

SFCF AQC Minutes, Monday 1st February 2021, 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, Andrew Freeman, Greg Thornton, Steve Birtles.

In attendance: Simon Reigh (Assistant Principal), Rebecca Rhodes (Assistant Principal), Helen Ruxton (Assistant Principal), Matt Smith (Assistant Principal), Jo Munroe (Clerk).

1. Standing Items

- 1.1 Apologies: None
- 1.2 Declaration of Interests not previously declared: None
- 1.3 Minutes from 7th December 2020: SR noted item 3, second bullet point says peer group review, should read Peer Quality Review.
- 1.4 Action points from the last meeting
 - RH updated that the Quality Assurance Framework document could now be shared after discussions with HR and MS. The admissions interviews had been held virtually and updated virtually through Crystal Web and this had made a significant reduction in administration tasks.
 - RR to report results of January Learner Voice to AQC at the March meeting.
(Results available March, item moved to next meeting)
 - SM to meet with Sam Cook to update AQC on equality and diversity progress in the college. SM to follow up comments made previously by AQC members on E&D Policy and E&D Accessibility Plan and report back **(Postponed until March meeting.)**
 - RR to give brief VESPA presentation at March 2021 meeting and circulate VESPA booklet to AQC members. **(Postponed until March meeting.)**
 - RR to give a brief presentation on Mastery at the May 2021 meeting.
 - SR informed that Matt Thorn has compiled data on the retention of vulnerable students. Suggested that Matt Thorn be invited to attend to give feedback.
 - RR gave feedback that the retention of Fine Art's students had improved since last year.
 - All AQC Members to consider SEND and forward any questions to HM.
 - RR to update on findings of Timetabling Working Party at future AQC (currently no further information, carried forward to March meeting)
 - All members encouraged to write to their local MP requesting more information for students regarding the exam situation in 2021.

- AF gave feedback regarding two courses that are being withdrawn from the prospectus. Medieval History and Environmental Science. All courses are monitored, currently there is a focus on Fine Art, Spanish and Geography. RR is monitoring Music and will report any issues to the AQC. It was requested that any subjects being considered for withdrawal are reported to the AQC.

Action: RH to report back further regarding the Quality Assurance framework at the March meeting

Action: RH to circulate the Quality Assurance Framework

Action: SM to update AQC on equality and diversity progress in the March meeting

Action: PW and RR to report back on Learner voice and online learning in the March meeting

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

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

Action: RR to report on the monitoring of the music course

Action: CC to ensure all AQC members are included on all emails sent by the college to staff and parents.

2. Chair's Update

- 2.1 Greg Thornton was welcomed to the AQC as the new Parent Member, Steve Birtles as Staff Member. Jo Munroe was introduced as the temporary clerk until September 2021.

3. Results and Progress Data

SR gave feedback on the results for GCSE English and Maths resits and those who had retaken other subjects in the light of their CAGs. There was felt to be little to learn about the centre assessed process due to the low number of those who took part. The GCSE results were slightly up on last year

4. Senior Leadership Team Update

- 4.1 An application for government catch up funding has been made and, alongside extra financial support from the Trust. In total, 100 extra hours per week extra provision has been arranged.
- 4.2 Ofqual have not yet advised if there will be a need for CAGs this year. RR explained half term assessments have been introduced, this will provide more data to facilitate grading, should it be required. Students are advised on which assessments will be used for grading and were expecting an assessment every half term.
- 4.3 CC explained the decision to cancel the mock exams. HM expressed concern that mock exams have been cancelled while it is still unknown whether or not exams/assessments in the summer will be required.

- 4.4 Staff wellbeing was raised, the SLT reassured Members that although the current situation is distressing, the SLT are working with teachers to ensure they have all the support they need. The AQC were informed that staff have access to a 24 hour employment helpline.
- 4.5 College support of students without technology was questioned and it was confirmed everyone who needed Tech, has now been issued with it. The outstanding issue is around internet connections. Safeguarding of those students attending in College during lockdown was raised and is addressed in the Safeguarding section of this meeting.
- 4.6 CC reported there has been no complaints.
- 4.7 Attendance issues had been previously discussed.

Actions: PE to draft a letter to be sent out to staff and students in support

5. Update from Student Association

- 5.1 BW updated on the tutor rep's activity. The first meeting has taken place. They will mainly concentrate on student support rather than fundraising.
- 5.2 AD updated on equality and diversity activity. They have created several societies as well as several online events.
- 5.3 BW updated they had launched a student petition site, which is going well.
- 5.4 AD updated on the environmental activity.

6. Safeguarding

- 6.1 MS informed the number of safeguarding cases has increased significantly. 15 new referrals are being made per week to the Counselling service.
- 6.2 MS updated on the support put in place for students during lockdown.

7. Policy Approval

- 7.1 TPT Equality Information and Objectives Statement – Approved
- 7.2 TPT Complaints Policy – Approved
- 7.3 SFCF Accessibility Plan – Approved
- 7.4 SFCF Equality and Diversity Policy – SM to be included in the policy and reviewed next month.
- 7.5 Anti-Bullying Policy - Approved
- 7.6 E-Safety Policy – Approved current version.

Action: SM to update on further actions on equality and diversity policy and Accessibility plan requires follow up.

8. Items to Note.

- 8.1 Trust Curriculum Board Minutes – Noted
- 8.2 CC gave an update on lateral flow testing.
- 8.3 CC encouraged AQC members to find out more about the Applied General Qualifications consultation that is looking at replacing BTecs & CTecs with T-levels. 32% of students at the college do mixed programmes so this could have a big impact on the college.

Dates of Next Meetings

5pm, 22nd March 2020

5pm, 18th May 2021 (This date is a change from the schedule, previously 17th May)

5pm, 21st June 2021

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