

**Tuesday 13<sup>th</sup> June 2023, 5.30pm  
Remote Online Meeting**

**Members:**

Mr Dave Navarro – Foundation Governor/Chair of the Committee  
Ms Kate Bainbridge – Co-opted Governor/Mental Health Link Governor  
Ms Paddy Rowe – LA Governor  
Mr Nader Sheta – Foundation Governor/Chair of Governors  
Mr Keni Thomas – Foundation Governor  
Mr Chukwuweta Uraih – Foundation Governor  
Mr Graham Thompson - Principal

**Apologies:**

Mrs Bernadette Meier – Foundation Governor/Vice Chair

**Invited to attend:**

All Governors - except staff and student governors  
Mr Somayina Ebele- Foundation Governor  
Ms Karen Foan - Associate Principal  
Clare Baskott - Clerk to Governors

**Minutes**

**Item 1 Opening Prayer**

The Principal opened the meeting in prayer at 5:33pm

**Item 2 Apologies:**

Apologies were received from Bernadette Meier

**Item 3 Declarations of Interests**

None.

**Item 4 Minutes of previous meeting, 1<sup>st</sup> February 2022: previously circulated 22<sup>nd</sup> February 2022 for review and agreement for signing (*in papers*)**

The minutes of the previous meeting were agreed to be an accurate record of the meeting and will be signed in due course.

**Item 4.1 Matters Arising for this meeting not on the agenda**

Keni Thomas gave an update on the Dream College sessions he had devised with nine students in the college, which was linked to the annual Quality Improvement Plan (QIP). The sessions had focused on employment, the student experience, citizenship and the college as a physical space. All students who had taken part in the session were engaged and positive.

Students had listed their top three priorities as:

- Money management classes for financial literacy.
- Punctuality.
- Support for students after their first mocks

Keni Thomas had agreed to explore the issues discussed, to look at key actions and to report back to the students. It was agreed that Keni Thomas will forward the full report to the Committee. **Action: Keni Thomas.**

The Committee thanked Keni Thomas for the report.

### **Item 5 Quality of Provision (improvement and outcomes)**

**Mr Graham Thompson – Principal and Ms Karen Foan – Associate Principal**

#### **Item 5.1 Progress against College Quality Improvement Plan (*in papers*)**

The Associate Principal gave an update on the Quality of Provision report. The Associate Principal reported that all curriculum areas were looking positive, and the college was making progress in the key areas. A key focus area was the curriculum and a review of the level three vocational courses. In September 2023, the college will launch the Accounting and Childcare T Levels, this will be followed by the Media course in September 2024. The Associate Principal reported that the college was on track to meet the value-added data. The Head of Maths had revamped the A Level maths curriculum which had led to improvements across the department.

**Governor question: How has the recovery plan worked for A Levels in the summer term?**

**Response: The recovery plan has been timetabled into recovery education and attendance has been good. However, the best progress has been made when teachers have input into student's revision.**

**Governor question: What is the college doing in terms of well-being?**

**Response: We ran workshops in study skills, and we also have a Well-Being Ambassador in place. Our current cohort of A Level students have not previously sat formal examinations due to Covid and staff have tailored the well-being sessions to meet their needs. We have run a parent webinar to give parents tips on how to support students with their anxiety in the lead up to the exams. The LA have also been good in sharing resources on mental health and exams.**

#### **Attendance and Punctuality**

The Associate Principal reported that attendance and punctuality will be included on the Quality Improvement Plan for next year. The SLT were working on a Punctuality Policy which will detail clear consequences for poor attendance and punctuality. Personal Tutors were now contacting the parents of students whose attendance was below 85% and this had resulted in a marked improvement.

#### **Item 5.2 Learner Voice and Parent Voice**

The Principal gave an update. The College had invested in software to harvest better quality data and had undertaken the Year 13 Leavers Survey. The satisfaction rate was 86%. The lowest satisfaction scores had been awarded to the students on the Level

One courses. The satisfaction rate for students on the A Level courses was 88%. The Principal explained that they were looking at the key areas and issues highlighted from the surveys and will be able to break down the data into teaching groups and departments for further analysis. The current Year 12 were now undertaking a Learner Voice survey.

A discussion took place about the negative comments relating to G-Suite. The Principal explained that students use G-Suite this every day in every subject and it will have had a positive impact on their learning.

A discussion took place about subjects of concern, the Principal explained that the data for these subjects will be interrogated.

**Governor question: How often will you circulate the surveys?**

**Response: We will circulate these surveys every year for leavers and for other cohorts during the year.**

**Governor question: How will you address the red areas with departments?**

**Response: We will have meetings with the Directors of Faculty who will meet with their departments. The department analysis will go into their Department Improvement Plan. There are qualitative statements for each subject which will be shared with Heads of Departments.**

The Committee noted the positive comments relating to the pastoral care of students in the college.

**Governor question: What are you planning to do regarding the red responses to G-Suite?**

**Response: We will assess the data and review the negative experiences. The Director of Faculties will arrange focus groups with Heads of Departments. Although the students surveyed have now left, their experiences are likely to impact on all students.**

### **Parent Survey**

The Principal gave an update on the parent survey and explained that it was a trial run of the college's software, and the college was pleased with the overall responses. 267 parents had responded, and parent workshops will take place in the future with a focus on safeguarding.

### **Item 5.3 Staff Voice**

The Principal gave an update on the staff well-being survey which had been purchased through the TES subscription. Surveys are sent out every half term to track areas where staff were less satisfied. The response rate was 63%. Staff had given 8.5 out of 10 for recommending the college as a place of work to their friends. The staff survey for the summer term will be reported to the Committee at the autumn term meeting.

**Item 5.4 Parent Voice**

Covered above.

**Item 5.5 The College Collective**

The Principal gave an update on the College Collective; where colleges were linked with each other to share advice, guidance, best practice and to give validation. There were currently three members of staff working with other colleges on A Levels. The college had also linked up with West Herts College who were currently running T Level Childcare. The links with West Anglian College had been positive in gaining an insight into their provision for ESOL (English for Speakers of Other Languages) students' provision. The college had recently appointed an ESOL teacher and next year the college will focus on qualifications for ESOL students, including certificates of achievement. The College had also been linked with an agriculture college, which had been less useful, because the two college's contexts were so different.

**Item 5.6 Ofsted inspections updates / plans**

The Principal reported that the college was unlikely to be inspected this term, as most students had finished their courses and were currently sitting exams. The expectation was that the college may be inspected early in the autumn term and staff were continuing with their preparations for inspections with a Head of Department Away Day scheduled for 16<sup>th</sup> June 2023.

**Item 5.7 Catholic Schools' inspections update**

The Principal reported that the inspections had begun again in Southwark and the college was preparing for a future inspection. It was noted that the college's Assistant Principal was a trained Catholic School's inspector. The self-assessment of the college's Catholic ethos was being completed by the Head of RE and the Chaplains

**Item 5.8 Impact of Strike Action**

The Principal reported that there had been seven days of industrial action this year involving the NEU. Additional teaching unions had recently balloted their members. The NEU had given a dispensation to their members to teach classes who were sitting exams, without breaking the strike. The next week of industrial action was expected to take place during the first week of July and will be a co-ordinated strike involving more than two unions.

The Principal reported that there were ongoing issues with national pay awards, which had not yet been confirmed and this was making budget forecasting difficult.

A discussion took place about the teachers' pension funding and uncertainties around this.

**Item 6 Curriculum Development:** Mr Graham Thompson – Principal/Ms Karen Foan – Associate Principal

**Item 6.1 Update on T Levels**

The Associate Principal gave an update on Curriculum Development. The first-year students of the Business and Admin T Levels were currently sitting exams. Enrolments

for the second year of Business and the first year of T Level Accounting were now taking place. The college had appointed a course leader for Accounting. The T Level Childcare course will begin in September 2023. The Media courses launch had been delayed until September 2024, because of national specification issues. The college was focusing on the reform of the science BTECs.

**Governor question: Have students been on work placements?**

**Response: The Business and Admin students have all completed their placements and enjoyed their time. Feedback has been good overall; however, communication issues had been highlighted by some employers and this will be a key focus for the college for the future.**

**Item 7 Progress on the Carnegie Mental Health Award - Mr Graham Thompson**

The Principal gave an update on the Carnegie Mental Health Award. It had been agreed that the Mental Health Link Governor will look at the award in more detail and she had also agreed to undertake the online training. It was agreed that the Carnegie Mental Health Award will be added to the agenda for the Focus Morning. **Action: Clerk.** The introduction of the Well-being Ambassador had been well received by students, and workshops on resilience had recently taken place.

**Governance:**

**Item 8.1 Link governors – follow up on visits, reports and planning: all link governors**

It was agreed that the Clerk will circulate the Link Governor roles to Governors.

**Action: Clerk.**

**Item 8.2 Governance Self-Assessment process; External Review & initial thoughts for focus morning (Sat 7<sup>th</sup> Oct 2023)**

The Committee noted the above.

**Item 8.3 Terms of reference routine review**

**The Committee approved the CSQ Committee Terms of Reference.**

**Item 8.4 Review of link governor protocol**

**The Committee approved the updated Link Governor protocol.**

The SEND Link Governor reported that he had recently undertaken a Link Governor visit where he had met with the SEND department to focus on SEN policies and tuition funds. The SEN Policy was last reviewed in 2020 and needed to be updated.

The Principal asked all Link Governors to forward their reports to him and the Clerk.

**Action: All Governors.**

**Item 8.5 Agree dates for 2023 – 2024**

- Tuesday 10<sup>th</sup> October 2023 at 5:30pm
- Quality Day Friday 24<sup>th</sup> November 2023 (am)
- Tuesday 1<sup>st</sup> February 2024 at 5:30pm
- Tuesday 11<sup>th</sup> June 2024 at 5:30pm

The dates outlined above were approved by the Committee.

**Item 8.6 Update on Governor Focus morning 18th March 2023**

The Committee agreed that the Focus Mornings had been excellent for upskilling Governors about Ofsted inspections, EDI and academisation and had been well supported.

**Item 8.7 Update on External Review of Governance**

The Principal reported that he had met with David Wright who was a National Leader of Governance and Chair of Governors at Chair of Notre Dame Catholic Sixth Form College in Leeds. David Wright had agreed to initially support the college and had provided a self-assessment questionnaire which had been completed by the Principal and the recently retired Clerk to Governors. David Wright had sought clarity to ascertain if there was a conflict of interest in supporting the college and then undertaking a review and it had been confirmed that he was able to undertake both, as long as there was a gap, between the two on. The external review of governance review was expected to take place in the spring term of 2024.

**Item 9 Effectiveness of committee: online questionnaire / survey post-meeting for completion and return**

Clerk to send out the online questionnaire. **Action: Clerk.**

**Item 10 Risk Management: Have governors identified any new risks or modifications to existing risks on the register?**

A discussion took place about the artificial intelligences and particularly, CHATGPT and the threats and opportunities it presented to education and the importance of adapting and ensuring staff and students understood it. The Chair of the Committee explained that AI developments were moving quickly. It was agreed that the Chair of the committee will share an article about AI with the Committee. **Action: Chair of the Committee/Clerk.**

**Item 11 Any Other Business**

None.

**Item 12 Dates of next meetings**

Tuesday 10th October 2023 at 5:30pm

**The meeting closed at 6:59pm.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Actions:**

**Action 1:** Keni Thomas had agreed to explore the issues discussed, to look at key

actions and to report back to the students. It was agreed that Keni Thomas will forward the full report to the Committee. **Action: Keni Thomas.**

**Action 2:** It was agreed that the Carnegie Mental Health Award will be added to the agenda for the Focus Morning. **Action: Clerk.**

**Action 3: Link governors – follow up on visits, reports and planning: all link governors**

It was agreed that the Clerk will circulate the Link Governor roles to Governors.

**Action: Clerk.**

**Action 4:** The Principal asked for all Link Governors to forward their reports to him and the Clerk. **Action: All Governors**