

SFCF AQC Minutes, Tuesday 18th May 2021, 5pm

Present: Peter Eyre (Chair), Sue Myland (Vice Chair), Catherine Cole (Principal), Rachel Holmes, Helen Manning, Justin Slater, Peter Williams, Andrew Freeman.

In attendance: Nikki Coleman (TPT Head of CEIAG), Simon Reigh (Assistant Principal), Rebecca Rhodes (Assistant Principal), Matt Smith (Assistant Principal), Kate Thomlinson (Clerk).

1. Standing Items

- 1.1 Apologies received from Dawn Arnold and Matt Thorn
- 1.2 Declaration of Interests not previously declared: None
- 1.3 Minutes from 1st February 2021 and 22nd March 2021: Approved
- 1.4 Matters Arising
 - Councillors to update AQC on progress against relevant targets in upcoming meetings to June. **Ongoing.**
 - RH to share and report on Quality Assurance Framework. **This will be covered in the June 2021 meeting.**
 - SM to meet with Sam Cook to update AQC on equality and diversity progress in the College. **See Item 6.**
 - RR to give brief VESPA and Mastery presentation. **Moved to June 2021 meeting due to time constraints.**
 - MS to inform AQC on actions taken regarding retention of vulnerable students. **See item 7.2**
 - MS to circulate attendance figures for vulnerable students. **Completed**
 - RR to update on findings of Timetabling Working Party. **See Item 4.2**
 - RR to report on the continuing monitoring of the Music Department. **Ongoing**
 - RR to update the AQC on breakdown of information from Learner Voice. **Previously completed, this was an error on the agenda.**
 - Safeguarding Lead role to be allocated. **See item 3.2**
 - AW invited to return to AQC at a later date with greater data provision based on questions provided in advance from the AQC Members.
 - Investigation of inclusion of Councillors on all staff emails. **It was agreed that AQC Members will not be included on All Staff emails as these emails are operational and therefore outside of the remit of the AQC. Relevant emails are sent to the AQC Chair for circulation to Councillors.**

2. Careers at SFCF

2.1 Gatsby Benchmark Report

NC presented the Gatsby Benchmark Report. It was noted that COVID had benefited the no. 5 target as students were able to take part in more than one virtual experience, however the quality of the virtual experience is varying and therefore vetted by the Careers Team.

The Careers dept. work closely with tutors to identify those students who have not had previous careers advice when students start at College. Early intervention can lead to better course choice, however unsuitable course choice is generally picked up on induction by the tutors.

The link with CEIAG and the Prospects Diploma was explained. Prospects has not scored well on Learner Voice but students often appreciate the unique opportunity later.

2.2 Careers AQC Lead and Quality in Careers Standard Award for the College

The AQC approved the application for the Careers Standard Award. SM agreed to be the AQC Lead for Careers.

Action: NC/KT to circulate expanded version of Gatsby Benchmark Report.

Action: PE to circulate Tea Fair and Moving On Day information

3. Chair's Update

3.1 General Update

- Frimley Junior joined the Trust 1st April 2021.
- Further to the letter received by CC from Leo Doherty, PE pointed out that Applied General Qualifications will be an important issue going forward.
- The Health and Safety Executive are carrying out spot checks on educational institutions to ensure compliance with COVID guidelines.
- There is likely to be an Ofsted inspection in the new academic year. SR will be running a training programme for Councillors, 5.30pm, 7th July at SFCF.
- On behalf of the whole of the AQC, PE thanks Bob Wilde and Angelo Dela Cruz for their excellent contribution throughout the year.
- HM is undertaking training provided by the National Governance Association for her role as AQC Chair (w/e 1st August).

Action: All Councillors to complete the Skills Assessment and the 360 feedback for those who have been asked

Action: PE to circulate annual feedback forms to AQC Members

3.2 AQC Safeguarding Lead

JS has kindly agreed to take over this role from PE from end of July. A safeguarding training session, provided by MS, will be included in the June 2021 meeting.

3.3 Safeguarding Incident

Further to the initial three press enquiries, there have been no further requests for information. RH/JS/CC/MS recently met to discuss the safeguarding incident. Lessons learnt from the incident led to changes that were implemented at the time and are still in place, both in that particular department but also across the College. This includes;

- Training for all students to ensure a sense of empowerment to speak out if they are uncomfortable about a situation
- Guarding against distinct cultures developing within departments.
- Requirement for all staff to report when a boundary has been crossed and a central record kept of this.

The AQC noted that the College had responded quickly and efficiently to the concerns when they were raised. It was credit to the College that the student felt able to report directly to the College. MS was praised for his in depth knowledge of Child Protection.

4. Senior Leadership Team Update

4.1 Current exam situation including TAG update

CC has forwarded the details of the SFCA webinar for governors regarding TAGs and this was recommended to Councillors. SR thanked the AQC for their feedback on the JCQ Centre Policy and updated the AQC on the procedures put in place for TAGs which include the following;

- Students have been informed what assessments are in 'the basket' from which their grade has been calculated. Students have been asked to raise any concerns they may have with these items. All concerns have been formally recorded (around 900). Students who have not raised concerns but where the College are aware there may be mitigating circumstances, have been contacted by their tutor.
- Over an assessment window of 5 weeks, students have completed 3 hours of assessment per subject. The final assessment took place under exam conditions.
- By the end of this half term, all assessments will be marked with the marks uploaded to the examination board.
- The first two days following half term the subject areas will work in teams to assign TAGs
- TAGs will be assigned on a holistic approach. Therefore a strong grade can be based on the most recent assessments.
- The College is keeping a physical record of all work that is contributing to a grade.
- Internal quality assurance will take place to ensure there is no bias.
- There is confidence in the grading process. Results will be submitted even if they are out of line with previous years' results to ensure students get the grade they deserve.

The involvement of the AQC in the appeals process post results (10th August) is likely to be minimal, however the College is awaiting further information from JCQ regarding the appeals.

The AQC thanked all staff involved in the preparation of TAGs in particular the Curriculum Managers and Registry.

The AQC recognised the extremely thorough work of Simon Reigh in coordinating the detailed and transparent TAG process.

4.2 Update on findings from Timetabling Working Party

A survey has been sent to all staff. Currently there have been 216 responses. The working party will meet on Friday to discuss the results.

4.3 Complaints Update

No outstanding complaints.

4.4 Attendance Update

No significant attendance issues.

5. Quality Assurance Framework

Moved to next meeting (21st June 2021)

6. Equality and Diversity

SM met with Sam Cooke to discuss E&D in the College, outcomes of the meeting included;

- Trying to include relevant issues in the tutorial programme can be difficult due to timing issues.
- A practical approach to E&D has been encouraged, i.e. doing one small thing is better than doing nothing.
- Sometimes it is harder to introduce E&D changes with the staff than it is with the students.
- Teachers find it hard to find curriculum time to include E&D. Practical guidance on how to include E&D in every subject would be useful.
- Sam Cooke is stepping down as E&D officer and has completed some impressive work during her time in the role.
- The E&D policy does not include contact details or a process for reporting incidents.

The question of neutral gender toilets was raised. It was confirmed that there is one gender neutral toilet per toilet block.

Action: SM to review E&D policy to include reporting process and contact details.

7. Safeguarding

7.1 Safeguarding Update

MS provided the AQC with an update on safeguarding at the College. Wellbeing of staff was raised and it was confirmed that all staff have access to a 24hr helpline.

7.2 Retention of Vulnerable Students

MS updated the AQC on the work of Matt Thorne regarding the retention of vulnerable students. The targets the College is currently working towards include; more one-to-one time for vulnerable students with their tutors; help with travel costs; better data collection on early leavers; early identification of those students who require study support. Two new roles have been created; Link tutor and green dot champion; link tutor and mental health champion. The AQC thanked Matt Thorne for all his hard work in this difficult area.

7.3 NSPCC Safeguarding Conference

RH provided a comprehensive report on the 2 day conference.

8. VESPA and Mastery

Moved to June 2021 meeting due to time constraints.

9. Calendar

5pm, 21st June 2021 **AQC**

11am – 1pm, 22nd June 2021. **Trust Advisory Forum** to be held at the Aviator Hotel

5.30pm, 7th July **Ofsted training** to take place in the Boardroom at SFCF

Meeting closed 19.05