

SFCF AQC Minutes, Monday 21st June 2021, 5pm

Present: Peter Eyre (Chair), Dawn Arnold, Steve Birtles, Rachel Holmes, Helen Manning, Justin Slater, Peter Williams, Andrew Freeman, Greg Thornton

In attendance: Simon Reigh (Assistant Principal), Matt Smith (Assistant Principal), Kate Thomlinson (Clerk).

1. Standing Items

- 1.1 Apologies received from and Sue Myland, Catherine Cole and Rebecca Rhodes
- 1.2 Declaration of Interests not previously declared: None
- 1.3 Minutes from 18th May 2021: Approved subject to two corrections;
 - Item 3.1 *'There is likely to be an Ofsted inspection in 2022'* changed to *'There is likely to be an Ofsted inspection in the new academic year'*.
 - JQC corrected to JCQ
- 1.4 Complaints Monitoring: SLT members in attendance unaware of any significant complaints to report
- 1.5 Attendance Update: Attendance is higher than at this point last year.
- 1.6 Action Points from previous meetings:
 - Councillors to update AQC on progress against relevant targets in upcoming meetings to June. **Ongoing.**
 - RH to share and report on Quality Assurance Framework. **Item 4**
 - RR to give brief VESPA and Mastery presentation. **Item 5**
 - RR to update on findings of Timetabling Working Party. **See Item 4.2**
 - RR to report on the continuing monitoring of the Music Department. **The Music Dept has been assisted by David Coggins, who has provided intensive support with assessments.**
 - AW invited to return to AQC at a later date with greater data provision based on questions provided in advance from the AQC Members.
 - NC/KT to circulate expanded version of Gatsby Benchmark Report. **Completed**
 - PE to circulate Tea Fair and Moving On Day information. **Completed**
 - All Councillors to complete the Skills Assessment and the 360 feedback for those who have been asked. **Completed**
 - PE to circulate annual feedback forms to AQC Members. **Completed**
 - SM to review E&D policy to include reporting process and contact details.

2. Chair's Update

2.1 Peter's Last Meeting

PE, HM and RH have been involved in handover meetings. HM has embarked on Chair of Governance training with the NGA.

2.2 Councillor Feedback Forms

A summary of the councillor feedback forms indicated that Councillors were, on the whole, content but there was a general sense that the meetings were too long; greater clarity could be achieved from more reports; and a lack of diversity is an issue.

2.3 Trust Update

Trust Advisory Forum has been cancelled. The Scheme of Delegation going to Trust Board 22nd June.

Action: KT to circulate Scheme of Delegation following approval at Trust Board

2.3 General Update

New Student Councillors will join the AQC in the new academic year. Under normal circumstances Student Association elections would have taken place by now but this has not been possible due to the pandemic.

3. Senior Leadership Team Update

3.1 TAG Update

SR presented the TAGs noting that the grades were higher than in pre-pandemic years but that this had been expected. The grades have been moderated over a two day period and have been rigorously tested. Staff are confident the grades reflect the standard of work that students have produced. The College is now waiting for the exam boards to inform of which subjects they wish to sample. Overall, teachers and tutors have felt this process is far fairer than last year.

The JCQ have now issued an appeal process and the College have drafted their own appeal procedure based on this guidance. In preparation for what could be a large amount of work for the SLT, Senior Curriculum Managers will be trained in how to deal with appeals.

The appeals process will allow for priority cases to be expedited, for example, where a university place is at stake. However, in other cases exam boards may take up to 42 days to process an appeal.

It is expected that the SFCA will gather feedback and make recommendations to government regarding the exam system. However, current political thinking is that teachers are not best placed to award grades post pandemic

3.2 Early Career Teachers and Continuing Professional Development

Action: KT to circulate ECT Policy following Trust Board approval.

4. Quality Assurance Framework

RH has found it difficult to get the required information. HR and MS are in the process of updating with a view to reporting to AQC in the new academic year.

5. VESPA and Mastery

Postponed as RR unable to attend this meeting.

6. Safeguarding

6.1 Safeguarding Update

MS provided the AQC with an update on safeguarding at the College, noting that counselling provision was 20% up this year. How to monitor the progress of safeguarding initiatives was discussed. The many varying factors making this difficult.

MS reported that while counselling is working well, process and structure are being looked at for next year.

6.2 PREVENT Report and Action Plan

The risk assessment based on vulnerabilities identified by PREVENT had identified one amber area, staff training. This was addressed by implementing training in December. All other areas were green. Councillors are required to complete PREVENT training every two years.

6.3 Safeguarding Training Session

MS provided a Safeguarding Training Session based around 'Everyone's Invited' and the recent Ofsted review of sexual abuse in schools and colleges. MS noted that one of the important questions is how to close the gap between what is going on and what adults think is going on, how to break down the barriers to reporting.

The College has drafted a new tutorial programme to take effect from September. The programme will encourage more discussion and debate among peers and will be less teacher led. To allow for more safeguarding content, other items that have been previously included will be removed. Tutors will be provided with additional training.

The challenge is to change the embedded culture and there is a feeling that the PSHE programme has been too surface level.

It was questioned whether covering this topic in tutorials would be enough. The AQC Safeguarding lead suggested that:

- 1) The new cohort should attend same sex educational sessions where attendance is compulsory and non-attendance is met with sanctions.
- 2) Students must know that they can complain and that their complaints will be taken seriously. (The barriers to reporting were discussed)
- 3) Students must have a voice in the AQC and this should include a female representative. (Unfortunately this year, the pandemic has meant there are currently no student representatives on the AQC.)

MS reported that there is a Trust meeting on Wednesday, 23rd June to discuss this issue. It was noted that the possibility of legal challenge could result from getting this approach wrong.

7. Items to Note

7.1 Trust Curriculum Board Minutes

8. Calendar

8.1 Ofsted training

The Ofsted training will now take place on Monday, 28th June at 6.30pm in B6 at College.

8.2 Proposed Dates for 2021/22

Meetings to be held in B6 at SFCF, unless advised otherwise.
Refreshments at 4.45pm with meetings to start at 5pm.

- 4th October
- 15th November
- 24th January
- 14th March
- 9th May 2022
- 20th June 2022

Meeting closed 6.50pm