

**Priestley College – Quality and Standards Committee
Minutes of the Meeting Held on 12 October 2023**

Present: Gerry Brennan, Amy Heald, Simon Jenkins, Ian Rigby, Carolyn Williams

In Attendance: James Gresty, George Contos, Mark Eccleston, Carol Blinkhorn (Minutes)
Student representative: Charlotte Glover

1 Apologies for Absence

Apologies received from Sheila Yates, Louisa Reeves, Peter Kahn and Stanley Strong. Ian Rigby was welcomed to the Quality and Standards Committee as Link Governor for Humanities and Social Science.

2 Declarations of Interest

No declarations of personal or pecuniary interest in the matters to be discussed were made.

3 Election of Chair and Vice Chair

Carolyn Williams proposed that Mr Brennan be reappointed in the role of Chair.

This was seconded by Simon Jenkins.

Gerry Brennan proposed that Mrs Scott-Herron be reappointed in the role of Vice Chair.

This was seconded by Carolyn Williams.

Resolved - To appoint Mr Brennan and Mrs Scott-Herron as Chair and Vice Chair respectively for the academic year 2023/24.

(Items 5 and 6 were taken)

5 Minutes of the Meeting held on 23 June 2023

The minutes of the meeting held on 23 June 2023 were agreed as a true and accurate record and signed by the Chair.

6 Matters Arising

Action Log – June 2023

No	Description	Responsible	Completion
1	English and STEM - Faculty Update Audit of College software - Mr Gresty Refresher on Google Classroom best practice for staff - Mr Contos to take to CMT and request teaching staff upload resources after the lesson.	Mr Gresty Mr Contos	Exams software - carry forward. Actioned - CLs have access to all Classrooms CLs will be checking work is set and uploaded
2	Matters Arising - 6 Link Governor Update	Mr Gresty	Actioned - Mr Rigby to be added and

	Link governors to be requested, wherever possible during visits, to test student understanding of relevant topics, such as destinations - safety online - British values - safeguarding - prevent etc Mr Gresty to add details to the briefing document for link governors		document will be circulated via GovernorHub tomorrow.
3	Link Governor Update It was noted the requirement for an extra link governor for the fifth Faculty. Following discussion it was agreed that Mr Gresty would speak with Mrs Holt and feedback to FGB.	Mr Gresty	Actioned - Mr Rigby in post.
4	Safeguarding Policy (and Child Protection Procedures) Mr Kahn suggested removing the highlighted bullet points from page 7. Mr Eccleston noted the text was taken directly from the KCSIE 2023 but agreed to remove the penultimate bullet point. To include a definition of misogyny. Ms Williams and Mr Eccleston to work together to make minor amendments and review the policy moving forward.	Mr Eccleston Mr Eccleston Ms Williams & Mr Eccleston	Actioned Actioned Actioned - policy now live on the website
5	E Safety Policy Mr Eccleston to check if we have in our Code of Conduct for both staff and students a section around the improper use of IT.	Mr Eccleston	Actioned
6	Progress Monitoring Report PM5 Need for an agreed % ie rounded up or 2 decimal places on the retention table.	Mr Contos	Actioned - will be done on PM reports - agreed 1 decimal point for consistency
7	HESA Data - at enrolment can we capture if the student is the first generation to go to College?	Mr Contos	Actioned - Mr Contos followed up with an activity in tutorial but not at enrolment

4 Professional and Digital (PDS) Faculty Update:

- i. overall performance including actions for improvement
- ii. curriculum development

Mr Whittaker, Head of Faculty was joined by two of the four Faculty Curriculum Leaders, Mrs Phillips and Mrs Hebden. Mr Whittaker delivered a Faculty Update presentation and highlighted the following:

- Team structure - 4 curriculum areas - 41 subject lines - 84 teaching groups.

- Curriculum development - AS and A levels across the majority of the Faculty, Vocational provision in all 4 areas, T Levels and new provision - Teamwork and Personal Development - a certificated qualification, great for students to broaden their skills set, a specialism to support the College.
- Faculty growth - Vocational growth increased at Level 3 with managed reduction at Level 2.
- Highlights - range of destinations - high grades on the majority of voc programmes - strong T level core results.

Governors asked the following questions:

Mr Brennan - How is the restructuring of the curriculum working out? Mr Whittaker noted it is new for Faculty Heads having Curriculum Leaders (CL) line managing teams but for colleagues it will be better. Mrs Hebden noted it has been nice to have responsibilities but as with any change, it has not been without its challenges. We support each other in the shared CL office.

Mrs Phillips noted the support received from senior leaders has helped.

Mr Gresty commented the CLs have had the most change to deal with and it has been a busy start, on top of the usual work, they have undergone training. Mr Gresty expressed his thanks to our CLs and noted we will continue to check ourselves on staff and their wellbeing. CLs play a critical role in College to drive continuous improvement.

Mr Contos noted teams are working on the legacy from last year as well as doing a good job in managing current challenges.

Mr Rigby - Teamworking qualification - what is the take up? Mr Whittaker noted we have some 35 on the course, a mixture of L2 and L3 on the same course, with interest from across the College.

Miss Heald - Are you looking to replace accountancy with something else? Mr Whittaker replied not at the moment. Everybody is waiting on the reforms to see what the government will fund in that area.

Mr Jenkins - For the priority areas, what are the plans? Mr Whittaker noted that we have four senior managers leading on priority lines - Mr Contos, Mrs Graham, Mr Whittaker and Mrs Lowe. Senior Managers are mentoring CLs to look at what we have identified as key priorities. Mrs Hebden reported we have had two meetings each. Mrs Phillips noted it has been a very helpful meeting with Mrs Lowe, as she has an overview of all teaching reviews and has shared best practice that has worked in other areas.

Mr Brennan - Faculty numbers dipped at L2, how was this managed? Mr Whittaker noted the help of Mr Contos and Mrs Cullen, as the curriculum planning this year has been accurate and there has been no requirement to open up any new groups. As a college we held the line with admissions and were much more careful with any late admissions.

Mr Gresty commented we have tried to get the right students on L2 and noted there is more work to do to at enrolment.

7 Terms of Reference

Governors received the draft Terms of Reference for the Committee. Mr Brennan reported no changes from 2022/23.

Mr Jenkins asked when a governor joins a committee are the Terms of Reference shared?

Mr Brennan noted they are made available.

Action - Mr Gresty and Mrs Owen to ensure Terms of Reference are covered at induction of new governors.

Resolved – To adopt the Terms of Reference for this Committee

8 Policy Review: Quality Framework

Mr Contos presented the updated Quality Framework for annual review and took the Committee through the document and highlighted minor amendments:

- P2 - PDRs now have a TLA focus - revisiting priority subject lines
- P3 - monitoring of student progress - supporting documentation - PM reports

Mr Brennan - P7 TCAT Audit Committee in twice. No role for CLs, is there something we could do to include them?

Mrs Heald - Noted use of the title Senior Tutors now Pastoral Heads.

Action - Mr Contos to amend and check language. CLs covered under Faculty Management Team which covers all the roles but can be more explicit.

Governors asked the following questions:

Miss Williams - How do you use the framework? Mr Contos noted we use the framework to plan events, a cyclical operational document to highlight where activities are happening.

Resolved – To approve the revised Quality Framework save for minor amendment.

9 Quality Performance Report (September 2022/23)

Mr Contos presented the Quality Performance Report which included a summary of the College's headline performance . The report included:

- Section 1 - Key actions impacting on performance - new section which highlights key activity in the year.
- Section 2 - National picture - trends - regional and centre differences.

Mr Brennan - How do our experiences compare nationally? Mr Contos reported that there are many similarities and staff are asked to check their results against national averages. Mr Gresty commented it would be useful to be mindful of the next step for Ofqual for this year and are they anticipating a further fall back of grades. PM data for this Committee is key progress monitoring data to view the impact for our students.

- Headline summary of college performance. Results pleasing against a national picture.
- Curriculum model - performance by pathways

Miss Williams - How do the results reflect what you were predicting ie how far were you away? Mr Contos reported overall we were reasonably close for A level and we are having conversations with faculties now.

Mr Brennan - Some predictions have been worrying during the year, how have they turned out and have we been worrying unnecessarily? Mr Contos noted it has been an issue in some areas and we could audit some areas. To reassure the Committee we have a new curriculum report which CLs receive and they are looking at both current and predicted grades of students that are 2 below grade and capture areas of risk.

Mr Jenkins - Are we able to see how we compare by pathways nationally? Mr Contos noted this is very challenging. Mr Contos noted we can compare achievement rate of particular courses - high grades - attendance - destinations.

Mr Brennan - Improvement at GCSE has been consistent over a number of years. How is this maintained? Mr Contos noted we now enter all GCSE students for a November resit and have created a successful model but that does create other pressures ie financial, extra rooms, readers etc.

Miss Williams - Why do we offer GCSE Science? Mr Contos reported it helps for those who need a science for the career they want to choose. Helps with transition to T Level.

- Retention, really pleased. Proportion of actual 'students' is higher than 2022.
- **Mr Brennan** - What is the difference between leavers and completers? DfE terminology can be confusing here. Completer has an actual end date whether achieved or not, a leaver has an actual end date with a completion status of completed or withdrawn. Based on census date.
- Achievement rates.
- Equalities analysis.
- Attendance.
- Progressions and destinations summary.
- College Priority Areas 2023-24 and priority subject monitoring

Governors asked the following questions:

Mr Rigby - How comfortable are you that these results support the presentation we are going to make of the College for Ofsted? Mr Contos confirmed we are very good and the preparations for inspection are going well.

Miss Glover noted issues around Google / Outlook emails in that students don't want to download the apps on their phones and the College needs to promote this. Mr Eccleston stated this is promoted via PDP, though there have been some issues with not having computers in some rooms but this is being looked at. It was suggested to link to a practical use ie to payment.

Action - Mr Contos to look to link an activity around downloading the Outlook app for students.

Mr Jenkins - On the priority areas, have they been arrived at via the national picture? Mr Contos confirmed they had and that we had also looked at the volume of learners, Nick Allen and Alps reports and made the judgement.

Miss Williams - Were there any appeals? Mr Contos confirmed we did put in a number of reviews of marking which resulted in 30 positive grade changes and 80 scripts changed.

Resolved – To examine the Quality Performance Report

10 Learning Support (Bursary) Funds – Annual Report

Mr Eccleston presented the Learning Support (Bursary) Funds-Annual Report which identified the:

- Breakdown of the 2022/23 bursary funds - there were 35 items of IT equipment purchased to support students in comparison with 40 in 2021/22. We continued to support students by providing stationery packs. PETT contribution, that is money put onto a students catering account for those students not eligible for mainstream bursary increased from £3 to £3.50.
- Expenditure - continuing to purchase vouchers for over breaks.
- Numbers of students accessing bursary year on year.
- Attendance/retention of those on bursary - attendance positive and a dip in retention.
- Priority bursary breakdown.
- 2023-24 current bursary numbers as of 2 October

Mr Gresty noted we still need to promote bursary as we know more are eligible and we need to use it. Mr Gresty expressed his thanks to Mrs Payton who administers bursaries with our Finance team. Governors echoed their thanks.

Resolved – To note the Learning Support (Bursary) Funds – Annual Report

11 Link Governor Update

- a) Link Governor Learning Support Visit - 15 June 2023 - Governors received Mrs Reeves comprehensive report.

Mrs Williams reported that she visited last week and met with Mr Edgington. She has drafted a report which she has shared with Mr Edgington and will bring to the next meeting.

Mr Rigby met with Mrs Holt, Head of Faculty - Humanities and Social Science some 3 weeks ago and a further meeting is planned.

Mr Jenkins came in for the Solvay Conference and saw some of the sessions, exhibitions and the graduate presentation.

12 Student Recruitment Update

Mr Contos presented the report and highlighted the student recruitment numbers at the start of this academic year in comparison to previous years. He also noted schools where the College has seen the largest increase in enrolments and those where we have seen the largest decrease. Work is being done to address the dip. To ensure a sound financial model and efficient curriculum planning, the aim is to stabilise recruitment over the coming years.

Resolved – To receive the Student Recruitment Update Report

13 Any Other Business

SAR Validation - 16 Nov - 9am-1.30pm

Mr Contos noted he would really appreciate input from governors if they were available to attend. Breakfast and lunch provided.

14 Date and Time of the Next Meeting

Wednesday 22 November 2023 at 4.30 pm in P1:16

The meeting closed at 6.20 pm confirmed

Action Log - June 2023

No	Description	Responsible
1	English and STEM - Faculty Update Audit of College software - Mr Gresty	Mr Gresty

Action Log – Oct 2023

No	Description	Responsible
1	Terms of Reference -Clerk to Governors and Mr Gresty to ensure Terms of Reference are covered at induction of new governors.	Clerk & Mr Gresty
2	Quality Framework -Mr Contos to amend and check language. CLs covered under Faculty Management Team which covers all the roles but can be more explicit.	Mr Contos
3	Mr Contos to look to link an activity around downloading the Outlook app for students.	Mr Contos