

**MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 21ST
JUNE 2016**

Present:	Alan Bennett	External
	Jayne Caslin	Staff
	Ben Hardy	Student
	Sue Hopper	External (Chair)
	Tony McDermott	External
In attendance:	Thalia Bell	Deputy Principal
	Alan Brown	Assistant Principal (Quality & Curriculum Planning)
	Paula Mitchell	Programme Manager (Safeguarding & Welfare) - minutes 84 to 91
	Lesley Venables	Interim Clerk to the Governors

APOLOGIES FOR ABSENCE

84 There were no apologies for absence.

DECLARATION OF INTERESTS

85 No declarations of interest were received.

MINUTES OF MEETING HELD ON 8TH MARCH 2016

86 **Resolved** - That the minutes of the meeting held on 8th March 2016 be approved as a correct record and signed by the Chair.

MATTERS ARISING

87 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.

SAFEGUARDING

88 The Programme Manager (Safeguarding & Welfare) delivered a presentation on the College's safeguarding procedures, their impact on all aspects of operations and gave examples of the types of cases brought to the attention of designated College staff.

89 Governors were informed of new statutory guidance on safeguarding, which centred around sharing data between organisations and an explanation of the terms 'complex abuse' and 'neglect'. These would come into effect from September 2016 and the College's processes and policies had been updated to take account of the new requirements.

90 All new staff were required to sign that they had read and understood the College's safeguarding procedures and there was twice termly training. A monthly e-mail was circulated to staff on particular safeguarding issues, as a reminder of the actions that should be taken if the circumstances arose.

91 Close links had been forged with Halton Borough Council's Safeguarding Board, whose staff were extremely supportive and helpful in dealing with challenging cases.

Paula Mitchell left the meeting at this point.

ANNUAL REPORT 2015/2016

92 The Committee received a report on progress against the targets identified in the 2015/2016 Strategic Plan.

STRATEGIC PLAN 2016/2017

93 The Deputy Principal presented the relevant draft chapters of the Strategic Plan for 2016/2017. This had been based on the College's Quality-Efficiency-Growth Strategy (QEG), which would be monitored by the Committee on a termly basis.

94 The current dashboard that contained the identified curriculum-related targets had been revised to enable governors to monitor more effectively by including 3 year trend information and success rates by Level. It was proposed that the data provided in the dashboard would be compiled incrementally. The November and March versions would contain performance against key indicators such as retention rates for 2016/2017, whereas the September dashboard would report on the final outturn for 2015/2016.

95 New terminology would be reflected in future reports, for example, 'achievement' would be known as 'pass rates'. The Committee requested that a guide to any acronyms should be provided for governors.

96 The Strategic Plan included sections on the latest curriculum reforms (mainly in A Levels and BTec programmes).

SAFEGUARDING UPDATE

105 The Deputy Principal reported that the College's safeguarding procedures had recently been audited by an external validation body, the results of which had been extremely positive.

106 A number of supportive measures were in place, including two students representing the College on the Children's Trust Board, the introduction of a College nurse from September 2016 and continuation of a counselling service operated by students.

107 Governors noted the continuing high levels of safeguarding cases.

108 The Committee received information on new statutory guidance to colleges and details of two anonymised safeguarding cases. Staff would continue to work with partner organisations such as Halton Borough Council to raise awareness of safeguarding and the support mechanisms available.

POLICIES

109 The Deputy Principal presented a number of policies that had recently been updated to take account of legislative/regulatory changes and amendments to the College's own procedures.

110 **Resolved -** That, with some minor amendments, the Board **be RECOMMENDED** to approve policies on:

Equality & Diversity Policy & Codes of Practice

Safeguarding Children

Safeguarding Vulnerable Adults

Student Discipline

COMMITTEE SELF-EVALUATION

111 The Clerk reported that, as part of the Board's strategy for continuous improvement, an assessment of each committee's performance should be undertaken to identify good practice and any gaps in arrangements.

112 The Committee received a proforma that enabled it to assess itself against a number of key criteria – attendance, membership, fulfilment of the terms of reference, a summary of the key activities undertaken in 2015/2016 and any areas for improvement in 2016/2017.

113 Governors discussed each element of the proforma and graded the Committee's overall performance as a 1 or 'outstanding'.

ITEMS TO BE REPORTED TO THE BOARD

114 The Chair summarised the key points that would be reported to the full Board at its meeting on 4th July 2016.

DATES OF FUTURE MEETINGS

27th September 2016

29th November 2016

7th March 2017

27th June 2017