

**REASEHEATH COLLEGE BOARD**  
**QUALITY AND STANDARDS COMMITTEE**

**Minutes of the meeting held on Thursday 9 November 2017 at 2.00pm**  
**Committee Room, Reaseheath Hall**

Present: Meredydd David (Principal) *(items 9 – 15 inclusive)*  
 Dr Ian Graham (independent)  
 Robert Icke (staff)  
 Anne McKay (staff)  
 David Pearson (independent)  
 Richard Ratcliffe (independent)  
 Luci Newell (student)  
 Alastair Taylor (independent)  
 Charlie Woodcock (independent)

In attendance: Matt Gower, Assistant Principal Quality and Learner Services  
 Sarah Houghton, Assistant Principal, Curriculum  
 Paul Spearritt, Assistant Principal, Curriculum  
 Steph Dellicompagni, Curriculum Area Manager, English and maths  
 Jackie Schillinger, Clerk.

Item	Content	Action
<b>1.</b>	<b>APPOINTMENT OF CHAIR</b>	
1.1	The Clerk requested nominations for the role of Chair. David Pearson was nominated and seconded for the role. No other nominations were received and all were in favour.	
<b>1.2</b>	<b>RESOLVED: David Pearson is appointed as Chair of the Committee for the 2017/18 academic year.</b>	
<b>2.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  Members and attendees were welcomed to the meeting. The clerk noted that the Principal had informed her that he would be arriving late for the meeting due to an urgent matter. No other apologies were received.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>  The following interests were noted: <ul style="list-style-type: none"> <li>• Meredydd David, director of DART Limited</li> <li>• Richard Ratcliffe, director of DART limited</li> <li>• Dr Ian Graham, member of the University Council, University of Chester</li> <li>• Charlie Woodcock, employee, University of Chester</li> </ul> No specific agenda items were identified as giving rise to a conflict of interest.	

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><b>APPOINTMENT OF VICE CHAIR/S</b></p> <p>Alastair Taylor was nominated for the role of Vice Chair for the 2017/18 year. The proposal was seconded and all were in favour.</p> <p><b>RESOLVED: Alastair Taylor is appointed as Vice Chair of the Committee for the 2017/18 academic year.</b></p>	
<p>5.</p>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>Minutes of the meeting held on 8 June 2017 were received, confirmed as a correct record and signed by the Chair. There were no matters arising that we not already covered on the agenda.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><b>CARE STANDARDS</b></p> <p>The Ofsted Care Standards Inspection report was received by the committee. The committee congratulated the management team on the outstanding grading awarded and the exceptionally positive inspection report. The two areas for further action were identified and planned actions discussed. Members agreed that this outstanding result should be publicised widely. The student governor considered that this external endorsement of the high quality of service provided to students could also be promoted internally so that students are more aware of the quality of their experience. The committee requested that their congratulations be passed on to the student services team and that members of the team be invited to have lunch with the Board at the meeting on 7 December 2017.</p> <p>The committee received the College Residential Care Standards self-assessment report for 2016-17, which judged the provision as outstanding. They noted that it had picked up the actions identified in the Ofsted report and received the report, with thanks.</p>	<p>JS to invite</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>SAFEGUARDING</b></p> <p>The Vice Principal presented the safeguarding report, covering the 2016-17 academic year. The committee welcomed the report, with recognition of the high standard of reporting that provides a comprehensive picture and substantial assurance on this key area of board responsibility. The Vice Principal noted that the Ofsted feedback on the reporting had suggested that the report was data rich and should focus more on the impact of the safeguarding activity. The committee agreed that it would be useful to see key messages on risks and on impact to take away from each report. A member also queried whether the data tables could be made more easily comparable, in terms of student numbers, so that governors could compare departments and really see where there may be problems. Members welcomed the dashboard provided with the report as a useful starting point and it was agreed that the Vice Principal would work with the Chair of the committee to develop this further. The committee received the report, for assurance, with thanks.</p> <p>The Vice Principal presented the annual review of the safeguarding policies. Ofsted's positive feedback on the policies from the recent inspection was also shared. The Vice Principal explained that Ofsted had queried why the college had separate policies for</p>	<p>DP and DPK to consider dashboard</p>

7.3	<p>young people and for adults. The way in which the college seeks to work with the two safeguarding boards at Cheshire East and align policy with them was explained and they were supportive of this approach. Members of the committee provided feedback and some minor amendments were agreed. It was agreed that the Vice Principal would ask Cheshire East for more detail on their approach to protecting young people from modern slavery to ensure that college is aligned with this approach. It was also agreed to double check that any issues of sexual harassment would fall properly within the learner harassment policy, to ensure that this fully covered by the framework.</p> <p><b>RESOLVED: Following discussion and subject to the agreed minor amendments being incorporated, the Young Person Safeguarding Policy and the Safeguarding Adults Policy were approved and recommended for formal Board approval.</b></p>	JS to check policy
8.1	<p><b>8. COLLEGE SELF-ASSESSMENT REPORT (SAR)</b></p> <p>8.1 The Assistant Principal, Quality and Learner Services presented the key findings of the SAR and explained the validation process, including external validation, involving some members of the committee as well as other external, independent input. Members received in their papers the executive summary of the College SAR 2016-17, for consideration and recommendation for approval to the governing body. The information received and discussed included:</p> <ul style="list-style-type: none"> <li>• Executive Summary of college and curriculum performance</li> <li>• Key college strengths</li> <li>• Key college areas for improvement</li> <li>• Headline college performance data tables</li> <li>• Other performance data including attendance rates. Widening participation achievement rates, DFE progress performance measures, FE destinations, learner satisfaction</li> <li>• Outcomes for learners</li> <li>• Leadership and Management</li> <li>• Teaching, learning and assessment</li> <li>• Personal development, behaviour and welfare</li> <li>• College targets for 2017/18 and the 2017/18 Quality Improvement Plan (QIP)</li> </ul> <p>8.2 Those members of the committee that had been involved in the external validation panel for the SAR validation updated members on the discussions and areas of test and challenge. They gave their view that the process is robust and challenging and evidences an ambition for very high standards. Following discussion, it was agreed as follows:</p> <ul style="list-style-type: none"> <li>• The committee will monitor the QIP at its termly meetings;</li> <li>• The committee would also like to see an update on the Engineering, English and Maths and Reaseheath Training QIPs at its next meeting to support its ability to monitor progress on actions in these areas.</li> <li>• English and maths could further focus on bringing together 19+ groups of students wherever possible and continue to raise the profile of the English and maths commitment to 19+ students, so that those wanting to progress their English and maths further can access the structure in place.</li> </ul>	<p>JS for agenda</p> <p>Department team</p>

8.3	<b>RESOLVED: The College Self-Assessment Report 2016/17, performance targets and Quality Improvement Plan 2017/18 is approved by the committee and recommended to the Board for approval.</b>	
9.	<p data-bbox="261 233 526 260"><b>ENGLISH AND MATHS</b></p> <p data-bbox="147 306 1313 583">9.1 The Assistant Principal, Curriculum with responsibility for English and maths and the Curriculum Area Manager presented the English and maths strategy overview report and quality improvement plan, with a summary of 2016-17 performance, English and maths enrolment, level setting and initial assessment strategies, as well as the key actions for 2017-18. Discussion followed, with the areas of good progress and those areas still requiring more work considered in detail. These members involved in the SAR validation panel praised the positive drive and resilience in the team to continue the progress already made and all members of the committee endorsed this view.</p> <p data-bbox="147 625 1313 1003">9.2 Discussion took place on the benefits and risks of a central team of delivery, supported by curriculum areas. A question was also raised on the impact of students studying both subjects rather than just one. It was recognised that embedding English and maths in the curriculum requires resilience and continued hard work by the central team working with the champions in the curriculum areas and good progress is being made. The team thanked members for their valuable input and would reflect on the questions raised and report back in the next meeting. Members requested a report on two curriculum areas that they would like to consider in more depth at the next meeting in terms of finding out what these areas are doing to dovetail with the central delivery team to maximise the opportunity to improve performance. It was agreed that the Assistant Principal responsible for these areas will bring this report to the meeting.</p>	PS report on curriculum areas to next meeting.
10.	<p data-bbox="261 1052 829 1079"><b>TEACHING AND LEARNING SUMMARY REPORT</b></p> <p data-bbox="261 1121 1313 1499">The Lead Teaching and Learning Coach (also the staff governor) presented her report on the year end teaching standards and follow up actions with teachers during the implementation of the college's 'achieve outstanding strategy'. The report also provided members with information on the progress of staff who were new to teaching during 2016-17 and 'in-house' continual professional development on teaching, learning and assessment. Assurance was sought and received on the buy in from staff into the new PDR process and reward system, noting that PDRs had now been completed and communicated so that staff know their individual outcome and in general staff are very supportive of the process. Following discussion members agreed to receive the report with thanks and to note the steady progress being made with the continued effective input from the teaching and learning coaches.</p>	
11.	<p data-bbox="261 1551 1013 1579"><b>STUDENT DATA - ENROLMENTS FE AND APPRENTICES 2017-18</b></p> <p data-bbox="261 1621 1313 1894">The Vice Principal presented his report that showed learner numbers enrolled on the FE funded programmes for the 2017/18 academic year. It included an indication of early withdrawal and it provided an early indication of the potential allocation for 2018/19 for 16-18 year old learners. In discussion, the committee considered in particular the management planning and actions in place to manage the shift in mix of provision this year that will impact on income next year. The committee thanked the Vice Principal for his report and confirmed that they expected this to continue to be managed closely by management, with oversight by the Finance and General Purposes.</p>	

12.	<p><b>REPORTS FOR INFORMATION</b></p> <p>The following reports were received for information and assurance:</p> <ul style="list-style-type: none"> <li>• Complaints monitoring FE and apprenticeships</li> <li>• FE Academic Board Minutes</li> <li>• FE Choices Survey Analysis Report</li> <li>• FE Pulse 3 learner Survey</li> <li>• Landex Membership Peer Review Report</li> </ul>	
13.	<p><b>MATTERS TO REPORT TO THE BOARD OR OTHER COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Appointment of Chair and Vice Chair</li> <li>• Outstanding Care Standards outcome</li> <li>• Recommend approval of the Young Person Safeguarding Policy and the Safeguarding Adults Policy</li> <li>• Recommend approval of the College Self-Assessment Report 2016/17 and Quality Improvement Plan 2017/18</li> <li>• Oversight at the next meeting on English and maths in two curriculum areas and termly monitoring of the QIP</li> <li>• Assurance on steady progress on teaching, learning and assessment standards.</li> </ul>	Chair's report
14.	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business reported.</p>	
15.	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting was confirmed as Thursday 8 March 2018 at 2pm.</p>	

*The meeting closed at 4.05pm*