

**MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 29TH
NOVEMBER 2016**

Present:	Ethan Bartlett	Student	(minutes 41 to 90)
	Alan Bennett	External	
	Jayne Caslin	Staff	
	Sue Hopper	External (Chair)	
	Tony McDermott	External	
	Tom McInerney	External	
In attendance:	Thalia Bell	Deputy Principal	
	Alan Brown	Assistant Principal (Quality)	
	Helen London	Head of Higher Education (minutes 41 to 47)	
	Lesley Venables	Clerk to the Governors	

APOLOGIES FOR ABSENCE

41 No apologies for absence were received.

DECLARATION OF INTERESTS

42 No declarations of interest were received.

MINUTES OF MEETING HELD ON 3RD OCTOBER 2016

43 **Resolved** - That the minutes of the meeting held on 3rd October 2016 be approved as a correct record and signed by the Chair.

MATTERS ARISING

44 The Committee received a list of actions resulting from the previous meeting and noted that all items were either in progress or had been completed.

45 It was noted that the Committee's timetable of business did not fully align to the reports that had been submitted in 2016/2017. The Clerk was asked to update the schedule and present a new version to the March meeting. Governors also requested that a termly report on safeguarding issues should feature on each agenda.

HIGHER EDUCATION – PRESENTATION

46 The Head of Higher Education gave a presentation on this part of the College's provision, outlining current levels of performance, future plans and new developments.

47 **Resolved -** That the Statement of Assurance for 2016/2017 be signed by the Principal on behalf of the Board and submitted to HEFCE by the deadline of 1st December 2016

CURRICULUM REPORT

48 The Deputy Principal presented a report on performance against key curriculum indicators, including enrolments, retention, attendance, destinations and Pre-Advanced maths and English.

SELF-ASSESSMENT REPORT 2015/2016 AND QUALITY IMPROVEMENT PLAN FOR 2016/2017

49 The Assistant Principal (Quality) presented the draft Self-Assessment Report for 2015/2016. Three areas for improvement had been identified in the Quality Improvement Plan for 2016/2017.

50 The areas identified for further work in 2016/2017 would form part of a detailed action plan that would enable the College to move from 'good' to 'outstanding'. At a future meeting there would be a discussion on whether initiatives to improve teaching and learning were sufficient to bring about this change.

51 Governors were advised that the SAR would be sent to Ofsted, whose staff would consider the content when assessing colleges for possible inspection.

52 **Resolved -** That the Board **be RECOMMENDED** to approve the Self-Assessment Report for 2015/2016

EQUALITY & DIVERSITY ANNUAL REPORT 2015/2016

53 The Committee received a report on Equality and Diversity for 2015/2016.

54 Progress of all strategies to address any gaps in the performance of groups of learners identified under the protected characteristics in the Equality Act 2010 would be robustly monitored by the cross-College 19+ 'Cluster' and the Widening Participation Group.

Ethan Bartlett left the meeting at this point.

POLICIES

- 55 **Resolved -** 1 That, subject to minor typographical errors the Board **be RECOMMENDED** to approve a policy on Learner Involvement
- 2 That, subject to the correction of any minor errors, a policy on Teaching, Learning & Assessment be approved
- 3 That in future all changes to policies be highlighted by using the 'track changes' facility and, if extensive amendments are made a summary sheet should be provided to the Committee

ITEMS TO BE REPORTED TO THE BOARD

56 The Committee identified a series of points that the Chair would report back to the December Board meeting.

DATES OF FUTURE MEETING

7th March 2017 5.00 p.m.
27th June 2017 5.00 p.m.