

# Confirmed Minutes of the Quality and Standards Committee Meeting held on Tuesday 24<sup>th</sup> September 2019 at 5.30 pm at the College



**Present:** Mrs Kay Arrowsmith  
Mr Mike Hill (*Principal*)  
Mr David Lawson  
Mr Oliver Maddock  
Mr Michael Martin (*Chair*)  
Mr Thomas Mitchell  
Mrs Rebecca Papaspyridis  
Mr Aiden Studdard

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

The Chair opened the meeting in prayer and new Members were welcomed.

## 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 6.1 – all teaching staff
- Agenda Item 9.1 – all staff
- Agenda Item 9.2 – all staff
- Agenda Item 9.3 – Aiden Studdard
- Agenda Item 9.4 – Rebecca Papaspyridis
- Agenda Item 9.6 – all staff other than Designated Senior Post Holders and the Clerk.

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

## 2. APOLOGIES FOR ABSENCE

### 2.1 To receive apologies for absence

There were no apologies received and 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 11<sup>th</sup> JUNE 2019 (*previously circulated*)

### 4.1 To approve the minutes of the previous Committee meeting held on 11<sup>th</sup> June 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 action log and report were **noted** by the Committee.

## 6. EXAMINATION RESULTS

- 6.1 **To receive the summer 2019 examination results** (*previously circulated*)  
The Vice Principal (Curriculum and Quality) presented this report and highlighted the following aspects:

- A Level results were very good and the College was now fully linear in its delivery of A Level courses.
- The ALPS 3-year T score had been maintained, with ALPS value added being assessed as Grade 4.
- Since circulating the report, the percentage of students achieving A\* had increased by 0.1% as a result of re-marks. Similarly, GCSE Mathematics had increased by 3.1%.
- The successful outcomes relating to intervention strategies: (i) Support and Challenge, (ii) Formal Subject Review and (iii) Maintain and Sustain.
- Equality and Diversity Indicators – headline data relating to comparative achievement between male and female students. There had been a notable differential in Mathematics, with males out-performing females.
- A key priority moving forward into 2019/2020 was a strategic focus on improving the value added performance of high volume and under-performing subject areas.

The report was discussed in detail, with numerous questions being raised by Governors and responded to by the Corporate Management Team (CMT). These included:

**Q.** How does the College's ALPS data compare to competitors?

**A.** It won't be known until the information is published in January 2020. Limited data may be shared before then via the Maple Group Colleges.

**Q.** Has there been any adverse impact on students' progression after Carmel?

**A.** No. The vast majority of students progressed onto their first choice of university.

Part of this agenda item was deemed confidential for the purposes of the minutes.

The Committee:

- **Noted** the contents of the report, and
- Placed on record their appreciation to staff for their hard work and commitment.

## 7. SAFEGUARDING

- 7.1 **Review** (*previously circulated*)

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

- CPOMS – CMT was continuing to embed the use of this electronic system across College. CPOMS was the market leading software application for monitoring child protection, safeguarding and an extensive range of pastoral and welfare issues.
- Safeguarding Termly Newsletter – this had been introduced and disseminated to all staff to reinforce the College's safeguarding culture.
- St Helens Safeguarding Children Partnership Forum – the Safeguarding Manager was a member which further demonstrated the College's commitment to safeguarding.
- Young Carers – 18 students were currently enrolled at the College.
- Looked After Children – 11 students were currently enrolled.
- Child Protection Plans – 1 student was currently subject to this multi-agency level of intervention and support.
- Mental Health – awareness of mental health and wellbeing was promoted via an intranet page on Carmel Connect. A Mental Health and Well-Being Committee had been established and meetings were convened once every half term.
- Training – details were outlined, as documented in the executive summary.

Several questions were raised by the Committee and responded to by CMT, which included:

**Q.** Are all staff now using CPOMS?

**A.** Yes. When staff are creating records on the system an alert is generated to the Safeguarding Manager.

**Q.** Are the student counsellors from Edge Hill University still undertaking counselling sessions with some of the students at Carmel?

**A.** Yes.

**Q.** How many students have disclosed mental health issues?

**A.** That information can be brought to the next meeting, though the number of students who have actually disclosed an issue is likely to be less than the number who are presenting at College with a mental health condition.

**Q.** What other forms of support are available other than counselling?

**A.** Nurture groups and the Chaplaincy. Students are encouraged to speak with any member of staff to share concerns.

**Q.** Are subject teachers aware that a student may have a mental health condition?

**A.** If consent has been given by the student, this is recorded as a 'health note' on the student's electronic record.

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

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

## 8. CURRICULUM

### 8.1 Review of 10:10 Programme (*enclosure*)

The Principal presented this report. A Governor sought clarification as to whether any changes were being proposed since this agenda item had previously been discussed by both Committee level and the Full Governing Body. The Principal advised of an error in the report which ought to have stated: 'based on a study programme of 540 hours plus per year, the 10:10 Programme (1 hour per week) **is** meeting the 5% curriculum requirement.'

A lengthy discussion ensued with numerous questions being raised by the Committee and responded to by the Principal. These included:

**Q.** Is there any feedback from students regarding the 10:10 Programme?

**A.** Yes, within the Student Voice agenda item.

**Q.** Are there any attendance concerns within either the General RE or Personal Achievement Tutor (PAT) sessions?

**A.** There is very little difference, though attendance on the overall programme is lower than on other courses.

The effectiveness of the student disciplinary process for non-attendance at 10:10 sessions was also discussed. CMT confirmed that the disciplinary procedure for non-attendance was consistent across all subject areas and this included 10:10 lessons.

The Committee received strong assurance from the Principal that the 10:10 Programme was fit for purpose; all criteria as laid down in the Instrument and Articles of Government had been met and the programme had received full support from Deacon Paul Mannings (Liverpool Archdiocesan Advisor, Christian Education Department).

Given the high level of assurance received, the Committee **recommended** to the Full Governing Body that the 10:10 Programme be approved, subject to amending its presentation to ensure it was delivered as single programme as opposed to a perceived distinction between General RE and Personal Achievement Tutor (PAT) sessions.

**Action: Principal  
FGB Agenda Item**

## 9. QUALITY ASSURANCE - ANNUAL REPORTS

### 9.1 Staff Development 2018/2019 (*previously circulated*)

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

- The Professional Development Programme covered whole staff development identified via strategic planning, the Principal's annual report, the College's three-year operational plan and via performance management reviews.
- Professional development had been identified as a key strength during the recent Ofsted inspection.

In response to a question raised by a Governor, the Vice Principal

(Curriculum and Quality) outlined the way in which leadership training was identified for members of staff.

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

#### 9.2 **Staff Climate Survey** (*previously circulated*)

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

- College had adopted a broader view to assessing the staff climate during the 2017/2018 academic year and this survey (administered by Emeritus Training and Consultancy Ltd) formed only one element of the overall staff climate. Other elements included staff climate forums, new staff interviews and a series of well-being interviews with the Principal.
- Job satisfaction 8 year trend – the results from the 2018/19 in respect of teaching staff were at the highest reported. The results from support staff were not as favourable, though had improved from the previous academic year.
- Free text comments – extract from direct comments and themes for consideration included in the CMT's summary report.
- CMT's response to the survey results and action plan moving forward for 2019/2020, as referred to in the documentation which had previously been circulated.

A detailed discussion ensued with a specific focus on how outcomes from staff climate forums, new staff interviews and a series of well-being interviews could be presented as quantitative data, as oppose to qualitative. The measurability of the action plan was also scrutinised to ensure an evaluation of progress could follow.

In accordance with the Strategic Day 2019 Action Plan, the Committee considered the current methods to ensure the staff voice was heard.

The Committee:

- **Noted** the contents of the report
- **Accepted** the Principal's suggestion that the Clerk ascertain information from the Clerks' Network as to methods used in other Colleges.
- **Agreed** that future reports ought to provide greater detail where low scores had been recorded via the on-line survey.
- **Agreed** that future reports were to be re-formatted to incorporate the main outcomes from elements other than the on-line survey.

**Action: Principal  
Clerk**

#### 9.3 **Student Voice** (*previously circulated*)

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

- Three main surveys were undertaken, together with feedback from focus groups, student governors, student ambassadors, Student Council, student membership of college committees, student

involvement in the selection of teachers and degree student representative on boards of study.

- Ofsted Learner View Survey - 578 students completed this in Personal Achievement Tutor sessions. This response rate had decreased in comparison to the 771 respondents in 2017/2018. The results of the survey were very favourable. The information was analysed by Ofsted during their risk assessment of the College earlier this year and the participation rate was not identified as an area for concern.
- The management action plan was in place to address identified areas for development with anticipated completion by December 2019.

A discussion ensued. The Committee sought clarification where scoring was considered low in a minority of areas. A Governor commented on the very positive response in respect of students feeling safe in College.

The Committee **noted** this pleasing report.

#### 9.4 **Parent Voice** *(previously circulated)*

The Vice Principal (Curriculum and Quality) advised that the Parent Voice questionnaire was circulated for completion during the College's Ofsted inspection in April 2019. The Lead Inspector advised that the results were positive and no concerns had been identified.

The Committee **noted** the verbal report provided.

#### 9.5 **Complaints** *(previously circulated)*

The Vice Principal (Curriculum and Quality) presented this anonymised report, which provided information relating to five complaints received by College Management during the 2018/2019 academic year. Mr Smith advised that all complaints had been thoroughly investigated and found to be unsubstantiated, as not enough or no evidence had been presented to substantiate the complaints.

In response to a question raised by a Governor, the Vice Principal (Curriculum and Quality) advised that staff were well-supported at the College if they had been the subject of a complaint. The College also had a very good working relationship with the trade unions.

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

#### 9.6 **Performance Management** *(previously circulated)*

The Vice Principal (Curriculum and Quality) outlined the performance management model adopted by the College two years ago and the process in which it was quality assured. Mr Smith highlighted the following aspects from the report:

- College Strategic Objectives included a continued focus upon retention and intervention as the College was now fully linear moving into 2019/2020.
- The four recommendations as a focus for Performance Management were brought to the Committee's attention.

Following a discussion, the Committee **noted** the contents of the report.

## 10. POLICIES FOR REVIEW

### 10.1 **Stress Prevention and Management** *(previously circulated)*

### 10.2 **Staff Absence** *(previously circulated)*

### 10.3 **Staff Development** *(previously circulated)*

The above policies were considered en bloc, as relatively minor amendments were recommended by CMT. The Committee received assurance that the policies had been reviewed by CMT and the Joint Union Forum.

The Committee **approved** the policies, subject to the amendment from Vice Principal (Academic) to Vice Principal (Curriculum and Quality) where cited within the policies.

### 10.4 **Work Experience and Placement** *(previously circulated)*

The Clerk advised that there was no requirement for this particular policy to be approved by Governors. Mrs Shaw reported that it had recently been reviewed by CMT and the recommendation was for this to continue.

The Committee:

- **Noted** the contents of the report.
- **Approved** the recommendation that future approval of this policy was to be undertaken by CMT.

## 11. COMMITTEE KEY PERFORMANCE INDICATORS

### 11.1 **Review of Key Performance Indicators 2018/2019** *(previously circulated)*

The Clerk advised Governors that the Committee was required to review its own performance annually.

Governors **noted** the key performance indicators met.

### 11.2 **Approval of the Key Performance Indicators for 2019/2020** *(previously circulated)*

The Clerk recommended some changes for the current academic year.

The Committee **approved** the key performance indicators for 2019/2020 as presented by the Clerk, with the exception to defer the suggestion to amend the Equality and Diversity KPIs to the next meeting.

**Action: Agenda Item  
Matters Arising**

## 12. ELECTION

### 12.1 **Election of the Vice Chairperson to serve from 24<sup>th</sup> September 2019 to 31<sup>st</sup> July 2021**

In accordance with procedure Thomas Mitchell was **elected** as the Vice Chairperson to serve from 24<sup>th</sup> September 2019 to 31<sup>st</sup> July 2021.

## 13. ANY OTHER BUSINESS

None.

## 14. DATE OF NEXT MEETING

Tuesday 12<sup>th</sup> November 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 7.20 pm.

Signed by the Chair: College File signed by Mr Michael Martin  
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On this day: 12<sup>th</sup> November 2019  
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