensure it is useful.

Q - Governor: What methods have you used to reach your conclusions?

A - NS: We have worked together as a Senior Leadership Team. I wrote the key themes but have received responses and input from all members of the SLT. The MIS team have also had a large input, as the report is very data driven, in order to report on the quality of education. Qualitative data is also collected through the means of 'Learning Walks'.

DV commented that there is also an Ofsted inspection handbook which serves as a benchmark for grading across the sections within the SAR. This can also be used to see where the College sits. DV considered the new format to be an improvement. The improvement plan was now embedded rather than being a separate document, making it much easier to follow progress made.

Governors also commended the new format, highlighting that activity linked clearly with the strategic plan. A governor suggested it would be helpful to be able to compare with the previous year. NS stated that although four areas currently required improvement, that these areas were borderline and that this position was likely to differ and be improved by January 24. NS considered that some subjects, previously assessed as Good, had lost focus and needed the motivation of requiring improvement to lift their standard back up to an earlier level. DV suggested that the creation of a table to track grades over time would be useful.

ACTION: NS to create table to monitor grades over a number of years as far back as the most recent Ofsted.

Q - Governor: Are you confident of a Good rating?

A - NS: I anticipate that the one or two departments requiring improvement, will raise themselves to Good. There are currently two departments that are already outstanding.

Q - Governor: When we look at individual pathways, do you feel that we are grading some pathways more heavily based on impact? In other words are we biased towards impact?

A - NS: Impact is the most important factor. We want students to leave with better grades. We know that the use of agency staff can impact performance and so once permanent teams are in place, we would anticipate improvements.

Governors agreed that a summary of results from last year, from the largest courses would be useful, to be inserted as an Appendix.

A governor requested an update on attendance percentages and if there was any update since the last meeting. DV reported that Matt Franks would attend the next meeting to provide a full report.

ACTION: MF and KS

There had been a 2.8% improvement in attendance but there were still many students with low attendance. 20 students were not allowed to continue at the College due to persistent absence. There had also been significant staff time invested in a process monitoring others with low attendance which included follow up

phone calls being made home to parents.

DV shared research findings from the Sutton Trust which highlighted the rise in high levels of stress post pandemic, impacting student absence in 16-18 year olds. There had also been more safeguarding disclosures this year, where a number of student issues had come to light as a result of absence. This had become a national post pandemic trend. The College response was to set high standards for attendance and provide confidence to students that they can cope.

A Governor commented that it was reassuring to hear that the attendance policy was grounded on research and empathy.

A Governor raised the issue of recruitment and retention of staff and how that would impact on students. NS agreed that recruitment is an ongoing issue. Probation is managed tightly, but teacher training was considered currently not to be strong, despite NS working closely with the University of Greenwich and the Institute of Education. Staff are often lost to higher salaries at private schools and some subjects, such as Computer Science are particularly challenging to recruit for. The College needs to ensure it is competitive..

Governors requested a view of a Talent Strategy produced by HR. However. It was considered that NS in her role as Assistant Principal, Quality and Teacher Development held a more informed and useful view of the talent required to deliver quality education.

The Chair noted the Production Tool-Kit and NS explained that this kind of rigour was required in the classroom to challenge and ensure that students were thinking harder. The Toolkit is a key agenda item within regular meetings to coach teachers in lesson planning and data analysis and ensure that they are covering consistent concepts. It also supports the training of staff into two streams - the experienced and more recently qualified. NS emphasised that the way to closing social mobility gaps is the delivery of excellent teaching in the classroom which aligns to the College's coaching culture and curriculum strategies.

Governors agreed that this was a coherent approach and were happy to approve the SAR.

 5. College SAR 22-23 - Final.pdf

6. College Curriculum Targets for 2023-2024

Information

To present the College Curriculum Targets for 2023-2024

Barbara Nearchou

Barbara Nearchou presented the College Curriculum Targets 23-24 to governors and explained that the targets were based on a recovery post Covid, in line with the strategic plan and needed to be challenging.

Governors interrogated the data to ensure understanding. DV explained that the data was used to measure value added progress according to prior attainment, compared with other students at the same entry level. Therefore each course owns a value added score.

Governors commended the report but suggested that added narrative and explanations would be useful.

Q - Governor: Where are the key challenges?

A - BN: Level 2 students are a challenge with retention, and support required for high needs. Going forward the A level cohort will need attention and support.

Q - Governor: How will this be monitored?

A - BN: This will be shared with the curriculum managers. Key assessments have been centralised and there are checkpoints within the year, working with Pathway leaders to understand the data.

A Governor asked how staff were responding to the need to analyse the data and to the targets. BN explained that they were working hard to explain the data to teachers, and would provide in-year training to build confidence.

 6. KPIs 23-24.pdf

7. Review of Committee terms of reference

Discussion

To review the Q & P Committee Terms of Reference

Sara Whittaker

The Chair referred members to the TOR discussion paper and the current Terms of Reference document. This discussion was to clarify the responsibilities of each committee to inform the Scheme of Delegation currently in draft form, with the aim of reducing duplication amongst committees.

It was agreed that student well-being should remain within the ERC remit, linked to their Safeguarding monitoring remit.

Admissions should not be included in Q & P and be retained within ERC remit.

Student Behaviour, Attendance and Retention would be a Q & P focus.

Key documents to be under the review of Q & P would be:

SAR

KPIs


Ofsted visits and reports

DFE Performance Publications

Curriculum Development, including Employer input.

Action: KS to amend TORs once whole piece on Scheme of Delegation is completed.

 Q & P ToR.pdf

 7. Q & P TOR Discussion Paper Nov 23.pdf

8. AOB

Information

To discuss any items identified as urgent business

Sara Whittaker

A Governor questioned if the piece of work around the Governor journey would be included within the SAR?

ACTION: KS work with NS

A governor queried which staff had links with the Monoux Work Experience offer. BN clarified that James Gould leads on the links with employers and Barbara manages each project.

DV suggested the inclusion at the Summer meeting of a report by BN on employer input into assignments.

ACTION: BN and KS

8.1. Part II Confidential Minutes

Discussion

To identify if any items discussed should be minuted as confidential

Sara Whittaker

None identified.

9. Date of Next Meeting

Information

To confirm the date of the next meeting as Tuesday 19th March at 5.30pm over Teams

Sara Whittaker

10. The meeting closed at 7.10pm