



## MINUTES OF THE QUALITY AND STANDARDS COMMITTEE MEETING

Held on Microsoft Teams  
Thursday 26 November 2020 at 6 pm.

**Present:**

Darrell Bate (Chair)	Ruth Seabrook
Ian Leigh	Tom Webb
Berzek Sanda	Mark Nelligan

Helen Odham (Advising Officer)  
Ken Kehoe (Clerk)

### 1. REGISTER OF INTERESTS

There were no declarations of business interests from the Trustees.

### 2. APOLOGIES FOR ABSENCE

There were apologies from Karin Rowsell and Tim Oliver (ex officio). Evie Bennison did not attend the meeting.

### 3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 27th November 2019 were approved as an accurate record.

### 4. MATTERS ARISING

The Chair noted that as the last meeting had been a year ago a number of the matters arising had been timed out. The final matter arising was the proposed format for this year's SAR: the Deputy Principal confirmed that this year's format reflected the discussion last year and the new Educational Inspection Framework.

### 5. QUALITY PROCESSES 2020-21

The Deputy Principal explained that the College Quality cycle had changed to focus on the quality of the blended learning approach and the student experience online. The key points to note were as follows:

- Departmental SAR and QIPs have been looking at:
  - Departmental provision for 6.2 students working towards their final outcomes and destinations
  - Bridging the gap for new 6.1 students moving from GCSE and L3 learning
  - Delivering learning using a 'blended' model

- The use of assessment and feedback
- Student forums have been brought forward to look at their experience online. They will also look at student experience again at the end of the year.
- For lesson observations, the SLT have been mindful of the pressure on teachers but will be looking to develop some form of online lesson observations in the spring term; and
- Online learning champions are being identified so that colleagues can drop in to see good practice.

The committee made the following points in discussion:

- The committee need to be assured that the new processes are effective at ensuring the quality of teaching and learning.
- The SLT's recognition of the pressure on teachers was welcome:
- Is the blended approach just for this year? The Deputy Principal said that the lessons learned would be for now but also could be applied in the future. A Trustee noted that blended learning would also be a feature that students would probably experience at university.
- Is Learning to Learn possible in the online environment? The Deputy Principal said that the new Learning to Learn programme had taken on greater significance for 6.1 students. For 6.2 students that need help, there is a study skills programme. Tom Webb noted that an additional six-week study support programme was in place to help 6.1 students improve their study skills and see an improvement at the next performance review.
- Should we have greater emphasis on learning to learn in the quality cycle document? The Deputy Principal would reflect on the matter.
- How do you look at wider development of the student, not just exam results? The Deputy Principal explained that the College looked at student destinations. They also looked at extra-curricular activities and pastoral support although this is hard to quantify. It was important to note that HESA statistics show that Esher students outperform other sectors at university. She would report on the most recent year's statistics at the April meeting.

**Action:** The Deputy Principal would reflect on whether more could be included in the quality cycle document on learning to learn.

**Action:** The Deputy Principal would report on this year's HESA statistics at the April meeting.

## 6. STAFF DEVELOPMENT AND TRAINING 2019-20 AND 2020-21

The Deputy Principal noted that there had been a significant amount of staff training and development to allow for remote learning and then blended learning. The emphasis on training and development was now moving to staff helping each other. She was proud of this development. At the Inset Day in December, departments will use the time to reflect and plan. Class forums and class observations would be used to identify key training needs.

The Deputy Principal noted that the 9 March training day had been critical to the College's ability to move online smoothly during lockdown.

**Action:** The Deputy Principal to update the committee on staff training and development at the April meeting.

## 7. COLLEGE SELF-ASSESSMENT REPORT 2019-20 AND QUALITY IMPROVEMENT PLAN 2020-21

The Deputy Principal introduced the draft Self-Assessment Report and the Quality improvement Plan. She noted that the Self-Assessment went to OFSTED and DfE. She made the following points:

- Following Trustee advice during the SAR/QIP consultation process she has sought to link the context of the SAR to the College's mission statement and strategic objectives, and to reflect the changing priorities pre and post COVID.
- On results, it was not possible to compare this year's results with previous year's as the way in which final grades had been developed for 2020 were so different. They had adapted processes during the academic year to capture student attainment and progress.
- The section on destinations remained outstanding but this would be circulated to the committee before the Board meeting.

In discussion, the committee made the following points:

- OFSTED do not have a preferred style for SARs but it was helpful that the draft SAR reflected the Educational framework.
- It would be helpful to have more numbers particularly on maths as that would help set the results in context.
- There would be no published national averages in 2020.

**Action:** The Deputy Principal to consider what additional data might be included to set the results, particularly for maths, in context.

Continuing the committee discussed:

- Behaviour and Attitudes: The SAR could better reflect attendance data for the 2019/20 academic year.
- Personal Development: The Deputy Principal informed the committee that 6.1 careers and university advice had been delivered online. The Alumnae Officer had generated lots of workplace placements and some were transferred to online placements during the summer term. The College was using a company to generate online work related opportunities for the coming year. In response to a question, the Deputy Principal noted that work experience will be carried out on the INSET days so that if the student had no work experience placement, they could carry out self-study. The Equality and Diversity section reflected the development of the Black Lives Matter movement.
- Leadership and Management: The SAR reflected: the successful re-opening in June and September; the significant work to update and improve our Safeguarding provisions and the development of the College approach to the RQF BTEC qualification. It also focussed on the importance of monitoring staff well-being through staff voice group and engaging with trade union representatives.

- Behaviour: Should the SAR set out the numbers of serious incidents of bullying/racism? The Deputy Principal noted that this was covered in subsidiary SARS. It was not included in the overarching SAR.

**Action:** The Deputy Principal to share figures on bullying and racism with the committee at the next meeting.

Turning to the 2020/21 QIP, the Deputy Principal said that these followed from areas for development and improvement. She noted that setting minimum grades was a challenge as this was normally based on prior attainment based on examined GCSE grading but this year's prior attainment for 6.1 students was based on teacher assessed grades. They needed to adjust the system so that the minimum grades were stretching but not so high that they could be demoralising. Continuing she noted that the College had stuck with the 2019 approach to final outcomes for August 2021 and that Targets 16 and 17 had been carried forward; the British Values paper needed updating.

In discussion, the committee members made the following points:

- Was it right to set so many Priority 1s? The Deputy Principal noted that the Grades targets were the top priority and that the other targets supported the delivery of that priority.
- Could we have more on progress and destinations? The Deputy Principal said that she would look at whether we could report on student intended destinations in the SAR itself and whether target 6 needed to be updated. She will look at whether HESA data was available and if so, include it in the SAR.
- Did the staff trustee recognise the SAR? Tom Webb said yes. Staff understood how their SAR fed through to the College SAR.

**Action:** The Deputy Principal would look at whether intended student destination data and HESA data could be developed further in the SAR and whether target 6 needs to be updated.

The committee approved the SAR and 2020/21 QIP for recommendation to the Board.

The committee congratulated the Deputy Principal on her work to produce the SAR and QIP.

## **11. ANY OTHER BUSINESS**

None.

**12.DATE OF NEXT MEETING:** Tuesday 27<sup>th</sup> April 2021.

*The meeting closed at 7.44 pm.  
Attendance was 75 %.*

Signed.....

Date.....

#### SUMMARY OF ACTIONS

<b>Q&amp;S1-001</b>	The Deputy Principal would reflect on whether more could be included in the quality cycle document on learning to learn.
<b>Q&amp;S1-002</b>	The Deputy Principal would report on this year's HESA statistics at the April meeting
<b>Q&amp;S1-003</b>	The Deputy Principal to update the committee on staff training and development at the April meeting.
<b>Q&amp;S 1-004</b>	The Deputy Principal to consider what additional data might be included to set the results, particularly for maths, in context.
<b>Q&amp;S 1-005</b>	The Deputy Principal to share figures on bullying and racism with the committee at the next meeting.
<b>Q&amp;S 1-006</b>	The Deputy Principal would look at whether intended student destination data and HESA data could be incorporated into the SAR and whether target 6 needed to be updated.

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

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C	7	<b>COLLEGE SELF-ASSESSMENT REPORT 2019-20 AND QUALITY IMPROVEMENT PLAN 2020-21</b>  The committee asked that the SAR contain further information to place the results, particularly in maths, in context.
S	7	<b>COLLEGE SELF-ASSESSMENT REPORT 2019-20 AND QUALITY IMPROVEMENT PLAN 2020-21</b>  The committee congratulated the Deputy Principal on her work to produce the SAR and QIP.