

Confirmed Minutes of the Quality and Standards Committee Meeting held on Tuesday 12th November 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*)

The Chair welcomed all attendees to the meeting and it was opened in prayer.

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 5.2 Staff Climate Survey – all staff.
- Agenda item 7.1 Whole College Summary of Student Achievement – all teaching staff and the Student Governor.

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 Rev Paul Rooney. The Clerk advised that Mr Studdard would be late attending the meeting. 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 24th SEPTEMBER 2019** (*previously circulated*)

4.1 **To approve the minutes of the previous Committee meeting held on 24th September 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.

4.2 **To approve and sign the confidential section of the minutes of the previous meeting held on 24th September 2019**

The minutes were **approved** and signed as an accurate record.

5. MATTERS ARISING FROM THE MINUTES

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

Minute 6.1 – Summer Examination Results 2019

The Vice Principal (Curriculum and Quality) reported that OFQUAL had concluded the first tranche of the investigation into the EDEXCEL Mathematics examination papers and had concluded there was unfair practice. The Examination Board had been instructed to cancel the examination papers for 2020 and for them to be re-written. Mr Smith advised that a written report was expected confirming this outcome after the General Election on 12th December 2019. The Vice Principal informed the Committee that three staff members from Carmel had been involved in the follow-up by OFQUAL.

Whilst the Committee noted OFQUAL's conclusion of unfair practice and remedial action for 2020, Governors expressed their concern for the Maths students who had been affected by this situation. A discussion took place. CMT agreed to consider writing to the relevant students in the New Year to inform them of the outcome from the investigation undertaken by OFQUAL.

Minute 7.1 – Safeguarding

As requested at the previous Committee meeting, the Vice Principal (Strategy and Resources) advised of the number of students who had disclosed issues with their mental health. In response to a question raised by a Governor, the Vice Principal advised that there were no comparable statistics available from other Colleges to benchmark against.

Minute 8.1 – Review of the 10:10 Programme

The Principal advised that the Denominational Faith Inspection was to take place in the second part of the Spring Term 2020; the date was to be confirmed. Mr Hill reported that the Inspection Team would consist of Deacon Paul Mannings and a Catholic former Sixth Form College Principal.

Minute 11.2 – Approval of the Committee Key Performance Indicators for 2019/20

The Committee **accepted** the recommendation made by the Vice Principal (Strategy and Resources) to introduce an Annual Equality and Diversity Report as from September 2020. This would include information relating to the gender pay gap.

The Committee **noted** the reports and the associated action log.

**Action: Clerk – Future Agenda Item
E & D Annual Report**

5.2 **Minute 9.2 – Staff Climate 2019**

The Principal presented this report which was in response to the three lowest scoring questions within the Staff Climate on-line survey in respect of both

teaching and support staff. Mr Hill re-iterated that in all three areas the score in 2019 was the most positive in the last three years.

A discussion ensued with the Committee welcoming this level of analysis in respect of the lowest three scores and Management's response to address the lower scoring areas. The research undertaken by the Clerk was also considered and whether it would be beneficial to include staff recruitment /retention data in future reports. The Chair suggested that he meet with the Vice Principal (Curriculum and Quality) to discuss a revised format for future reporting. Mr Martin requested that Committee members forward any formatting suggestions to the Clerk and these would be discussed at the proposed meeting.

The Committee:

- **Noted** the contents of the report
- **Agreed** for the Chair to meet with the Vice Principal (Curriculum and Quality) to draft a format for the Staff Climate report, for future approval by the Committee.

Action: Chair and Vice Principal (C & Q)

Mrs Papaspyridis and Mr Studdard joined the meeting during agenda item 5.1

6. SAFEGUARDING

6.1 Termly Update *(previously circulated)*

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

- Mental Health – the Student Council had organised a number of events on 10th October 2019 to promote Mental Health Awareness Day. The College's Mental Health and Wellbeing Strategy has been circulated to all staff.
- Multi-agency working – College representation had taken place at a Child Protection Conference, St Helens Safeguarding Partnership Forum and St Helens Safeguarding Children Partnership.
- Children's Services St Helens Council – an Ofsted inspection report had recently been published with an 'inadequate' outcome. The potential impact of this upon the College was being addressed by the Corporate Management Team (CMT).
- College Counselling Provision 2018/19 – 136 students had accessed the service.
- Student attendance data.
- Prevent Duty – all staff and students had completed appropriate training.
- Looked After Children – 10 students were enrolled.
- Young Carers – 23 students were enrolled in this current academic year.
- Site Safety – continued to be a focus. A robust system was in place to ensure students continued to wear lanyards throughout the College day. There had been improvements made to the College estate to further secure the campus.

As the Safeguarding Link Governor, the Chair informed the Committee that he had recently attended a very effective Safeguarding Committee meeting at the College.

A Governor commended the students within the Foundation Learning (FL) Department on their presentation that had been delivered in connection with Anti-Bullying week.

Several questions were raised and responded to by the Vice Principal (Strategy and Resources). Additional information was provided in respect of (i) counselling provision at the College and (ii) the installation of the barrier to enhance on-site security. In response to a question raised by a Governor, the Vice Principal (Strategy and Resources) advised that the College does not have a Deputy Safeguarding Manager in post, though had a Deputy Designated Safeguarding Lead.

A Governor commented on the on the impressive low number of students reported as being 'not in education, employment or training' (NEET).

The Committee:

- **noted** the contents of the report
- **placed on record** their congratulations to the Foundation Learning students for their presentation in raising awareness of anti-bullying.

7. PROGRESS AND ACHIEVEMENT

7.1 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.

The MAPP 6 data was also analysed via specific student cohorts, namely: looked after children, young carers, high achievers and students in receipt of the College bursary. A Governor commented that the impressive progress made by looked after children.

A discussion took place. In response to a question raised, the Vice Principal (Curriculum and Quality) advised that since circulating this report, a similar analysis had been undertaken for MAPP 1 relating to the Lower Sixth year group; no concerns had been identified.

The Committee **noted** the contents of this very pleasing report.

8. QUALITY ASSURANCE

8.1 Student Destinations 2019 *(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 fallen to 70%, though remained 20% higher than the data available from the Department for Education (DfE) relating to student destinations.
- Apprenticeships – this had fallen against the 3-year trend to 3.7%.
- Employment – students who had progressed into employment had risen to 8.1%.
- 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.
- Sixth Sense ‘Destinations Analysis’ – illustrated positive outcomes for the College.
- 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 questions raised and responded to, which included:

Q. What constitutes a student being recorded as ‘other?’

A. It is a miscellaneous category and would include circumstances such as illness or being a carer.

Q. Do the number of NEET students present a concern for CMT?

A. No. Comparable data would suggest this is a low figure.

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

8.2 **Quality Improvement Plan** (*previously circulated*)

The Vice Principal (Curriculum and Quality) presented this report. Mr Smith advised that this was in draft format until the College Self Assessment Review (SAR) had been ratified on 26th November 2019. The Vice Principal advised that the emerging priorities included:

- Improving the value-added performance of all under-performing subjects, with a focus on high volume areas.
- Improving the percentage rate of A*- B.
- Improving relative performance of female students in specific subject areas in relation to male counterparts.
- Maintaining levels of achievement and retention.
- Continuing to ensure future viability and maximise the College’s efficient.
- Development of a revised HE strategy 2020-25.
- Improving the College’s High Achievers strategy and approach to marketing.
- Maintaining and promoting the Catholic identity and College ethos.
- Improving the quality of target setting and recording in the Foundation Learning Department.

Mr Maddock and Mr Lawson advised the Committee that they had been involved as critical friends on the subject SAR panels. They commended the College on the quality process and thanked CMT for the opportunity to participate.

A discussion ensued with several questions being raised and responded to by CMT. The Vice Principal (Strategy and Resources) advised that the emerging issues contained within the draft QIP had been used to inform the revised Risk Register, which was to be presented to the Audit Committee at its next meeting.

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

8.3 **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.

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.

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

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

9. **EQUALITY AND DIVERSITY**

9.1 **Student Key Performance Indicators 2019** (*enclosure*)

The Vice Principal (Curriculum and Quality) referred to the report and highlighted the following aspects:

A Level

- ALPS bands relating to (i) value-added (ii) 3-year average, (iii) 3-year T score and (iv) student cohorts identified as disadvantaged.
- The College reported no significant overall gaps between the achievement of gender, ethnic or disadvantaged student cohorts.
- The student composition was 60% female and 40% male.
- Scrutiny of value-added ALPS gender differentials had taken place with a focus on eight specific subject areas.
- There were no significant gaps in performance with regard to ethnicity.

BTEC

- Comparative ALPS bands between male/female students and also students identified as being disadvantaged.
- There were no significant gaps in performance with regard to ethnicity.

A discussion ensued with a focus on ways to attract greater male student recruitment. Several questions were asked by Governors and responded to

by the Vice Principal (Curriculum and Quality), which included:

- Q.** Are there differentials in GCSE point scores between males and females?
A. Generally speaking, yes. Females tend to have a higher profile than males, though males overachieve.

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

10. POLICIES FOR REVIEW

10.1 Additional Learning Support including the Local Offer (*previously circulated*)

The policy was considered by the Committee and the relatively minor amendments being proposed. In response to a question raised by a Governor regarding monitoring of the policy, the Vice Principal (Strategy and Resources) confirmed that it was a robust and effective policy.

The Committee:

- **Approved** the Additional Learning Support Policy
- **Authorised** the publication of the Local Offer onto the College website.

11. ANY OTHER BUSINESS

None.

12. DATE OF NEXT MEETING

Tuesday 10th March 2020 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 6.50pm.

Signed by the Chair:

On this day: