

## SFCF AQC Minutes, Monday 7<sup>th</sup> December 2020, 5pm

Present: Peter Eyre (Chair), Sue Myland (Vice Chair), Catherine Cole (Principal), Dawn Arnold, Angelo Dela Cruz, Rachel Holmes, Helen Manning, Justin Slater, Bob Wilde, Peter Williams.

In attendance: Simon Reigh (Assistant Principal), Rebecca Rhodes (Assistant Principal), Helen Ruxton (Assistant Principal), Kate Thomlinson (Clerk).

### 1. Standing Items

- 1.1 Apologies received from Andrew Freeman and Matt Smith
- 1.2 Declaration of Interests not previously declared: None
- 1.3 Minutes from 5<sup>th</sup> October 2020: Approved
- 1.4 All matters arising from previous minutes completed
- 1.5 CC updated the AQC on the most recent COVID numbers. There have been no cases of transmission in the College. Opting to move all classes on line for the last week of term had received positive feedback from parents.

### 2. Chair's Update

PE updated the AQC on two new members joining in January 2021. Greg Thornton as parent member and the new staff member, as yet to be elected.

AQC Roles were agreed as:

#### **Pastoral (Rachel Holmes)**

1. To reduce the admin tasks for Personal Tutors
2. To introduce a quality framework for the pastoral side

#### **Curriculum (Andrew Freeman)**

1. To tighten up in-year monitoring of data by Curriculum Managers
2. To improve outcomes in a small number of courses

#### **Wider Curriculum (Justin Slater)**

1. To improve student understanding of Prevent
2. To re-organise the Prospects Diploma

#### **Remote learning and Learner Voice (Peter Williams)**

1. To monitor the College's approach to remote learning through the year
2. Same for Learner voice

**SEND provision (Helen Manning)**  
**Equality and Diversity (Sue Myland)**  
**Safeguarding (Peter Eyre)**

***Action:** Councillors to update AQC on progress against relevant targets in upcoming meetings to June*

***Action:** SM to meet with Sam Cook to update AQC on equality and diversity progress in the College.*

### **3. Self-Assessment Report and Quality Improvement Plan**

SR explained the SAR and QIP. Questions were raised over the following areas;

- VESPA which will be explained in detail at a further meeting
- Peer Quality Review which had led to the shortened report.
- The regularity of assessments – now half termly across all subjects, moderated and documented.
- The SLT had also undertaken a comparison with a different system but found the SAR and QIP to provide more information.
- It was confirmed that a '6' is in the middle of the scores.
- MOOC was explained as a 'massive open online course', the use of which is encouraged to demonstrate further reading and to aid applications.
- The Stretch and Challenge post that had been discussed pre-lock down will hopefully be looked at again in this academic year.
- The action plan on the retention of vulnerable students, noting that over the past five years there has been improvement. Currently the College has a project looking at this area.
- The difference in maths scores results from those struggling with maths are identified at the start of Y2 and put into one group which receives an additional 90mins tuition a week.
- Environmental Science has low score. This subject is being dropped. It is in its last year. The subject area is receiving additional help to assist the current students.
- Support for disadvantaged students in Fine Art. Feedback sheets were making it clearer to students what was expected.
- Situation in Music with the new Curriculum Manager. Additional support was being provided to help with the change in exam board. The numbers do not justify a further full time position. Requested that Music continues to be monitored due to the number of changes that have taken place in this dept.

- The continuation of Working Parties during COVID. It was confirmed that five Working Parties had continued and two new Working Parties covering Timetabling and Appraisals were being set up.
- Consistency of assessments across departments, important to justify why particular pieces of work are being used for potential CAG and to ensure students are aware when a piece of work will be used. The SLT and Student Members confirmed students were aware when a piece would be used for CAG.
- Who can AQC members talk to for information on their area? SR and RR agreed to be contact points.

**Action:** RR to give brief VESPA presentation at February 2021 meeting and circulate VESPA booklet to AQC members.

**Action:** MS to inform AQC on actions taken regarding retention of vulnerable students.

**Action:** RR to discuss Fine Art student retention with Matt Shepherd.

**Action:** RR to report results of January Learner Voice to February AQC.

#### 4. Senior Leadership Team Update

- 4.1 The Ofsted visit had been positive and very useful for staff.
- 4.2 There are low numbers of students who qualify for the additional COVID tuition money due to the tight restrictions put in place by the government.
- 4.3 As previously discussed the College is well prepared for the possibility of CAGS this year.

#### 5. SEND Update

- 5.1 HM presented the findings from a visit to the SEND department College informing the AQC of the intention to visit termly with regular interaction with the department. HM is looking at the SEND Policy together with the Code of Conduct.
- 5.2 HM questioned the resourcing noting the number of referrals and the time taken to carry out assessments. RR confirmed that staffing in this area is being looked at and other members of the department are being trained in assessments. SLT were asked if College can help students obtain a EHC plan. CC informed the AQC that students may come with an EHC plan from their school, if not College can help. However, it is becoming increasingly difficult to obtain EHCs.

**Action:** All AQC Members to consider SEND and forward any questions to HM.

**Action:** RR to report to AQC on SEND students Learner Voice feedback.

#### 6. CAG Appeals

- 6.1 HM updated the AQC on the recent 4 Complaint. CC thanked the Complaint Panel for the thorough investigation and report which had helped the College move forward on a number of issues.
- 6.2 SR updated the AQC on the implementation of AQC Panel recommendations within English Department following the complaint, noting that an assessment schedule had been discussed at length with the Department and SLT. This is being closely monitored. All College staff have been told they must be honest and completely open regarding student progress. However, mental health issues must be considered and this is a tricky balance.

## 7. Safeguarding

HR updated the AQC on safeguarding issues at the College.

## 8. Policy Approval

The Policy Approval section was moved to the next meeting due to a number of unanswered queries.

## 9. Items To Note

The following items were noted and questions raised as follows;

- Learner Voice (Curriculum and Pastoral). The rate of positive responses on 'I know who to speak to if...' 89% and 'I know how to contact my teacher' 85% was queried. The lower than expected numbers were attributed to the survey taking place at the beginning of the academic year and are expected to be higher in the January survey. ADC and BW informed the AQC that the Student Association is due to send out a Health and Wellbeing survey in the near future.
- New Staff update
- Application numbers of 2910 are in line with last year and interviews have begun. Rescue courses have helped the retention figures.
- Attendance has been very good and only marginally down on last year. Three hour lessons may have helped with this. Will the three hour lessons be kept? Certainly some benefits to new way of working. Timetabling Working Party will look at this.
- Trust Curriculum Board Minutes were noted.

**Action:** RR to inform AQC on January Learner Voice responses on questions mentioned above, in February meeting.

**Action:** MS to circulate attendance figures for vulnerable students.

**Action:** RR to update on findings of Timetabling Working Party at future AQC

## 10. AOB

- AQC Members have requested that they be included on emails sent to 'all staff' and to parents.
- Report on complaints made to the college to become a regular agenda item.
- Government communication on exams has not provided any concrete information and therefore information cannot be given to students. BW and ADC confirmed the government information had been unhelpful.

**Action:** All members encouraged to write to local MP requesting more information for students regarding the exam situation in 2021.

Meeting closed 19.20

### **Dates of Next Meetings**

5pm, 1<sup>st</sup> February 2020

5pm, 22<sup>nd</sup> March 2020

**5pm, 18<sup>th</sup> May 2021 (This date is a change from the schedule, previously 17<sup>th</sup> May)**

5pm, 21<sup>st</sup> June 2021

11am, 22<sup>nd</sup> June 2021 (Trust Advisory Forum, all AQC members are invited)