

**Priestley College – Quality and Standards Committee
Minutes of the Meeting Held on 20 June 2024**

Present: Gerry Brennan, Amy Heald, Ian Rigby, Carolyn Williams, Sheila Yates
Peter Kahn, Louisa Reeves and Bev Scott-Herron.

In Attendance: James Gresty, George Contos, Carol Blinkhorn (Minutes)
Student representative: Stanley Strong

1 Apologies for Absence

Apologies received from Sophie Gardiner, Simon Jenkins and Charlotte Glover.

2 Declarations of Interest

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

3 Creative Arts and Sport (CAS) Faculty Update:

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

Mr Thompson, CAS Head of Faculty shared and took governors through a Faculty Update document and highlighted the following:

- 4 main curriculum areas - Art - Digital Art - Performing Arts and Music - Sport
- Actions and future developments for each curriculum area
- Predicted achievement
- CAS budget

Governors asked the following questions:

Mr Brennan - 23/24 budget line - clarification sought. **Action: Mr Thompson to revisit and email Mrs Blinkhorn who will update governors.**

Mr Brennan - Improving high grades - what have you done and can anyone else use your practice across college? Mr Thompson noted that good practice has been shared ie early standardisation, closer monitoring of priority lines with regular meeting with the tutor/s.

Mrs Yates - What steps have been taken to involve sole teachers on priority line subjects? Mr Thompson noted it has been useful to have meetings with teams, with more of a focus on PM data.

Mrs Yates - How are the Heads of Faculty working together? Mr Thompson stated that they meet once a fortnight and on the alternate week they meet with the College Management Group.

Mr Kahn - Technicians it would seem are very useful, can the College learn from that? Mr Thompson stated technicians free staff up to deliver teaching. Artist in residence working with students one day a week to support and inspire has worked well and we have established another for next year, with other tutors looking at this model.

Mr Brennan - Have you the right mix of courses? Mr Thompson stated yes in Art and Digital Art, PA apart from Music and Sport I am becoming more familiar with.

Mrs Reeves - In Digital Art, the reintroduction of the L2 Computer Arts qualification, how did you make the decision? Mr Thompson noted we did have it but it didn't recruit post Covid. Currently we don't have the staffing for it but moving forward would like to reintroduce it.

4 Minutes of the Meeting held on 2 May 2024

The minutes of the meeting held on 2 May 2024 were agreed as a true and accurate record and signed by the Chair, save for a name change on page one.

5 Matters Arising

No	Description	Completion
1	PM3 Report Mr Contos noted that the release of PM3 coincided with post mock QuIP meetings and agreed to check and circulate the report.	Mr Contos Actioned
2	Pathway Summary Predicted Grades Mr Contos to provide an explanation for reviews/results column ie what is it.	Mr Contos Actioned - for future reports
3	PM4 Report Mr Contos to add a line to the report around how priority lines perform.	Mr Contos Actioned - for next PM4 report

Action Log - June 2023

No	Description	Completion
1	English and STEM - Faculty Update Audit of College software.	Mr Gresty Actioned *
	*Mr Gresty had shared a report which detailed how staff and students use Century Software along with the associated costs. Mrs Yates commented that when she has observed lessons where it is being used, the tutors know if students are not using it. Century provides a personalised and independent pathway and tutors can track student usage. Mrs Reeves asked if we can get feedback from students? Mr Gresty noted the best feedback is student outcomes and however we will ask within our quality improvement meetings in September.	

6 Link Governor Update

- a) Link Governor Visit: Safeguarding - Operations - 24 May 2024
- b) Link Governor Visit: Safeguarding - 6 June 2024

Mr Brennon expressed thanks to Mrs Williams for the very comprehensive reports. Mrs Scott-Herron commented the reports were helpful from a safeguarding perspective. Mrs Yates echoed these comments.

Governors asked the following questions:

Mrs Reeves - Supervision for Pastoral Heads, why only for this year? Mr Gresty noted this was a trial. TCAT provides supervision but it isn't as bespoke as the one we have offered on top of that.

Mrs Yates explained that she sits on the TCAT Safeguarding Committee where one staff member delivers to others in house at other academies. Mr Edgington, in his new TCAT role may be able to find out from TCAT what they are doing. Mrs Reeves noted we have a duty of care to staff. Mr Gresty agreed and stated it was important to find the right balance. Mr Contos noted there are more cases and we are also much better at identifying problems.

Mrs Reeves - Domestic violence - did you find out how the College works with other services?
Mr Gresty noted this is joined up and moving forward with Mr Edgington.

Single Central Record - Mrs Williams met with the College's HR Manager who explained random checks of staff are made. Mr Gresty noted historically it was random, currently it is now 20% and there is a cycle whereby the oldest in terms of service are checked every 5 years. **Action: Mrs Blinkhorn to speak to Mrs Cullen.**

Mrs Williams acknowledged the work of the teams and was really grateful for the time they spent with her.

Mrs Reeves - Whistleblowing - would all staff be happy to blow the whistle and how would we know? Mrs Yates stated this was difficult to identify and one would expect it to be the culture of the College to do so.

Mrs Reeves - Have there been any incidences of whistleblowing in terms of safeguarding?
Mr Gresty noted we have had one case and this was brought to the fore and dealt with. Mr Gresty suggested link governors ask staff when they meet with them.

Mrs Williams was reminded of the new TCAT Low Level Protocols policy and agreed to pick this up with Mr Edgington. Mr Gresty noted TCAT and the local authority conduct safeguarding reviews of the College.

Mr Brennan noted that Simon Jenkins (Link Governor for STEM) is visiting College on 25 June for the Priestley/Solvay Science and Maths event.

Mrs Yates reported that she met with the Head of Faculty for LASS today for an informal catch up.

Mrs Reeves stated she is scheduled to meet with the College's Inclusion Manager next week.

7 Policies Review

Mr Brennan explained that Mr Eccleston had circulated revised policies and had highlighted the changes for governors. Mr Brennan reported he had sent through some minor amendments which have been made and invited comments from the Committee.

a) SEND Policy

Mr Rigby - p9 record keeping - have we got systems in place around access and security of it? Mr Gresty commented on the cyber essentials work, that there would be access by staff

involved with the learner and general access on Portal. Anything sensitive has an additional layer. **Action: Mr Eccleston to add in 'at an appropriate level'.**

Mrs Reeves - Somewhere to acknowledge, strengthen the link between SEND and Safeguarding ie cross reference in both. **Action: Mr Eccleston to include cross reference between SEND and Safeguarding.**

Mrs Reeves - p10 - links with outside agencies - additional line around GLYSS - why is it there and jarring with no context. **Action: Mr Eccleston to either remove or include context around GLYSS.**

b) Safeguarding Policy - in line with the TCAT Safeguarding policy.

Mr Kahn - Is it usual to have named staff/governors? Mr Gresty noted typically we would go with the role but in certain cases we need names. **Action: Mr Eccleston to replace governor names with 'link governor for xx'.**

c) Learning Support (Bursary) Funds

Mrs Reeves - p5 highlighted section may be a direct lift but can we ask Mr Eccleston to check. **Action: Mr Eccleston**

d) E-Safety

Mr Rigby - p8 college firewall - can it be more specific? Mr Gresty and Mr Contos felt the wording was pitched correctly. Mr Rigby accepted their explanation.

Resolved – Governors approved all policies subject to changes.

8 Progress Monitoring Report PM5 including Nick Allen Sixth Sense Attendance Report 2021-23

Mr Contos gave some context and updated governors on predicted grades and summer results by pathway.

Governors asked the following questions:

Mrs Yates - The dip in prediction for high grades, is it staff have been more accurate this year? Mr Contos responded we believe there is more accuracy.

Mr Brennan - Although this tells us about the College overall but not individual subjects, have you got an example? Mr Contos noted data in Psychology and one of the English lines. We know where lines are up and where they are down.

Mrs Yates - What is the academic profile? Mr Contos reported a similar average GCSE grade.

Mr Kahn - How do we compare to national figures? Mr Contos noted last summer nationally was 51%. Our hope is to move it over that average.

Attendance Update June 2024 - Mr Contos noted overall we are pleased with the improvement in attendance. The Nick Allen report shows our attendance holds up and is really strong compared to national data.

Mrs Yates commented this is good as this was an area there were concerns about previously.

Mr Gresty noted the report was really positive and gave credit to the teams.

Mrs Bev Scott-Herron noted schools are tightening up attendance codes from September and Mr Gresty agreed to check for any changes for the College.

Mrs Reeves - The Nick Allen report indicates we are below national average for value added attendance for chinese and mixed heritage pupils. Mr Contos noted the number of entries may relate to a small number of students and that we will look at in the broader sense. Mr Gresty noted each curriculum area will receive this data.

Retention Update June 2024 - Mr Contos reported a very strong picture.

9 Student Recruitment Update

Mr Contos reported a relatively healthy picture. Conversion rates are strong.

Governors asked the following questions:

Mrs Yates - From applications by school, why do you think Warrington students might not attend a Warrington College? Mr Gresty reported the trajectory has been phenomenal, we are up on applications and this reflects the competitive nature. Governors asked for the proportion of applications and actuals from TCAT schools over the last 4 years. **Action: Mr Contos**

Mr Strong noted if buses hadn't been provided, he wouldn't have come to Priestley.

Mrs Yates noted she was unable to access the Full May Applications Analysis link and Mr Gresty noted we would arrange for access.

(Mrs Heald and Mr Khan left the meeting)

Mrs Reeves - Can we have an update at LGB in 2 weeks? Mr Contos reported there would be no change, as it will be at enrolment when we have a clear picture.

(Mrs Reeves left the meeting)

10 Any Other Business

Mr Brennan expressed his thanks to Mr Strong, Miss Glover and to the Committee for their contributions over the year.

11 Date and Time of the Next Meeting

Autumn term tbc 2024 at 4.30 pm

The meeting closed at 6.45 pm confirmed

Action Log - July 2024

No	Description	Responsible
1	CAS Budget 23/24 budget line - clarification sought. Mr Thompson to revisit and email Mrs Blinkhorn who will update governors.	Mr Thompson
2	Single Central Record Ms Williams met with the College's HR Manager who explained random checks of staff are made. Mr Gresty noted historically it was random, currently it is now 20% and there is a cycle whereby the oldest in terms of service are checked every 5 years. Action: Mrs Blinkhorn to speak to Mrs Cullen.	Mrs Blinkhorn
3	e) SEND Policy Mr Rigby - p9 record keeping - have we got systems in place around access and security of it. Mr Gresty commented on the cyber essentials work, that there would be access by staff involved with the learner and general access on Portal. Anything sensitive has an additional layer. Action: Mr Eccleston to add in 'at an appropriate level'. Mrs Reeves - Somewhere to acknowledge, strengthen the link between SEND and Safeguarding ie cross reference in both. Action: Mr Eccleston to include cross reference between SEND and Safeguarding. Mrs Reeves - p10 - links with outside agencies - additional line around GLYSS - why is it there and jarring with no context. Action: Mr Eccleston to either remove or include context around GLYSS. f) Safeguarding Policy - in line with the TCAT Safeguarding policy. Mr Kahn - Is it usual to have named staff/governors? Mr Gresty noted typically we would go with the role but in certain cases we need names. Action: Mr Eccleston to replace governor names with 'link governor for xx'. g) Learning Support (Bursary) Funds Mrs Reeves - p5 highlighted section may be a direct lift but can we ask Mr Eccleston to check. Action: Mr Eccleston	Mr Eccleston
4	Student Recruitment Update Governors asked for the proportion of applications and actuals from TCAT schools over the last 4 years. Action: Mr Contos	Mr Contos