



## MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held At Esher College

Tuesday, 10<sup>th</sup> October 2017, at 6.00 pm.

### Present:

Clarissa Wilks (Chair)

Ian Leigh

Daniel Loughlin

Helen Odhams – Deputy Principal (Advising Officer)

Rebecca De'Ath - Clerk to the Corporation

### 1. BUSINESS INTERESTS IN AGENDA ITEMS

No business interests were declared.

### 2. APOLOGIES FOR ABSENCE

Apologies were received (and accepted) from Emily Thomas, Darrell Bate and Karin Rowsell. Paul Collyer did not attend.

### 3. EXAM RESULTS REPORTS

The Chair welcomed attendees to this first meeting of a new committee, which had been established in the light of a review of the governance committee structure and research into best practice.

The Deputy Principal explained that she had produced reports which she felt would benefit from external review and she welcomed feedback on both content and format.

Exam results had been the subject of the Corporation meeting a few weeks ago and the data presented for this meeting drilled down into subjects that needed more support. If underperformance in subjects cannot initially be explained, Heads of Department are asked to produce a formal report and a decision is then taken as to whether intervention by SLT is required (in which case meetings are held with Divisional Directors and Heads of Subject on a regular basis).

The College was particularly pleased with the improvement in Chemistry results; improvements were being made in the other subjects listed. Governors sought clarification on the following:

Q: History of Art high grades were all at Grade B – is this a bit worrying? Results have improved, including HG and VA and we are continuing to work with the department to monitor further improvement.

Q: Does the College look back at data on trends? Yes, hence we are aware that one of the lower statistics for a subject is just a blip year as data for other years is reflective of results we would expect for the department.

The meeting discussed the subjects prioritised to receive support over 2017-18 and the reasons why.

#### 4. PERFORMANCE OF DIFFERENT GROUPS OF LEARNERS

Asked if the data collated for the meeting met governance needs, the meeting agreed that they needed to see that the College was ensuring that all students achieved what they were capable of. All of the information presented was essential to ensure that the College is performing effectively and the role of governors was to scrutinise the data and challenge any underperformance. The only change that was requested was to lodge 6.1 statistics next to the 6.2 data for the same cohorts, to see how the cohort had progressed.

Governors were pleased to note that the differential between male and female high grades had narrowed, and they discussed students categorised as “Pupil Premium”, and the reasons behind why the number of students with disciplinary issues may have increased from 6.1 to 6.2.

**ACTION:** Deputy Principal to produce figures capturing the progress of the cohorts across 6.1 and 6.2, and to ensure that tests for significance are carried out where necessary.

#### 5. OFSTED CONSULTANT VISIT - FEEDBACK

As the previous OFSTED inspection had been in 2008, it was deemed prudent to make use of free consultancy offered through the Education and Training Foundation for a pre-inspection-style analysis. The meeting noted that there would be changes to the OFSTED process in 2019, but until that point, the College would not be inspected as it was deemed to be Outstanding unless we hit one of OFSTED’s risk factors. The Inspector who reviewed College procedures did not raise anything unexpected – what was raised was already being actioned. His report was however used as the basis of the CIF Action Plan (item below).

Governors asked the following questions:

Q: Who did he meet with? The Senior Leadership Team, senior staff and he conducted six Learning Walks.

Q: Did he give an overall grade? No, he was not allowed to do that and this was not his remit. His conclusion was however positive and he gave useful advice as to how some improvements might be made.

Q: Does this report go to all staff? Certain sections are shared with the relevant staff.

The meeting thanked the Deputy Principal for her report.

#### 6. COMMON INSPECTION FRAMEWORK (CIF) ACTION PLAN

The Deputy Principal explained that this Action Plan aimed to ensure that annual amendments to the Common Inspection Framework were being actioned and that the College continues to develop all groups of learners. Divisional Directors and SLT are involved in the Plan, as they would also be involved in any future OFSTED inspections.

The meeting agreed that it would like to continue to receive historical information based on past trends, so that evaluation would reveal what was carried out in the past. This would take the form of ‘actions achieved’.

A discussion was held about lessons learned from the short-notice OFSTED inspection of another Surrey college this year, which was given minimal notice that it would be inspected. Esher College had schedules of action for normal inspections which might involve action over a weekend, but it would develop another plan for short-notice inspections. The meeting agreed that any response should be proportionate (and not divert a huge amount of resources) and they discussed possible triggers for such an inspection. The Deputy Principal assured the meeting that the College had compared itself to the factors that were inspected at this Surrey college and there were no areas cited that cause us concern.

The meeting concluded that it required less detail about what the College was doing to meet OFSTED requirements, but more detail about the evidence base upon which the action plan targets were based. It was important to explain why certain targets were chosen, and some context would be welcomed.

**ACTION:** Deputy Principal to provide context as to CIF targets chosen for action.

**7. QUALITY AND STANDARDS COMMITTEE REMIT**

The meeting discussed the availability of information and the timing of meetings. It was decided that in future, the first meeting of the year should be after the College’s Self-Assessment process which is carried out at the end of October – i.e. after half-term in early November.

The meeting scheduled for May was deemed to be a bit late in the year, and would be better moved forward to April, after the March Progress Review 3 period, and the lesson observation process.

The Chair asked the Deputy Principal which topics she felt the governors could usefully contribute to, and was informed that the following would benefit from external scrutiny: SAR process, student satisfaction surveys, Progress Review 3 data, lesson observations, External Quality Reviews, student destinations and L3VA data.

Governors agreed that it would be helpful if they could be given the Quality Assurance Manual and the Literacy Policy, and in future, the Numeracy Policy.

**ACTIONS:**

**Clerk** to arrange new meeting dates for the future.

**Deputy Principal** to provide members with the documentation they requested.

**8. ANY OTHER BUSINESS**

There was none.

**9. DATE OF NEXT MEETING – Tuesday 8<sup>th</sup> May 2018 tbc**

*The meeting closed at 7.15 pm.*

*(Attendance was 43%)*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

<b>QS1-001</b>	Item 4 (Learner Groups): <b>Deputy Principal</b> to produce figures capturing the progress of the cohorts across 6.1 and 6.2, and to ensure that tests for significance are carried out where necessary.
<b>QS1-002</b>	Item 6 (OFSTED Action Plan): <b>Deputy Principal</b> to provide context as to CIF targets chosen for action.
<b>QS1 - 003</b>	Item 7 (Committee Remit): <b>Clerk</b> to arrange new meeting dates for the future. <b>Deputy Principal</b> to provide members with the documentation they requested.

**SUMMARY OF GOVERNOR CHALLENGE [C] /SUPPORT [S]**

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C	3	Exam Results – governors’ challenge of the data.
C	4	Learner Groups – governors’ request for data in a different format.
C	5	OFSTED pre-inspection survey - governors seeking additional information and clarification.
C	6	CIF Action Plan - governors requested additional context information.
S	7	Committee Remit – governors’ consideration of the business of the College in relation to meeting agendas and meeting timescales.