

# Confirmed Minutes of the Quality and Standards Committee Meeting held on Tuesday 13<sup>th</sup> November 2018 at 5.30 pm at the College

**Present:** Mrs Kay Arrowsmith  
Mr Mike Hill (*Principal*)  
Mr Oliver Maddock  
Mr Michael Martin (*Chair*)  
Miss Samantha McQuiggan  
Mr Thomas Mitchell

**In attendance:** Mr Karl Smith (*Vice Principal, Curriculum and Quality*)  
Mrs Michelle Williams (*Vice Principal, Strategy & Resources*)  
Mrs Catherine Shaw (*Clerk*)

## 1. DECLARATIONS OF INTEREST

Attendees were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting. Interests were declared as follows:

- Agenda Item 8.1 – all teaching staff, Miss McQuiggan and Mr Maddock.

The declarations of interest were **noted** by the Committee.

## 2. APOLOGIES FOR ABSENCE

### 2.1 To receive apologies for absence

Apologies were received and accepted for Mr Conal Neafcy. The Clerk declared that the meeting was quorate.

## 3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS

3.1 There were no items for submission under any other business.

## 4. MINUTES OF THE PREVIOUS COMMITTEE MEETING HELD ON 25<sup>th</sup> SEPTEMBER 2018 (*previously circulated*)

### 4.1 To approve the minutes of the previous Committee meeting held on 25<sup>th</sup> September 2018

The minutes were **approved** and signed in accordance with Clause 12 (3) of the Instrument and Articles of Government, subject to clarification within Minute 7.1 that ought to read that the Curriculum Leader for Maths was due to return from Maternity Leave, not the Curriculum Leader of Biology.

The publication of the minutes was authorised in accordance with Clause 13 of the Instrument and Articles of Government.

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 To consider any matters arising from the minutes (*previously circulated*)

There were no matters arising from the minutes that were not covered in agenda items.

*Mrs Kay Arrowsmith joined the meeting.*

## **6. SAFEGUARDING**

### **6.1 Termly Update** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented the safeguarding termly update on behalf of Mrs Alison Woodcock (Pastoral Director). Mrs Williams highlighted the following aspects within the report:

- College Counselling Provision – Referrals had increased since the start of the academic year to half term, compared to the data set over the same time frame in the previous year. A counselling degree student from Edge Hill University had recently joined the team and undertook counselling sessions with students one day per week.
- Prevent Duty – No referrals in this academic year to date.
- Safety and Welfare Concerns – some significant issues had required additional support from external agencies.
- Young Carers – 24 students were enrolled in this current academic year.
- Looked After Children – 10 students were enrolled.
- Independent Living – 3 students recorded.
- Site Safety – continued to be a focus. A robust system was in place to ensure students continued to wear lanyards throughout the College day.
- Mental Health – Training sessions for teaching staff had been scheduled to take place in Summer Term 2019, with a view to enhancing the support currently being offered to students.
- College collaboration – safeguarding session delivered by Carmel's Pastoral Director and Vice Principal at St John Rigby SFC to fellow Pastoral Managers across the Archdiocese.
- Training – Annual safeguarding training was delivered to all staff and Governors in October 2018.

Several questions were raised and responded to by the Corporate Management Team (CMT) which included:

**Q.** Are the number of referrals and safety concerns fairly typical?

**A.** Yes.

**Q.** Have any of the referrals rolled forward from last year?

**A.** No.

**Q.** Do any young carers or looked after children feature within the number of number of referrals within the report?

**A.** The College Counsellor has not reported any specific concerns relating to an identified student cohort. In terms of student progress, young carers and looked after children are prioritised when interviews are arranged with their respective Personal Achievement Tutors.

For reasons of confidentiality, the Vice Principal (Strategy and Resources) was unable to advise the Committee as to the breakdown of the number of referrals derived from the Lower Sixth Year Group and those from the Upper Sixth. A discussion ensued.

The Committee **noted** the contents of the report. On behalf of the Committee, the Chair requested that thanks be passed to Alison Woodcock (Pastoral Director) for her completion of this report.

**Action: Vice Principal (Strategy and Resources)**

## **7. QUALITY ASSURANCE - ANNUAL REPORTS**

### **7.1 Student Destinations 2018** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this report on behalf of the Assistant Principal (Curriculum). Mrs Williams highlighted the following aspects within the report:

- The percentage of students who had progressed to Higher Education had risen to 73.5%, which countered the reduction reported in 2017.
- Ofsted Inspection Destination Dashboard (March 2017) - this recorded a percentage HE progression rate of 48%.
- The College's response rate was 94.7%, against 93% which was the Ofsted requirement to be outstanding in this area.
- Apprenticeships – this was recorded at 5.4%; a rise from the data reported in 2017.
- The percentage of students who had progressed to universities (i) in the North West region and (ii) within the Russell Group.
- The number of students who had progressed to the Oxbridge universities.
- A number of student destinations were unknown at the time of compiling the report and enquiries continued to be made to ascertain this information.

A discussion ensued with numerous questions raised and responded to by CMT, which included:

- Q.** Is data available as to the number of students who progressed to universities in Liverpool?
- A.** Yes. That is to be included in the Principal's Termly Report at the next full Governing Body meeting.

**Action: Principal – FGB 11.12.18**

- Q.** Is there an update on how many of the current Upper Sixth students have submitted UCAS applications?
- A.** At this point the amount of applications are in line with those in previous years.
- Q.** How many HE students re-sat exams this year?
- A.** One.

The Principal clarified Carmel's position should HE students choose to re-sit an examination in an attempt to improve their grades.

The Committee **noted** the contents of the report.

### **7.2 Quality Improvement Plan** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented this report and highlighted the following aspects:

- As illustrated within the Summer 2018 examination results, underperformance had largely been eliminated. Successful outcomes achieved from the 'Formal Subject Review' process that was implemented last year.
- College retention data compared favourably against the limited benchmarking data that was currently available.
- Value-added performance differentials had narrowed.
- Positive outcomes from partnership working and associated recruitment.
- The purpose and aims of implementing the 'Maintain and Sustain' review model.
- Details of the on-going priorities and those to be included in the whole College Self Assessment Review 2018/2019.

In respect of 'partnership working' and associated recruitment, the Vice Principal (Strategy and Resources) advised that there had been an under achievement in respect of recruitment onto Liverpool Hope University and Salford University courses. Any subsequent financial implications were to be reported at the next Finance and Resources Committee meeting.

A discussion ensued with several questions being raised and responded to by CMT.

The Committee **noted** the contents of the report.

### 7.3 **Intervention To Raise Achievement** (*previously circulated*)

The Vice Principal (Curriculum and Quality) presented a report which focussed on departments that were subject to one of the following intervention strategies managed by CMT: (i) Formal Subject Review, (ii) Support and Challenge and (iii) Maintain and Sustain.

Following the September review processes, Mr Smith referred the Committee to the action plan that had been formulated for each department/subject area and the monitoring processes in place.

A discussion ensued with numerous questions being raised and responded to by CMT, which included:

- Q.** Are staff praised when there is no longer a requirement for their department to be monitored within the 'formal subject review' process?
- A.** Yes, success is celebrated with the Curriculum Leader and Head of Department at the September review meetings.
- Q.** In terms of CMT involvement, are the departments within the new 'Maintain and Sustain' category managed similarly to those in the 'Support and Challenge' category?
- A.** Yes, to an extent. However, CMT do not operate a 'one size fits all all approach.' Some departments within 'Maintain and Sustain' had very good summer examination results, though historically the trend may have shown inconsistent performance over consecutive years. In these

situations, 'maintain and sustain' ought to consolidate what has worked well.

- Q.** Has a fall in the number of students studying French impacted on results?  
**A.** No.

In terms of departments where performance continued to be outstanding, the discussion developed into the ways in which this was successfully maintained and the sharing of good practice across the College.

The Committee **noted** the contents of the report.

#### 7.4 **'Maintaining Outstanding' Action Plan** *(previously circulated)*

The Vice Principal (Curriculum and Quality) reported that under the current Ofsted Inspection Framework and the Whole College SAR 2017/2018, CMT remained confident in Carmel maintaining its outstanding status. Mr Smith advised that Ofsted was to launch a revised Inspection Framework in September 2019. It was CMT's intention to formulate an action plan upon release of the new framework.

The Chair referred to the Personnel and Quality Assurance Committee meeting in March 2018, at which time CMT had presented an on-going comprehensive action plan to the Committee. A discussion ensued.

The Committee **requested** that the action plan presented in March be updated for presentation at the next Quality and Standards Committee meeting on 5<sup>th</sup> March 2019. CMT agreed to this request.

**Action: Clerk – Agenda Item**

## **8. PROGRESS AND ACHIEVEMENT**

### 8.1 **Whole College Summary** *(previously circulated)*

The Vice Principal (Curriculum and Quality) referred the Committee to the most recent monitoring achievement and progress point (MAPP 6) in respect of the Upper Sixth year group. The Committee was informed of the:

- percentage of students who had progressed 'at or above' expected progress.
- percentage of students who had underperformed in two or more subjects
- percentage of students who had underperformed in three or more subjects.

A discussion took place. In response to a question raised, the Vice Principal (Curriculum and Quality) confirmed that the data was similar to last year at this stage of study and that the results had not identified any concerns.

The Committee **noted** the contents of the report.

### 8.2 **Progress of Specific Student Cohorts, including High Achievers and Disadvantaged Learners** *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this report which recorded student progress for both the Upper Sixth and Lower Sixth learners

(MAPP 1 and MAPP 6). In addition to the whole college summary, data was also disseminated into the following student cohorts:

- Looked After Children
- Young Carers
- High Achievers
- Students in receipt of the College bursary

The same parameters were used as those in agenda item 8.1, in terms of students who had performed at the expected level and those that had underperformed.

The Committee **noted** the contents of the report.

## **9. EQUALITY AND DIVERSITY**

### **9.1 Performance Indicators relating to Staff Recruitment 2017/2018**

*(previously circulated)*

The Vice Principal (Curriculum and Quality) referred to the report which included data relating to the following profiles; these were differentiated between teaching, support and temporary/casual staff:

- Average salaries
- Disability
- Religion
- Age
- Ethnic Minority
- Gender

For comparative purposes national statistics were included within the report. Having been scrutinised by both CMT and the Equality and Diversity College Committee, Mr Smith assured the Committee that there were no significant differentials across the profiles. A discussion took place. In terms of equality, clarity was sought from the Principal regarding the College having two Vice Principals, though only one was a designated senior post holder for the purposes of the Instrument and Articles of Government.

The Committee **noted** the contents of the report.

## **10. POLICIES FOR REVIEW**

### **10.1 Safeguarding and Child Protection Policy** *(previously circulated)*

The Vice Principal presented this policy on behalf of the Pastoral Director. A discussion ensued. Numerous questions were raised and responded to by the CMT and the following was clarified to ensure compliance with the requirements within the Keeping Children Safe in Education publication:

- The Pastoral Director's position within the senior management structure as the Designated Safeguarding Lead and Member of the Achievement Board.
- The responsibilities of the Governing Body.
- The benefits of having a Safeguarding Link Governor.

The Committee **recommended approval** of the Safeguarding Policy to the Board.

**10.2 Redundancy Policy** *(previously circulated)*

The Committee considered the report and policy that had previously been circulated. The Vice Principal (Curriculum and Quality) provided details of the new Legal Advisers for the College. A discussion ensued.

The Committee **approved** the Redundancy Policy.

**11. ANY OTHER BUSINESS**

None.

**12. DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> March 2019 at 5.30pm

The Chair thanked everyone for their attendance and contribution at the meeting. There being no further business to address, the Chair closed the meeting at 6.45pm.

Signed by the Chair: Office file signed by Mr Michael Martin

On this day: 5<sup>th</sup> March 2019