



**EDUCATION
COMMITTEE**

**MINUTES of the Meeting of the Education Committee
held on Tuesday 24 November 2020 at 16.00 via remote participation**

<p>Members present: Anna Douglas Rachel Jackson Mark Smith</p> <p>In attendance: Tom Fogden Tina Götschi Vicky Clarke Jacky Gearey</p>	<p>External member/Chair External member CEO</p> <p>Dean Principal Designated Safeguarding Lead (DSL/SENCO) Clerk</p>
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Quorum 2 members

Agenda Item	Action by
<p>Apologies for Absence</p> <ol style="list-style-type: none"> 1. Salman Momen – work 2. Lisa Kattenhorn - work 	
<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
<p>2.0 Opening of meeting</p> <p>The Chair opened the meeting at 16.00.</p>	
<p>2.1 Minutes of Previous meeting</p> <p>The committee approved the minutes of the meeting held on 20 October 2020 as an accurate record to be signed by the Chair.</p> <p>Resolved that: the minutes were an accurate record of the meeting 20 October 2020 and these would be signed by Chair.</p>	
<p>2.2 Matters arising from above (if not covered by the agenda)</p> <p>Under the following items:</p> <p>Item 1.13.</p> <ol style="list-style-type: none"> (i) CEO / Dean to speak to Chair re overview of quality assurance? – meeting in the early spring term for comment at March meeting. (ii) Sixth Form SEND policy final version to be represented at November meeting for approval – closed see item 2.5 (iii) Apprenticeship Teaching & Learning policy final version to be presented for March 2021 meeting - open (iv) Safeguarding & Prevent - Clerk advised that certification is every three years. The Chair did ask about the staff training on this, DSL said she had a PowerPoint to cover this and Chair asked for sight of this. DSL agreed to send. (v) Clerk to send link to all governors the online safeguarding training module – Clerk advised that there is no longer free access and that college would need to pay 200GBP. CEO confirmed that the college would pay. Clerk said she would organise to consider this – to arrange this. (vi) Sixth Form Attendance & Punctuality - Principal to confirm if the rewards scheme had gone through the Student Council – Principal said that this was still to be done. To be reported back at the next meeting. 	

	<p>Item 1.16 - Continuous Improvement Plan – summarise the actions taken under each Ofsted heading – some areas are dealt with under the SAR but for this complete action to be presented at the March meeting There were no further matters arising</p>	
2.3	<p>Draft Self-Assessment Report (SAR) The CEO thanked the committee for the continuous feedback from the committee and the revised draft now had the clarification required making the document more succinct. The committee commented that the document was more forceful, the executive summary much clearer with headlines that can be followed through and had an updated layout. Chair asked if there was any further information to be added: Dean – spoke about the EPA data for level 6 and the expected overall BSc grades. Committee asked what the college should be expecting and Dean advised that this would be the baseline as it had not been done before. The Chair asked about comparable data and CEO said he would contact OU for comparison. Principal – recent Ofsted visit was helpful to focus on how to write the report with the need for more evidence of the strengths and owning the areas for improvement. Chair reiterated that it was essential to:</p> <ol style="list-style-type: none"> 1. use detail to reinforce statements with some data reminders to remind the reader of what is really strong 2. pages 11 & 36 – long lists of areas for improvement – these needed to be distilled as they reinforced each other and will inform the college's action plans for next year. 3. have summary of subjects and references into the appendices and to be headline. 4. check typos plus the formatting of tables which went across two pages 5. pages 9 & 28 – need to have commentary in the commentary columns 6. include value added. Principal to add this. <p>The Chair asked for any further comments/questions and one member asked for clarification on the target regarding female apprenticeships – Dean said that it was currently 45%</p> <p>There were no further questions and based on the above the CEO said that he would send the revised version to the Chair who said that there should be a deadline for the end of the week for a final hard copy incorporating all the comments made. CEO said that once signed off by the Board that this would be distributed to all staff.</p> <p>Resolved that:</p> <ol style="list-style-type: none"> (i) the Draft Self-Assessment Report was received by the committee (ii) CEO to send the final copy of the SAR incorporating all the comments made as mentioned above to the Chair and committee (iii) The final Draft Self-Assessment Report to be recommended to the Board for approval (iv) Once Board approval has been given, the SAR to be distributed to all staff for information 	
2.4	<p>Update on Covid Chair asked for any updates and appreciated that this was an ever-changing situation. Sixth Form - Principal said that there has been an increase in remote learning but that this is changing weekly. There had been one case of Covid however some students were self-isolating due to family members and hence the increased remote learning. The DSL said that students were adapting with very a challenging situation with support from staff regarding the remote learning. Chair said that the college appears to have planned very well and asked about the attendance rate and CEO said there were no issues. Apprenticeships – Dean advised that this was fully remote and very intense but that the first results have been good. The main difficulty was in fostering chats in offline groups as opposed to the physical face to face environment especially when the apprentices come from different companies. Chair asked would the college anticipate bringing the apprentices back into college in the New Year to help facilitate this. Dean said that this was the proposed idea currently but would be dependent on the government guidelines. There were no further questions.</p> <p>Resolved that the Update on Covid was received by the committee</p>	

2.5	<p>Review and Approval of Policies The following policies were asked to be represented to the committee with the following comments:</p> <p>(i) Sixth Form Special Educational Needs and Disability (SEND) Policy The Principal (Vicky)advised of the changes:</p> <ul style="list-style-type: none"> • Section 10: Accessibility Included within this section that students will need to meet the entry requirements (GCSE) set for all other students X in order for students to be able to join the college, irrespective of whether there is a special educational need or disability. • Section 11: Training and Resources Section developed to reflect how the college and the SENCO will provide ongoing staff training and development. <p>(i) Sixth Form Behaviour</p> <ul style="list-style-type: none"> • Both the IT Acceptable Use Policy and the Home-College Agreement have been added as two appendices to the policy <p>The feedback from the committee at the previous meeting was that a student version of this policy could be created, however having a different version of the same policy document could lead to different interpretations or confusion, particularly when a student is facing a possibly serious disciplinary incident. To address this the committee was asked if it would be satisfied with a student version of the Kudos/Concerns executive summary for students to access, with direct reference to the full Behaviour Policy. The committee felt that the comments made were valid and agreed this and suggested that for simplicity it might be useful to add a diagram.</p> <p>The committee approved the policies as presented for review every three years.</p> <p>Chair thanked the DSL for all her work on this.</p> <p>Resolved that the SEND and Sixth Form Behaviour policies were received, reviewed and approved by the committee</p>	
2.6	<p>Any Other Business Ofsted visit The CEO advised that the report from the recent interim 2 day Ofsted visit was entirely descriptive and positive not making any judgements or conclusions. The ELT confirmed that the verbal feedback from the two inspectors was helpful and provided useful insights regarding how to evidence on-going improvement in the quality of the teaching, learning and assessment, development of knowledge, skills and sequencing.</p> <p>There was no further business</p>	
2.7	<p>Items to be taken forward to next Board Meeting</p> <ol style="list-style-type: none"> 1. Draft SAR 2. SEND Policy 3. Sixth Form Behaviour Policy 	
2.8	<p>Date of Next meeting via remote participation until informed to the contrary</p> <ol style="list-style-type: none"> 1. 9 March 2021 at 15.30 2. 17 May 2021 at 15.30 	
	<p>Close of Meeting Meeting closed at 17.05</p>	
	<p>MINUTES of the meeting held on Tuesday 24 November 2020 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>	