

Confirmed Minutes of the Quality and Standards Committee Meeting held on Tuesday 11th June 2019 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
Mrs Rebecca Papaspyridis
Mr Conal Neafcy
Mr Thomas Mitchell

In attendance: Ms Kate McDonnell (*Curriculum Leader and Observer*)
Mr Peter Murphy (*Curriculum Leader and Observer*)
Ms Emma Smith (*Pastoral Director and Safeguarding Manager*)
Mr Karl Smith (*Vice Principal, Curriculum and Quality*)
Mrs Michelle Williams (*Vice Principal, Strategy & Resources*)
Mrs Catherine Shaw (*Clerk*)

The Chair opened the meeting with the Carmel Vision Prayer.

Introductions were made and a warm welcome extended to Emma Smith, Peter Murphy and Kate McDonnell.

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 7.1, 8.1 and 8.2 – All teaching staff.

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

2. APOLOGIES FOR ABSENCE

2.1 To receive apologies for absence

No apologies had been received. The meeting was declared 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 5th MARCH 2019 (*previously circulated*)

4.1 To approve the minutes of the previous Committee meeting held on 5th March 2019

The minutes were **approved** and signed in accordance with Clause 12 (3) of the Instrument and Articles of Government.

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*)
The Committee **noted** the report and associated action log.

Agenda Items 6.1 and 6.2 were addressed at this point in the meeting.

- 5.2 **Minute 11.1 – Ofsted Ready Action Plan** (*previously circulated*)
Since the last Committee meeting it was noted that an Ofsted inspection had taken place and Carmel had maintained its outstanding grading.

The Vice Principal (Curriculum and Quality) advised that a new Education Inspection Framework was to be implemented from September 2019. Mr Smith referred to the planning document which ensured the College's readiness for an Ofsted inspection under the new framework. He outlined the key principles in respect of the new judgement areas and criteria.

A discussion ensued. In response to a question raised, the Principal confirmed that types of provision such as high needs were to be included in the new framework. The type of provision to be included was dependent upon the offer at individual colleges and the number of students accessing a specific provision.

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

Samantha McQuiggan joined the meeting during agenda item 5.2

6. SAFEGUARDING

- 6.1 **Annual Safeguarding Report** (*previously circulated*)

- 6.2 **Termly Update** (*previously circulated*)

The Pastoral Director presented these reports in conjunction with each other.

Annual Safeguarding Report

Ms Smith provided a comprehensive report and highlighted the following aspects:

- College's Safeguarding Team.
- Training records.
- Relevant Policies.
- Number of referrals relating to Safeguarding and also Prevent.
- Number of students subject to a Child Protection Plan and the number of learners in public care.

Safeguarding Termly Review

- As mental health continued to be a growing concern amongst students, a Mental Health and Well Being group has been established. The related action plan was presented to the Committee. This included scheduled mental health training for all staff at the end of this academic year.
- Number of safeguarding referrals made.
- Number of counselling referrals.

- Number of looked after children and young carers enrolled.
- Implementation of the CPOMs system at College.
- Site safety

A discussion ensued with several questions being raised and responded to by College Management, which included:

Q. Have relevant staff received awareness training on child exploitation?

A. Training on County Lines and child sexual exploitation (CSE) had taken place.

Q. Is it common practice in the sector for new employees to pay for Disclosure and Barring Service clearance checks?

A. Yes.

Q. Was the Single Central Register checked by the Ofsted Inspectors?

A. It was scrutinised by the Inspection Team with no errors or omissions identified.

Q. Is it still necessary for a members of CMT to check the Single Central Register on a monthly basis?

A. No, it was not necessary.

Q. Has the College started to use CPOMs?

A. It is currently being used by Senior Tutors, Personal Achievement Tutors, the Vice Principal (Strategy and Resources) and the Safeguarding Manager. It is anticipated to be rolled-out for use by all staff from September 2019.

The Committee:

- **recommended approval** of the Annual Safeguarding Report to the Full Governing Body.
- **Noted** the contents of the termly Safeguarding Report.

Ms Smith was thanked for her comprehensive reports and she left the meeting.

7. PROGRESS AND ACHIEVEMENT

7.1 Whole College Summary, including Disadvantaged Learners and High Achievers (previously circulated)

The Vice Principal (Curriculum and Quality) referred the Committee to the recorded MAPP points from the start of the academic year to date.

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.
- Intervention strategies that take place where students were below expected progress in two or more subjects.
- no concerns had been identified.

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

On behalf of the Committee, the Chair requested that thanks be conveyed to Janet Gater (Assistant Principal, Student Achievement) for her compilation of this report.

An additional analysis was presented which illustrated progress and achievement which had been disseminated into the following student cohorts:

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

A discussion ensued with several questions being raised by Governors and responded to by Management, which included:

Q. Are the assessments rigorous when informing the MAPP points?

A. Yes.

Q. Are there any concerns regarding Maths and MAPP point 9?

A. No, though constant monitoring takes place as Maths is a large department and therefore critical to the overall College performance.

The Committee **noted** the contents of this very pleasing report, particularly as the most recent MAPP points predicted positive outcomes in respect of the summer examinations.

8. QUALITY ASSURANCE REPORTS

8.1 Lesson Observations *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented this report on behalf of Mrs Gater. Mr Smith highlighted the following aspects from the report:

- In 2018/2019 the CMT reported that learning observations consisted of both lesson observations and a variety of learning walks. Lesson observations were not graded; the focus was developmental, as opposed to judgemental. An overview of the process was outlined.
- 98% (77 staff members) met College expectations.
- 2% (2 staff members) required a re-observation at which time College expectations were met.
- Numerous examples to support strengths of learning, teaching and assessment (LTA) had been evidenced during lesson observations.
- Areas for improvement for LTA evidenced via the lesson observations were recorded.
- Learning Walk feedback – this covered both positive aspects and areas for development.
- Recommendations – as detailed within the conclusion of the executive summary.

A discussion ensued. Numerous questions were raised by Members and responded to by CMT. These included:

Q. Does any external quality assurance take place with regards to teaching and learning?

A. No, as it would need to be undertaken by another outstanding College and it would require agreement with staff. At the recent Ofsted inspection the Inspectors undertook in the region of 50 lesson observations/learning walks; the quality of teaching and learning was graded outstanding.

The Vice Principal (Curriculum and Quality) responded to a question in connection with the report which referred to 'lesson observations taking place with staff who had a 3-year ALPS average higher than 3.0.' Mr Smith clarified the position in situations where there were shared classes to ensure a fair and consistent approach.

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

8.2 **Interventions 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. No deterioration was reported in any subject areas. Mr Smith commended Mrs Janet Gater (Assistant Principal, Student Achievement) for her continued work in this aspect of improving teaching and learning.

Formal Subject Review

The Vice Principal (Curriculum and Quality) predicted improvement in all subject areas, with the exception of one where there was a prediction of maintaining an ALPS Band 5.

Support and Challenge

Improvement was predicted in all subject areas, with the exception of one where there was a prediction of maintaining an ALPS Band 5.

Maintain and Sustain

The Vice Principal (Curriculum and Quality) predicted improvement in every subject area by at least one ALPS band.

A discussion ensued, which included the appropriate length of time for a department to be subject to the 'maintain and sustain' intervention strategy.

A Governor queried the cost of employing a mentor to support one of the departments for half a day per half term. Another Governor made reference to agenda item 8.1 and received assurance that all lesson observations had met expectations, which included the departments that were being addressed within this agenda item as under-performing.

In summary, it was agreed that the lowest ALPS Band was anticipated to be a Band 6, which denoted satisfactory achievement.

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

8.3 **Review of the Quality Improvement Plan** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented this report which was derived from the Whole College SAR 2018. Mr Smith reported progress in all areas of the plan.

A discussion ensued with clarification being sought in connection with the Staff Climate Survey and maximising the College's efficiency in financial terms.

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

9. CURRICULUM

9.1 Review of the 10:10 Programme *(previously circulated)*

An in-depth discussion took place with due consideration given to the responsibilities of the Governing Body as prescribed within Articles 3 and 4 of the Instrument and Articles of Government. Various questions were raised and clarification sought throughout the discussion, which included the expected attendance levels at these lessons.

The Committee **noted**:

- the contents of the Management Report.
- that the mandatory requirement of 5% of the curriculum being devoted to religious education was not being met for all students.
- Management's acknowledgment that there were aspects of the programme which required refinement and there was a plan in place to do this in 2019/2020.
- The Principal's suggestion that future reviews of the 10:10 Programme were to take place by the Full Governing Body.
- that the Principal had consulted with the Archdiocese prior to and during implementation of the 10:10 Programme. CMT were confident that the College's 10:10 Programme would meet the demands and rigour of a Section 48 Faith Inspection.

10. EMPLOYABILITY

10.1 Work Experience Annual Report *(previously circulated)*

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

- Work experience provision – 426 employers on the College's database.
- A Level, BTEC and Foundation Learning students had engaged in work experience placements.
- Examples of Enrichment Placements - Cybersecurity champions had delivered Cyber Security Awareness Sessions in local secondary schools.
- The demand for work experience continued to increase, with the aim of being meaningful for the individual student's chosen career.
- All relevant health and safety checks took place prior to a placement and post-placement reviews were undertaken.

A discussion ensued.

The Committee:

- **recommended approval** of the Work Experience Annual Report to the Full Governing Body
- **requested** that appreciation be conveyed to the Work Experience Co-ordinator

Action: Clerk

10.2 Gatsby Career Benchmarks *(previously circulated)*

The Vice Principal (Strategy and Resources) presented a comprehensive report on behalf of Mr Charlie Burton (Assistant Principal, Curriculum). Mrs Williams advised that the College was making very good progress towards meeting the Gatsby Benchmarks. Each benchmark was addressed individually.

The Principal clarified that the College had self-assessed against the Gatsby Benchmarks. Mr Hill reported that currently the greatest challenge lay with Benchmark 6 relating to the experiences of workplaces; primarily as a result of the number of students and the resources required to comply.

A discussion took place with further clarity sought by the Committee on this relatively new Government Careers Strategy.

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

11. STUDENT COUNCIL

11.1 Review of the Student Council Constitution *(previously circulated)*

The Committee **agreed** to the Student Council's request to defer this agenda item to the next Full Governing Body meeting.

Action: Clerk – FGB Agenda

12. POLICIES FOR REVIEW

12.1 Data Protection *(previously circulated)*

The Vice Principal (Strategy and Resources) advised that there were no changes being recommended to this policy since its last approval.

The Committee **approved** the Data Protection Policy.

12.2 Equality and Diversity *(previously circulated)*

The Vice Principal (Curriculum and Quality) provided an overview of this policy, together with the updated 3 year plan for 2017-2020 incorporated within it.

The Committee:

- **approved** the Equality and Diversity Policy.
- **requested** that their thanks be conveyed to the Equality and Diversity Co-ordinator in appreciation of her work.

Action: Clerk

12.3 Capability *(previously circulated)*

The Vice Principal (Curriculum and Quality) advised that there were no changes being recommended to this policy since its last approval.

The Committee **approved** the Capability Policy.

13. COMMITTEE TRAINING

13.1 Review *(previously circulated)*

Following an agreed action point at the full Governing Body meeting on 28th March 2017, the Committee Members were given an opportunity to suggest

topics for forthcoming training sessions. A discussion took place.

No specific training sessions were identified. A Governor queried whether Quality Assurance presentations would be delivered to the Full Governing Body, as previously agreed at the Board meeting in October 2019. The Clerk advised that this was to be considered by the Search Committee at its meeting on 24th June 2019, in conjunction with the Training Plan for 2019/2020.

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

14. ANY OTHER BUSINESS

None.

15. DATE OF NEXT MEETING

Tuesday 24th September 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 7.35pm.

Signed by the Chair: College File signed by Michael Martin _____

On this day: 24th September 2019 _____