REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE
Minutes of the meeting held on Friday 16 June 2023 at 2pm – 4.30pm
Committee Room Reaseheath Hall

Present: Alastair Taylor (independent) Chair AT
                  Jane Cowell (independent) JC
                  Phil Gibbon (staff) PGibbon
                  Mike Gorton (independent) MG
                  Peter Green (independent) PG
                  Marcus Clinton (principal) MC
                  Alice Warmisham (student) AW

In attendance: Paul Spearritt (vice principal, curriculum, and quality) PS
                  James Eagney (assistant principal) JE
                  Sharon Yates (assistant principal) SY
                  John Kendal (assistant principal) JK
                  Wendy Watson (head of quality) WW
                  Jackie Schillinger (company secretary) JS

Part A unless stated

Item	Content
1.	**Welcome and apologies for absence**
1.1	The Chair welcomed all to the meeting, including assistant principal James Eagney, attending his first meeting of the committee. Apologies were received and accepted from David Pearson.
2.	**Declarations of interest**
2.1	There were no declarations made in relation to the agenda items in the meeting.
3.	**Minutes and matters arising**
3.1	**RESOLVED: The minutes of the meeting held on 2 March 2023 were confirmed as an accurate record.**
3.2	On matters arising, in response to a question by JC on the audit of the reporting system, CPOMs, PS confirmed that the Cheshire East safeguarding audit of CPOMs is scheduled for 2023-24. PG asked about the outcome of the external observation of the previous committee meeting and JS confirmed it was positive and the details can be covered in the specific agenda item later in the meeting.
4.	**Quality of Student Experience**
4.1	Quality Report: JE presented the context and highlighted the focus on addressing a decline in retention and attendance towards the end of the year. He set out the actions to address this with a re-set going into the next academic year, re-setting the standards and expectations of an effective curriculum and knowledge skills and behaviour of students and clear focus for staff to support this. He noted that there is also a focus in the short-term on pass rates between now and the end of the year. WW added that the quality team is going back and revisiting those areas that were visited early in the year, for a review and follow up on actions. It was noted that the EQA report was positive. A full discussion followed on the actions to improve the situation and how what is being put in place, such as the progress coach model, can be evaluated for its impact. The multifaceted reasons for the challenges faced on retention and attendance was considered, with all members providing contributions from their experience as governors at schools, staff members, and information from other colleges. It was agreed that the general resilience of the students coming through from schools and consequent fitness to study and behaviour impacts is not going to go away and the covid legacy is likely to be a long one. Added to this is the continuing staff recruitment and retention challenge.

4.2	JE set out the curriculum approach going forwards to secure quality of provision. This is that the curriculum should not be overly qualification driven, it should have a focus on skill development with more focus in curriculum design on knowledge, skills, and behaviour. In addition, next year, the progress coach model will be available from the outset and there will be better use of catch-up funding. There will be monitoring of impact of interventions alongside a full analysis on withdrawals to inform next year's strategy. He gave assurance that the progress coach team is staffed, and the quality team staffing is solid. MC provided an update on the launch of the 'Reaseheath Re-set' which will be a substantive cross college focus on five key areas, which should help staff simplify, clarify and comply and bring a consistency of approach across college on management of behaviour, attendance, progress building and evidencing.
4.3	**RESOLVED: The committee takes good assurance that the executive has identified the risk on student retention and attendance and has planned actions in place to address the risk to student outcomes and quality of provision, with these mitigations reported to and monitored by the committee.**
4.4	Teaching Learning and Assessment Performance Monitoring: JE presented plans to bring this activity in line with the re-set of expectations and standards for the new academic year, with examples of working together between the quality and teaching and learning coach teams to support.
4.5	Review of Student Charter, Compliments and Complaints Policy Report: JE set out the current review of the student charter to ensure very clear expectations are communicated from the outset and displayed in all learning spaces. The report provided an overview of formal complaints received in Quality and investigated under the College Compliments and Complaints procedure. Members considered the complaints report and the context in several areas of college provision that had seen a rise in complaints in the current academic year. As an indicator of student experience, these areas were considered with members seeking assuring on actions and outcome implementation. AT as committee chair gave assurance that he had been kept informed on several matters and considered college policy and process had been implemented in relation to these. Whilst the committee did not consider it within the Board's remit to become involved in individual complaints as part of the college complaints process, the committee wanted to look at the process in relation to one or two samples, to ensure continued assurance. MC and JE gave their view that the re-set launch, improving staffing stability, and the actions planned for the new academic year should see a much-improved picture on complaints. The committee agreed to monitor the complaints reporting closely to ensure a positive direction of travel into the new academic year. It also considered recommended amendments to the Compliments and Complaints Policy and supported these, aimed at clarifying scope, appeal grounds and provision to manage vexatious complaints.
4.6	**RESOLVED: The Compliments and Complaints Policy is recommended for approval and, as an indicator of student experience, complaints reporting will continue to be monitored with the expectation of a positive direction of travel in 2023-24 with the student charter relaunch and re-set.**
4.7	SEND provision governance oversight: The committee considered the briefing note provided and considered how the committee could support effective governance oversight of SEND provision. Members reflected on the recent development day session on EHCPs, the SEND Code of Practice and SEND provision at college. The appointment of SEND link governor Karol Bailey, with Karol joining the committee was supported as a good way to ensure governance oversight.
4.8	**RESOLVED: The committee supports the SEND lead governor to join the committee and report on SEND matters in line with a clear role description, with an expectation on management to provide clear reporting to the committee on EHCP and SEND students to ensure performance is visible at all levels.**
4.9	Academy of Land and Environment Improvement Monitoring Report: PS reported that whilst staffing has improved, it remained a challenge. He added that early indications from student survey results from Pulse 3 suggested survey results would be below target for student satisfaction. However, he reported that retention remains strong in the area and achievement should not be adversely affected, with some high grades likely. He updated the committee on the preparation for the introduction of T Levels in some areas of ALE provision. MC reported good improvement in the culture on the farm with good link

	working with curriculum and the farm steering committee making good progress on performance targets and monitoring. MG attended the farm steering committee and supported that view, noting that the committee would meet again soon and provide ongoing oversight. PGibbon confirmed he considered good progress has been made but that continued progress on recruiting and retaining good staff would be key to a successful year ahead.
4.10	**RESOLVED: The committee takes good assurance that the executive is appropriately focused on the quality of provision in ALE to address the risk to student outcomes and quality of provision with progress made on recruitment of staff and with continued focus to secure a stable and solid platform for 2023-24 which will be closely monitored by the committee.**
4.11	Agricultural Engineering Improvement Monitoring Report: JK reported much more stable and improved staffing with excellent Pulse 3 student survey completion rates and no complaints in the last several months. PG as link governor provided assurance from his recent visits on the good improvement, with a strong management structure in place.
4.12	**RESOLVED: The committee takes good assurance on the positive direction of travel on improvements in agricultural engineering, with these improvements consolidated from the last meeting and the risk to student outcomes and experience now much reduced in this area.**
4.13	Industry Engagement Activities Monitoring Report: SY reported strong engagement and progress against engagement targets, with now excellent apprenticeship employer survey response rates and very good feedback. SY explained progress against the industry engagement strategy. She gave an example of a relationship with a new industry partner that had resulted from industry engagement at Board level via MG, a member of the committee. As well as industry engagement, SY explained the progress being made with other stakeholders, such as schools, sharing LMI to align curriculum and careers and guidance on where skills gaps are. She explained how the work will culminate and go forward to the Skills Board for each industry area. Staff governor PGibbon supported this view from his experience as a member of staff involved in industry engagement.
4.14	**RESOLVED: The committee takes good assurance that the work on meeting skills needs via industry and stakeholder engagement is coming to fruition, relationships are maturing and industry are looking at skills solutions in partnership with the college, with the focus now being on achieving consistency across all areas of curriculum**.
4.15	Ofsted preparation update: PS and JK updated the committee on Ofsted readiness and key areas of work including the refreshed SAR template and the training and development with staff, including the staff development days and the focus for 2023-24 CPD. Members noted that position statements alongside the SAR would be available for internal use and that there would be external input to the SAR validation this year.
4.16	**RESOLVED: The committee takes good assurance on preparation for Ofsted readiness and welcomed the Board development session at the upcoming meeting.**
5.	**Strategy Monitoring**
5.1	College Quality Improvement Plan Progress and KPI Monitoring: PS reported good progress against most of the plan, with attendance monitoring being a focus for the coming year. All agreed that registers and attendance compliance procedures need to be a part of the reset so that early indications of any issues can be used effectively to act. On KPI setting it was agreed to consider this in the autumn term once all the data is available and to keep it simple and focus on impact.
5.2	**RESOLVED: The committee takes assurance that good progress has been made against the College Quality Improvement Plan and supports the focus on register and attendance compliance procedures for the start of the academic year.**
6.	**Decision Items**
6.1	Review Committee and Terms of Reference (TOR): The committee had the opportunity to consider its work over the year mapped against its TOR. JS summarised the external review of governance findings. The meeting observed by the external reviewers was found to a very useful meeting in the fulfilment of the committee's terms of reference and demonstrated a positive governing culture. The documentation

	review endorsed the current TOR as drafted. The meeting observation found that the T level agenda item and the student engagement in the meeting was exemplary. Members considered its work against its TOR and concluded that the committee had fulfilled its responsibilities under its TOR. In discussion consideration was given to including additional elements to the TOR to cover risk reporting to audit committee, clarify policy recommendations, Ofsted readiness and outcome monitoring, and an option to consider safeguarding prevent and wellbeing in relation to the curriculum. An amended TOR would be put forward for approval by the Board. *Action: Amend TOR for approval.*
6.2	**RESOLVED: The committee considers it has met its responsibilities under its Terms of Reference in 2022-23, endorsed by the external governance review, and it recommends its Terms of Reference for approval, as set out in the committee report to Board.**
6.3	**RESOLVED: The Committee recommends reviewed the FE and Apprenticeship Admissions Policy for approval, with no substantive changes.**
7.	**Information Items**
7.1	**RESOLVED: The link governor report summary shows good progress with the work of link governors with some excellent engagement and reporting, which informs the work of the Board.**
7.2	The internal academic board minutes were not yet finalised and would be provided to committee members for information once available. *Action: email minutes to members once available.*
8.	**Any other business – reported to the chair/clerk in advance.**
8.1	There was no further business reported to the meeting.
9.	**Any items to escalate to the risk register/report to Board**
9.1	The committee agreed that there were no matters to escalate over and above the matters already discussed which would be reported through to the Board in its committee report at the next Board meeting.
10.	**Date of next meeting**
10.1	**RESOLVED: The date of the next meeting was confirmed as Thursday 9 November 2023 at 2pm.**

The meeting closed at 4.45pm

Approved as a correct record 9 November 2023

Alastair Taylor