



## Minutes of the Quality and Standards Committee Meeting held on Tuesday 24 May 2022 at 5.30 pm via Teams

**Present:** Mark Dawson (*Parent Governor*)  
Mike Hill (*Principal*)  
Oliver Maddock (*Foundation Governor*)  
Michael Martin (*Chair of Committee*)  
Leigh Rice (*Associate Member*)  
Sarah Savage (*Staff Governor*)

**In attendance:** Karl Smith (*Vice Principal, Curriculum and Quality*)  
Michelle Williams (*Vice Principal, Strategy and Resources*)  
Ruth Potter (*Clerk*)

*The Chair opened the meeting in prayer.*

### **1. DECLARATIONS OF INTEREST**

Attendees were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting. No additional interests were declared by governors other than those already recorded on the College's register of interests.

### **2. APOLOGIES FOR ABSENCE**

None. The meeting was declared quorate.

*Apologies from the Student Governor were submitted via email following the meeting.*

### **3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS**

3.1 There were no items for submission under any other business.

### **4. MINUTES OF THE QUALITY & STANDARD COMMITTEE MEETING HELD ON 8 MARCH 2022 (*previously circulated*)**

One addition to the draft minutes was agreed to note the time that Davina Coogan (observer) left the meeting. Subject to this amendment, the minutes were **approved** and would be signed by the Chair in accordance with Article 12 (3) of the Articles of Government.

The publication of the minutes was authorised in accordance with Article 13 of the Articles of Government.

### **5. MATTERS ARISING FROM THE MINUTES (*previously circulated*)**

Committee members considered the action log prepared by the clerk.

#### Minute 6.1 – Mental Health First Aiders

The Vice Principal confirmed that there were currently five members of College staff who were fully trained as Mental Health First Aiders. Additional

staff training was scheduled to take place in June, following which there would be 13 fully trained staff.

#### 6.1 – Safeguarding Link Governor

The Chair confirmed that the link governor role description would be considered at the next meeting following the Chair of Governors' 1-2-1 meetings with board members during which link governor roles would be discussed.

## **6. SAFEGUARDING**

### **6.1 Safeguarding Termly Update** *(previously circulated)*

The Vice Principal (Strategy & Resources) presented the safeguarding termly update and highlighted the following points:

- Keeping Children Safe in Education (KCSIE) 2022 – the draft statutory guidance had been considered and incorporated into the Safeguarding and Child Protection Policy review. Key changes included:
  - guidance for staff to observe students' behaviour and appearance in College and not just rely on actual disclosures
  - change in threshold to access external support
  - specific governor training to support ability to challenge safeguarding systems and leadership – current governor safeguarding training arrangements to be reviewed accordingly
  - more training for students on how to keep themselves safe
  - regular review of IT monitoring systems
  - ensure safe place for LGBTQ student community to speak out and share views
  - safer recruitment – additional due diligence in relation to online searches prior to interview
  - reporting of sexual harassment and violence and linking into risk assessment
  - more monitoring of inter-familial harm
  - Designated Safeguarding Lead (DSL) must ensure appropriate adult is present at all times should Police come into College to see a student.
- Staff training – Mental Health First Aider training scheduled in June for targeted staff and all staff training on KCSIE 2022 due to be delivered by external safeguarding consultant on 9 September.
- Sexual harassment – focus groups and student surveys undertaken with positive results. Action plan developed.
- Counselling – increase in referrals this year; plans in place to expand College counselling service from 0.6 FTE to 1 FTE.
- Designated Safeguarding Lead (DSL) – proposed change in DSL from Michelle Williams (Vice Principal) to Emma Smith (former Safeguarding Manager) with effect from 1 September 2022, following Emma Smith's successful appointment as Assistant Principal (Pastoral). As Assistant Principal, Emma was a senior member of staff on the College leadership team and met the requirements of KCSIE 2022 in relation to the DSL role. Michelle Williams would continue to have oversight of the role and would remain a key member of the College Safeguarding Team.

The report was discussed in detail with numerous questions raised by governors and responded to by the Corporate Management Team (CMT). These included:

**Q** – Governor safeguarding training – does this need to be delivered externally?

**A** – Governors had previously been able to access ETF Governance Development Programme modules on safeguarding and prevent as well as internal College-led updates on an annual basis. This would be reviewed as the College’s external safeguarding consultant would also be able to offer governor-focused training sessions.

**Q** – Increase in Counselling service FTE – does this represent an additional member of staff?

**A** – Replacement of existing part-time counsellor who is moving to another role within the College. Post will be advertised with a range of flexible options with the potential to accommodate more than one member of staff.

**Q** – Will work placement requirements for the new T Level programmes impact the Safeguarding Team workload?

**A** – Yes – already a rigorous process in place for work placements and IT system in place to monitor these. Plans in place to appoint an administrative assistant to support the team on work placements.

**Q** – What is the impact of Year Zero students on College safeguarding systems?

**A** – Year Zero students are adults and, as such, they are asked to sign a declaration to confirm they have no criminal record before they are permitted on site. Safeguarding issues relating to Year Zero students are dealt with directly by the University. College involvement required only if there is any potential impact on 16-19 students. Meeting planned with HE provider after half term to put more structured reporting mechanisms in place.

The Committee:

- **noted** the contents of the Safeguarding Termly Report and thanked the Safeguarding Team for the work they were doing
- **recommended approval** by the Full Governing Body of a change to Designated Safeguarding Lead post-holder to Emma Smith with effect from 1 September 2022.

**ACTION – FGB agenda item – Designated Safeguarding Lead post-holder**

## **7. PROGRESS AND ACHIEVEMENT**

### **7.1 Whole College Summary Including Specific Student Cohorts (*previously circulated*)**

The Vice Principal (Curriculum and Quality) referred the Committee to his report and indicated that completion of monitoring achievement and progress point (MAPP 9) in respect of the Upper Sixth year group had not been completed due to College IT issues. Instead, MAPP 8 data was presented again with the addition of value-added projections for each curriculum area using the current Alps benchmark.

The Vice Principal (Curriculum and Quality) advised that performance and value-added projections needed to take account of the following variables:

- value-added projections based upon centre assessed grades
- no re-benchmarking for Alps
- changes expected to Ofqual grading advice.

A discussion ensued on the value-added projections and the future of Alps benchmarking.

Governor questions were invited.

**Q** – Will Alps gradings be published next year?

**A** – We will use them departmentally but not formally for performance management. The next cohort will have had teacher assessed grades, so may be some time before back to normal on this front.

**Q** – Is there a risk that inflated starting points for some students could impact results?

**A** – Yes. There are students with higher GCSE grades due to centre assessed grades whose current performance is not reflective of this. As a result, many sixth form colleges are expecting a squeeze on Alps and much will depend on how robustly Ofqual monitors the generosity of grading with the exam boards.

**Q** – In relation to the subject area with value added projection of good to below average, what is the background to this?

**A** – This reflects the department's own prediction and is particularly cautious due to the subject's high-grade entry requirement that may be impacted by inflated GCSE results.

**Q** – If College was not aligning staff performance management to Alps, what would inform the process?

**A** – Due to the disruption to teaching and learning during the pandemic, alignment to Alps would not be appropriate for some time. Instead, reliance on professional discussions, work scrutiny, deep dive methodology etc. More intense dialogue and regular meetings would take place with departments should concerns arise.

**Q** – How were staff rewarded for excellent performance?

**A** – Qualitative appreciation of good performance, especially during the SAR process.

**Q** – What type of intervention takes place for below-performing students?

**A** – Group and 1-2-1 tutorials with both academic and/or pastoral staff depending on student need. Vice Principal meets regularly with all high volume and priority departments to ensure high quality, robust interventions are taking place.

The Committee **noted** the contents of the report.

## **8. QUALITY ASSURANCE**

### **8.1 Quality Improvement Plan 2021-22 – update report** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented a progress report on the Quality Improvement Plan (QIP) actions arising from the whole College Self-Assessment Report (SAR). The following points were highlighted:

- Teaching, learning and assessment – all actions completed, Ofsted review visit undertaken of 16-19 tuition fund activities
- Maintaining levels of achievement and retention – data for end of April and May unavailable due to IT issues, latest data (as at 27 April) positive
- Ensure future viability and maximise efficient use of resources – academisation option for Catholic sixth-form colleges included within Skills and Post 16 Education Act which received Royal Assent on 28 April 2022
- Strategic planning for T Levels – capital project and staff recruitment on track.

The Committee thanked the Vice Principal for his update and **noted** the contents of the report.

## 8.2 **Interventions to raise achievement** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented his report on how the College was tracking and monitoring subject performance. In the absence of formal DfE data over the past two years, high volume subjects had been prioritised for regular scrutiny as the impact of any under-performance in these subjects would be significant due to the number of students involved.

Additional subjects had been identified for scrutiny based on a variety of factors including:

- previous under-performance
- new course
- new Head of Department
- student voice issues.

Meetings with all relevant departments had taken place.

The Committee **noted** the contents of the report and thanked the Vice Principal for his presentation.

## 9. **EMPLOYABILITY**

### 9.1 **Careers and Gatsby Benchmarks Annual Report** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this annual report which had been prepared by the Assistant Principal (Curriculum). The following points were highlighted:

- Good progress against the Gatsby benchmarks – main area of concern remained Benchmark 6 (experiences of workplaces) due to the volume of students and the associated resource requirements. Additional resources had been provided to the team to help facilitate this.
- The College's Information, Advice and Guidance (IAG) provision had been subject to a Matrix continuous improvement check in March 2022, the outcome of which was successful.

Governor questions were invited.

**Q** – In relation to work experience, is this issue linked to internal staffing or difficulties in identifying suitable work placement providers?

**A** – Mainly the latter. Placements had been slow to re-open following the pandemic.

The Committee welcomed confirmation of the additional resources allocated to the team and expressed interest in monitoring the resultant impact on performance in the next annual report.

Members extended their thanks to the Assistant Principal (Curriculum) for his report and **noted** the contents.

## **10. POLICIES**

### **10.1 Safeguarding and Child Protection Policy** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this policy which had been reviewed and updated to reflect the draft requirements of KCSIE 2022 and was recommended for adoption from 1 September 2022.

The Committee **recommended approval** of the Safeguarding and Child Protection Policy to the Full Governing Body.

### **ACTION – FGB agenda item – Safeguarding and Child Protection Policy**

### **10.2 Special Educational Needs Policy** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this policy, which was due for biennial review. The Policy had been reviewed in conjunction with the DfE's statutory code, the Special Educational Needs and Disability (SEND) Code of Practice, and some minor amendments proposed.

**Q** – Reference made within the policy to the statutory duty to admit students to the College under certain circumstances. Was this likely to cause any issues, for example in the Foundation Learning department?

**A** – Students who name Carmel College within their Education, Health and Care Plan (EHCP) would be entitled to a place and the College had duty to put in place appropriate measures to support the student's learning. The usual academic entry criteria must also still be met, however. Oversubscription criteria for admissions also impacted.

**Q** – Is College affected by any local authority delays in granting EHCPs?

**A** – Generally students already have EHCP in place by the time they apply to College. If one was required, then liaison would take place with family to enable them to apply directly.

The Committee **recommended approval** of the Special Educational Needs Policy to the Full Governing Body.

### **ACTION – FGB agenda item – Special Educational Needs Policy**

### **10.3 Data Protection Policy** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this policy, which was due for annual review. A further policy review was suggested in the Autumn

Term in order to accommodate any lessons learned from the recent cyber-attack incident.

The Committee **recommended approval** of the revised Data Protection Policy to the Full Governing Body subject to a further 'lessons learned' review in Autumn Term 2022.

**ACTION – FGB agenda item – Data Protection Policy**

10.4 **Freedom of Information Policy** (*previously circulated*)

The Vice Principal (Strategy and Resources) presented this policy, which was due for biennial review with some minor amendments proposed.

The Committee **recommended approval** of the Freedom of Information Policy to the Full Governing Body.

**ACTION – FGB agenda item – Freedom of Information Policy**

10.5 **Student Recruitment and Admissions Policy** (*previously circulated*)

The Vice Principal (Strategy and Resources) presented this policy, which was due for biennial review. The Policy had been updated as follows:

- to factor in the College's statutory duty in relation to students naming Carmel in an EHCP
- to stipulate selection criteria in the event of oversubscription
- to reflect Catholic ethos in oversubscription criteria.

A discussion ensued regarding the potential impact of oversubscription from a strategic resourcing and planning point of view. Governor questions included:

**Q** – Has the Foundation Learning department been oversubscribed this year?

**A** – Yes, but not significantly.

**Q** – Any trends apparent in relation to the increase in applications (e.g. specific local authorities or schools)?

**A** – Not particularly. The College's reputation means that applications are received from a variety of sources.

The Committee **recommended approval** of the Student Recruitment and Admissions Policy to the Full Governing Body.

**ACTION – FGB agenda item – Student Recruitment and Admissions Policy**

10.6 **Low Level Concerns Policy** (*previously circulated*)

The Vice Principal (Curriculum and Quality) presented this new policy for approval and explained it had been developed in line with KCSIE 2022. The Policy would be subject to an annual review cycle.

The Committee **recommended approval** of the Low Level Concerns Policy to the Full Governing Body.

**ACTION – FGB agenda item – Low Level Concerns Policy**

10.7 **Bereavement Policy** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented this policy, which was due for review. No amendments were proposed.

The Committee **approved** the Bereavement Policy.

**11. OTHER MATTERS**

11.1 **Governor Training**

Members were invited to update the Clerk on any training activities they had completed since the last meeting. No activities were reported.


11.2 **Any Other Business**

None

11.3 **Date of next meeting**

Tuesday 20 September 2022 at 5.30pm

The Chair thanked everyone for their attendance and contribution at the meeting. There being no further business to address, the Chair closed the meeting at 6.35pm.

Signed by the Chair 

On this day 20 September 2022