



Minutes of the Quality and Standards Committee Meeting held on Tuesday 9 November 2021 at 5.30 pm via Teams

- Present:** Mark Dawson (*Parent Governor*)
Mike Hill (*Principal*)
Oliver Maddock (*Foundation Governor*)
Michael Martin (*Chair of Committee*)
- Apologies:** Thomas Mitchell (*Foundation Governor*)
Sarah Savage (*Staff Governor*)
Katelyn Willock (*Student Governor*)
- In attendance:** Karl Smith (*Vice Principal, Curriculum and Quality*)
Michelle Williams (*Vice Principal, Strategy and Resources*)
Ruth Potter (*Clerk*)

The Chair opened the meeting 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. No additional interests were declared other than those already recorded on the College's register of interests.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Thomas Mitchell, Sarah Savage and Katelyn Willock. 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 21 SEPTEMBER 2021 (*previously circulated*)

- 4.1 **To approve the minutes of the previous Committee meeting held on 21 September 2021**

The minutes were **approved** and would be signed by the Chair in accordance with Article 12 (3) of the Articles of Government.

The publication of the minutes was authorised in accordance with Article 13 of the Articles of Government.

5. MATTERS ARISING FROM THE MINUTES

- 5.1 **To consider any matters arising from the minutes (*previously circulated*)**
Committee members considered the action log prepared by the clerk.

Minute 5.1 – Acronym List

It was reported that an acronym list had been uploaded to Connect for governors to access as required.

Minute 13.2 – Committee Terms of Reference

Proposed amendments to the Quality and Standards Committee Terms of Reference were on the next Search Committee agenda and would be considered for approval by the Full Governing Body (FGB) at its next meeting on 7 December 2021.

6. SAFEGUARDING

6.1 Safeguarding Termly Update *(previously circulated)*

The Vice Principal (Strategy and Resources) presented the safeguarding termly update and highlighted the following points:

- Staff and governor safeguarding training – All staff and governors had been asked to read the updated document ‘Keeping Children Safe in Education 2021’ and complete the quiz on Connect by the end of October. In addition, staff were required to complete e-safety training. Outstanding returns for all mandatory training were being chased as a priority.
- Knife savers training – Two members of staff had attended this training with the ADAM Foundation and the College had been provided with a bleed kit.
- Bitesize training programme – The Pastoral Team had developed a bespoke training programme delivered by in-house and external specialists on a bi-weekly basis. Sessions included contextual safeguarding and the impact of mental health on retention.
- Personal Development Officer – An appointment was due to be made to this new role which would support the Safeguarding Team and Personal Achievement Tutors by assisting vulnerable students on matters such as e-safety and mental health.
- Student training – Training on cyber safety had been delivered by Merseyside Police and Knife Saver training was due to take place later in the month.
- Prevent – The Safeguarding Manager had met with the Prevent Case Officer from Merseyside Police to receive an annual update on the Counter Terrorism Local Profile. Staff training was planned for December. One Prevent incident had been reported and was subject to investigation within the College and via liaison with relevant external agencies.
- Student Mental Health and Wellbeing Strategy – This had been updated and shared with staff. The Safeguarding Manager was due to attend national training to become the College’s Senior Mental Health Lead.
- Sexual harassment – Documents setting out the College’s approach to sexual harassment and relationship and sexual education had been developed and would be shared with governors in due course.

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

Q – What are the working hours and costs associated with the new role of Personal Development Officer?

A – Full time, term-time only at the same rate of pay as a Personal

Achievement Tutor. Total payroll costs are due to be under budget as a result of the pay award, hence the College has been able to respond quickly to this demand.

Q – Does this appointment reflect a significant concern for student mental health within the College?

A – There has been an increase in the volume of students with mental health issues and this appointment is designed to ensure that comprehensive support is available to all students who need it. This is part of the College's post-pandemic management of students returning to full time, face-to-face education and the anxiety that this can trigger in some students. It is also in anticipation of the anxieties that are likely to arise from a return to formal examinations.

Q – How is the wellbeing of the Safeguarding Team given the increase in workload since the start of term?

A – The team has felt the pressure associated with an increase in cases, especially during the first four weeks of term. Weekly meetings are held to discuss cases but also to conduct peer-to-peer supervision and ensure wellbeing issues are identified and addressed.

Q – Is there any need for external supervision to support the Safeguarding Team?

A – Advice has been sought on this practice in the past and external supervision is not deemed necessary.

Q – Spikings via injection have been in the media recently. Has the College provided any guidance to students on this?

A – Awareness on old style spikings is within the 10:10 Programme but this will need to be updated to reflect recent developments.

Q – Noted that number of transgender students has been reported to the Committee for the first time. What has prompted this?

A – Decided to include these numbers given that numbers are increasing.

The Committee **noted** the contents of the Safeguarding Termly Report and thanked the Safeguarding Team for the work they were doing.

7. PROGRESS AND ACHIEVEMENT

7.1 Whole College Summary Including Specific Student Cohorts *(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, students in receipt of the College bursary, and students in receipt of additional learning support. 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; reported progress was positive.

Governor questions were invited.

Q – How were Lower Sixth students settling into College?

A – Students were understandably taking a little longer to settle than usual given the disruption they had faced during the past year. Early performance data, however, was very encouraging.

Q – MAPP6 data relating to underperforming students – is this used when considering students at risk of leaving College?

A – Yes, there is pastoral wrap around support that drills down further with underperforming students. In addition, it is mandatory for an intervention (either academic or pastoral) to be put in place for all students performing below expectation.

Q – What support is in place to support young carers?

A – Bespoke support package available via Personal Achievement Tutors. Progression between the MAPP points is considered and an escalation procedure in place if progress not made.

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

8. QUALITY ASSURANCE REPORTS

8.1 Student Destinations 2021 *(previously circulated)*

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

- The percentage of students who had progressed to Higher Education was high at 73.4%, compared to 74.8% in 2020 and 70% in 2019.
- The combined percentage of students progressing to Higher and Further Education was 79.4%, compared to 82.4% in 2020 and 77.1% in 2019.
- Apprenticeships – had increased to 3.7% from 2.2% in 2020.
- Employment – students who had progressed directly into employment had risen to 10.4% from 6.6% in 2020.
- The percentage of students who had progressed to universities: in the North West region; within the Russell Group; in the Sutton 30.
- The number of students who had progressed to Oxbridge universities.
- Sixth Sense Dimensions Report – recently published and illustrated positive value-added outcomes for the College.
- At the time of reporting, 5.6% of student destinations were unknown.

A discussion ensued and governor questions were invited.

Q – What is the range and type of employment destinations for Foundation Learning leavers?

A – Full itinerary of case studies for these individuals within SAR repository. Varied range of excellent employment destinations and individual examples of significant personal achievement.

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

8.2 **Quality Improvement Plan 2020-21: final progress report** (*previously circulated*)

The Vice Principal (Curriculum and Quality) presented this report which was designed to close off reporting against the previous year's Quality Improvement Plan (QIP). Positive progress was noted in each area with a number of actions due to be carried over into the new academic year for continued progression.

A new QIP would be finalised following completion of the College Self-Assessment Review (SAR) process. It was noted that a number of governors had so far been involved in attending departmental SAR panels as critical friends.

A discussion ensued, particularly in relation to strategic planning for T Levels, with numerous questions raised by governors and responded to by the Corporate Management Team (CMT).

The Committee **noted** the contents of the report and thanked the Vice Principal for his presentation.

Oliver Maddock left the meeting at this point which rendered the meeting inquorate for formal decision-making.

8.3 **Contingency Arrangements for Summer 2022: Teacher Assessed Grades**

The Vice Principal (Curriculum and Quality) had prepared a report for governors highlighting College contingency arrangements for Summer 2022. Due to an administrative error, this report had been omitted from the papers circulated in advance of the meeting and hence a verbal presentation was provided. The Vice Principal highlighted the following aspects:

- Department for Education was firmly committed to examinations going ahead during 2021-22 with adaptations to take account of the impact of the pandemic on the education of students. This was a cohort of students that had not yet had the opportunity to sit formal examinations.
- If further disruption occurred, the contingency arrangement was for teacher assessed grades (TAGs). Whilst unlikely, this required appropriate contingency planning.
- TAG assessment weeks had been set in November, January and April.
- Students, parents and staff had been notified of this schedule and advised that if exams did not go ahead as planned in the summer, the outcome from these assessments would be used (in addition to coursework) to inform TAGs.

A discussion ensued and governors who had recently sat on departmental SAR panels reported that Heads of Departments appeared to be well prepared in line with these contingency arrangements.

Q – Is the College fully equipped to respond to the pressure on mental health and wellbeing associated with these assessment weeks and the general uncertainty around examinations?

A – Confident that as a College we are geared up to support all our students and, indeed, have built this into our planning based on previous experience of where the pressure points lie. In terms of staff, the new Assistant Principal role is focussed on staff wellbeing.

The Committee **noted** the contents of the Vice Principal's verbal report.

ACTION – Clerk to circulate paper 8.3 Contingency Arrangements for Summer 2022 to Committee members.

9. CURRICULUM

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

The Principal presented this annual review of the College's 10:10 Programme and highlighted the following aspects:

- Archdiocese requires that all students should receive a general RE programme that equates to 5% of their overall programme of study.
- The 10:10 Programme followed a national curriculum set by the Catholic Education Service (CES).
- Every student had a one hour timetabled 10:10 lesson per week which alternated between RE and pastoral topics. During 2021-22, an additional online study element had been introduced to develop the online 10:10 offer that was provided during lockdown and increase the total content to 6.5% of students' overall programme of study.
- Supplementing this was the daily Carmel Contemplation and prayer which took place at the beginning of the first lesson of the day.
- Carmel Saints' Week – new feature for this year which would focus on service and volunteering.
- Pastoral Tutors had attended Archdiocese training to support appropriate delivery of the programme content.
- Last denominational inspection took place in February 2020 and resulted in an outstanding inspection grade.
- New inspection process and curriculum is imminent. Principal had been involved in a working group to develop the new CES curriculum and was undertaking training to become a denominational inspector.
- More comprehensive review of 10:10 Programme was planned once new curriculum and inspection framework had been published.

Governors' comments and questions were invited.

Q – What is student attendance data for 10:10 Programme now that face-to-face delivery has resumed?

A – Attendance is around 86% compared to around 95% for other areas. Process in place for chasing up persistent non-attenders.

The Committee **noted** the contents of the Principal's report.

10. COMMITTEE SKILLS ANALYSIS AND TRAINING

10.1 Updated Quality and Standards Committee Skills Analysis *(previously circulated)*

The Clerk presented the updated skills audit analysis for members of the Quality and Standards Commission and highlighted the lower scoring areas.

Relevant training modules within the ETF Governance Development Programme were flagged as a potentially useful means by which some of these gaps could be filled. In addition, reference was made to the recent SFCA Sector Update webinar (the recording of which had been circulated to all governors) as this was a good way in which governors could keep up-to-date with developments and issues within the sector. Should governors require any support or advice in accessing these resources, or if they had any additional training needs, they were invited to contact the Clerk.

A discussion ensued and it was suggested that for members of this particular Committee, attendance at one of the College's SAR panels was recommended as an excellent way in which to fully understand the College's quality improvement processes.

ACTION – Clerk to contact all Quality and Standards Committee members to re-iterate the invitation to attend SAR panels.

10.2 Training Update

Details of members' training undertaken since the last meeting were noted by the Clerk for entry onto the Governors' Training Log, including:

- Mark Dawson – Safeguarding for Governors 2021 (ETF) and Prevent for Governors (ETF)
- Mick Martin – Safeguarding for Governors 2021 (ETF).

11. ANY OTHER BUSINESS

No items of business were submitted for consideration.

12. DATE OF NEXT MEETING

Tuesday 8 March 2022 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



On this day _____ 8 March 2022 _____