

**Minutes - Academy Quality Council  
Monday 1 July 2019 at 5pm**

**Present:** Peter Eyre (Chair), Rhys Chant, Rachel Holmes, Miaya KC, Helen Manning, Sue Myland and Nigel Wooldridge.

**In attendance:** Catherine Cole (Principal), Christine Eustace (Director of Community Engagement and Employability), Rebecca Rhodes (Assistant Principal) (present until 1830), Simon Reigh (Assistant Principal), Matt Smith (Assistant Principal) and Stuart McSweeney (Clerk to the AQC).

**1. Standing Orders:**

**1.1 Apologies for absence**

Dawn Arnold, Mike Larcombe and India-Rose Marriott.

**1.2 Declaration of Pecuniary Interests**

None declared.

**1.3 Safeguarding**

Councillors were reminded to consider any safeguarding issues in all agenda items.

**1.4 Minutes of 13 May meeting**

The minutes of 13 May 2019 were agreed and signed.

**1.5 Matters arising**

**1.5.1 Equality and Diversity Lead Councillor job description**

Peter and Miaya to read drafted job description.

Job description to be written.

**Action: SMcS**

**1.5.2 Gift Aid alternatives**

Charging for enrichment was suggested.

**1.5.3 Year in One Look and Ofsted observation pro formas**

Peter to check the files and for them to be added to the AQC Team Drive.

**1.5.4 Voice**

The February edition of Voice magazine was tabled. Sue and Rachel offered to contribute something for the next edition. Councillor biographies and a series of quotes describing Councillor visits to College in next edition; Sue and Rachel to provide quotes and Helen to provide quotes for January issue.

**Action: SMcS/SM/RH/HM**

**2.2 Update on Ofsted EIF areas**

**Guidance on Level 2/vocational students and progression**

Helen picked out key points from her research including flexibility of courses offered to students to best suit their needs, staff able to appropriately advise students for choosing

It was confirmed that the updated Scheme of Delegation would be placed on the AQC Drive when it has been confirmed by the Trust Board.

The question was raised of how the AQC evaluates whether it operates with probity, openness and accountability? It was confirmed that this is part of Vince Scanella's role as Academies Improvement Director. Peter also suggested that all Councillors should feel free to offer up items to add to the agenda of any AQC meeting at any point.

Research DBS check frequency.

**Action: SMcS**

### **Reappointment of Chair and Vice Chair**

After Peter and Sue left the room, Councillors recommended both to be reappointed. More clarity over the Vice-Chair job description required.

### **Councillor biographies**

Councillors to write a paragraph with Peter's email to be added to his own biography.

Example biographies to be sent and responses to be collated.

**Action: SMcS**

## **2. Main Issues for Consideration and Discussion:**

### **2.1 Progress Monitoring**

Simon presented projected EPQ results and recent results of subjects such as Business, Law and Financial Studies.

Rachel: What were the biggest changes? Simon: leadership, management and high aspirations for students.

Regarding 100% Business students achieving Distinction,

\* Nigel questioned "Is that 2 classes, are they small classes and what was the retention?"

Simon stated that there were two classes that started with 13 and 15 students. Postscript: retention for level 2 business stands at 88.9%

\* Rachel questioned what is the College going to do to publicise this?

Simon stated that results will be published on the College website in September.

\* Miaya questioned whether we have increased students (looking at BTEC ICT) and do we lose students?

Students have increased and some are lost as they discover apprenticeships and some experience personal difficulties.

Financial Studies results to be interpreted with caution due to low GCSE levels on entry. Sue questioned whether the entry point will be raised - Simon stated no need to; entry requirements are OK due to strong student performance but will be monitored.

Discussions focused on Criminology; 3rd largest subject at College, 3 new teachers appointed to meet demand and risk of course itself with the workload level for staff.

\* Rachel questioned: "What drives what; recruitment of staff or student numbers?"

**Action: CC**

Detailed analysis of results (including performance of disadvantaged students) to be shared with Councillors as soon as possible following the publication of results in August.

**Action: SMcS**

### **Staff workload**

The College accepted most recommendations of the working party. Union representative and HR to look at writing workload policy.

### **2.3 E&D update**

#### **Action plan and HR data**

The information was circulated and Councillors were asked to review it and forward any questions or comments by email.

### **2.4 Safeguarding update**

Matt Smith introduced the Support Route Map and a recent case study, highlighting that, if students are unsafe and the College cannot sufficiently support them, the students are to be sent home.

\* Helen raised the issue that if students are sent home that means they cannot attend College.

Matt said the College are clear that if a young person is not safe, they cannot come to College and they would ask advice from various sources. If they are safe, the red dot system applies but if they do not attend lessons, that is followed up immediately.

Rachel voiced her thanks to the Music Department for the Dinner Dance last weekend. Thanks to all Councillors from Peter, noting the standard of Councillors' engagement and work.

### **Meeting closed 2000**

Signed: \_\_\_\_\_

Peter Eyre, Chair

### **Provisional dates of next meetings:**

**30 September 2019**

**11 November 2019**

**20 January 2020**

**16 March 2020**

**11 May 2020**

**22 June 2020**