

**Minutes - Academy Quality Council  
Monday 1 July 2019 at 5pm**

**Present:** Peter Eyre (Chair), Rhys Chant, Rachel Holmes, Miaya KC, Helen Manning, Sue Myland and Nigel Wooldridge.

**In attendance:** Catherine Cole (Principal), Christine Eustace (Director of Community Engagement and Employability), Rebecca Rhodes (Assistant Principal) (present until 1830), Simon Reigh (Assistant Principal), Matt Smith (Assistant Principal) and Stuart McSweeney (Clerk to the AQC).

**1. Standing Orders:**

**1.1 Apologies for absence**

Dawn Arnold, Mike Larcombe and India-Rose Marriott.

**1.2 Declaration of Pecuniary Interests**

None declared.

**1.3 Safeguarding**

Councillors were reminded to consider any safeguarding issues in all agenda items.

**1.4 Minutes of 13 May meeting**

The minutes of 13 May 2019 were agreed and signed.

**1.5 Matters arising**

**1.5.1 Equality and Diversity Lead Councillor job description**

Peter and Miaya to read drafted job description.

Job description to be written.

**Action: SMcS**

**1.5.2 Gift Aid alternatives**

Charging for enrichment was suggested.

**1.5.3 Year in One Look and Ofsted observation pro formas**

Peter to check the files and for them to be added to the AQC Team Drive.

**1.5.4 Voice**

The February edition of Voice magazine was tabled. Sue and Rachel offered to contribute something for the next edition. Councillor biographies and a series of quotes describing Councillor visits to College in next edition; Sue and Rachel to provide quotes and Helen to provide quotes for January issue.

**Action: SMcS/SM/RH/HM**

**2.2 Update on Ofsted EIF areas**

**Guidance on Level 2/vocational students and progression**

Helen picked out key points from her research including flexibility of courses offered to students to best suit their needs, staff able to appropriately advise students for choosing

the correct courses for them, students felt well supported in their courses and those students who are on a low family income don't appear to be disadvantaged. Helen is planning to view Criminology in the future. The question was raised why particular Level 2 courses are offered. The answer led to a discussion that focused on the value of the courses and to raise standards within the community. Rob Savory to report to AQC in September following up the questions and thoughts in Helen's report.

### **Student resilience/independence update**

Thanks to Matt Smith for organising the students. Quick summary by Rachel with notes to be uploaded to the Team Drive - key points include students praising the induction process and Freshers week, a resounding yes from all students that they know what extra support is available and how to access it, feedback of the Prospects/tutorial system and that students commented on the wide range of resources and support available. Simon noted the high standard of questions asked.

Rhys suggested there could be a virtual tour of the campus offered for prospective students and that employability speakers are relevant to as many students as possible.

Councillors' research related to the Ofsted EIF will be added to relevant areas on the AQC Team Drive.

**Action: SMcS**

### **June INSET findings**

Rebecca presented from the 5th and 19th June INSET days. More Student Association involvement was suggested. Sue Myland attended the 19th June INSET. Mark Morren, from Tomlinscote, ran 3 sessions on areas such as using technology to; assess and provide feedback and promote independent learning and flipped learning. Other areas on the INSET days included recall activities, consolidation, the role of summative and formative assessment and guest speakers from the NHS.

Ofsted inspection areas to be highlighted from INSET day findings.

**Action: SMcS**

## **1.6 Chair's Business**

### **Trust update**

Trust Advisory Forum taking place on Tuesday 16 July to review the year. Stuart to ascertain whether Assistant Principals are invited to the Trust Advisory Forum.

**Action: SMcS**

### **AQC self assessment report**

Thanks to all for their returns and comments. Peter responded to the feedback supplied as part of the self assessment process. Councillors raised the following points:

Papers need to be circulated earlier for meetings without last minute changes. It was confirmed that agendas and papers will be sent out at least a week in advance of every meeting, with any late items being emailed as soon as they are available. Minutes would be sent within two weeks of every meeting.

It was suggested that Councillors should be required to declare any unspent criminal convictions as they do not at the moment. Simon confirmed that this would be picked up by the DBS process. Rachel questioned how often staff had to apply for a new DBS; Simon confirmed that there is no statutory requirement.

It was confirmed that the updated Scheme of Delegation would be placed on the AQC Drive when it has been confirmed by the Trust Board.

The question was raised of how the AQC evaluates whether it operates with probity, openness and accountability? It was confirmed that this is part of Vince Scanella's role as Academies Improvement Director. Peter also suggested that all Councillors should feel free to offer up items to add to the agenda of any AQC meeting at any point.

Research DBS check frequency.

**Action: SMcS**

### **Reappointment of Chair and Vice Chair**

After Peter and Sue left the room, Councillors recommended both to be reappointed. More clarity over the Vice-Chair job description required.

### **Councillor biographies**

Councillors to write a paragraph with Peter's email to be added to his own biography.

Example biographies to be sent and responses to be collated.

**Action: SMcS**

## **2. Main Issues for Consideration and Discussion:**

### **2.1 Progress Monitoring**

Simon presented projected EPQ results and recent results of subjects such as Business, Law and Financial Studies.

Rachel: What were the biggest changes? Simon: leadership, management and high aspirations for students.

Regarding 100% Business students achieving Distinction,

\* Nigel questioned "Is that 2 classes, are they small classes and what was the retention?"

Simon stated that there were two classes that started with 13 and 15 students. Postscript: retention for level 2 business stands at 88.9%

\* Rachel questioned what is the College going to do to publicise this?

Simon stated that results will be published on the College website in September.

\* Miaya questioned whether we have increased students (looking at BTEC ICT) and do we lose students?

Students have increased and some are lost as they discover apprenticeships and some experience personal difficulties.

Financial Studies results to be interpreted with caution due to low GCSE levels on entry. Sue questioned whether the entry point will be raised - Simon stated no need to; entry requirements are OK due to strong student performance but will be monitored.

Discussions focused on Criminology; 3rd largest subject at College, 3 new teachers appointed to meet demand and risk of course itself with the workload level for staff.

\* Rachel questioned: "What drives what; recruitment of staff or student numbers?"

The staffing plan for the College is very carefully managed. We look at vast amounts of data from previous years to predict our likely staffing needs (e.g. actual course enrolments compared with student choices on application forms). We don't have caps on the number of students on courses, or restrict choices by only allowing certain subjects in particular timetable blocks. It means that (assuming they have met the entrance requirements) students are able to enrol on any combination of courses.

\* Rachel asked when does that become unviable?

Simon stated the College sometimes requires teachers in September, there are good staff projections but it's a calculated risk to accommodate all students' first choice of subjects.

Other points raised included the impact on staff workload, more clarity required regarding assessment from EDUQAS, issues of space for students changing subjects and the pull factor of the College offering Criminology.

### **Gatsby benchmarks update**

Christine presented information of how the College meets the 8 Gatsby benchmarks, which measure the level of careers guidance offered to students. Benchmarks include a stable careers programme, linking curriculum learning to careers, experience of workplaces and personal guidance. The national level of implementation of each of these 8 benchmarks ranges from 6% to 49% with the College achieving 100% on each benchmark.

\* Miaya questioned what the College does to get parents involved.

Christine stated parents are asked at events such as Transition Evenings for their skills in business or business links.

\* Rachel asked if the services are offered to other schools and colleges; Christine is currently researching sustainable support for what is already offered to Tomlinscote with a view to it being Trust-led.

\* Peter asked how they check against the benchmarks.

Christine stated there is a compass tool they use to self-assess and offered Councillors the opportunity to visit events such as Moving On days.

\* Miaya asked whether students are offered opportunities to attend expos and what happens with international students regarding events?

Christine said students have to balance expos with their studies and all students are offered the same options.

Ofsted inspection areas to be highlighted from presentation slides.

**Action: SMcS**

### **College readiness for inspection**

Simon presented on Ofsted's procedure when they do their 'deep dive' inspection at educational establishments and highlighted the point Ofsted would be inspecting under a 'different lens' and with more of a focus on what it is like to be a student at the College. Councillors will be asked about what management is doing about staff workload.

Presentation to Councillors of the intent of the College for Ofsted preparations.

**Action: CC**

Detailed analysis of results (including performance of disadvantaged students) to be shared with Councillors as soon as possible following the publication of results in August.

**Action: SMcS**

### **Staff workload**

The College accepted most recommendations of the working party. Union representative and HR to look at writing workload policy. .

### **2.3 E&D update**

#### **Action plan and HR data**

The information was circulated and Councillors were asked to review it and forward any questions or comments by email.

### **2.4 Safeguarding update**

Matt Smith introduced the Support Route Map and a recent case study, highlighting that, if students are unsafe and the College cannot sufficiently support them, the students are to be sent home.

\* Helen raised the issue that if students are sent home that means they cannot attend College.

Matt said the College are clear that if a young person is not safe, they cannot come to College and they would ask advice from various sources. If they are safe, the red dot system applies but if they do not attend lessons, that is followed up immediately.

Rachel voiced her thanks to the Music Department for the Dinner Dance last weekend. Thanks to all Councillors from Peter, noting the standard of Councillors' engagement and work.

### **Meeting closed 2000**

Signed: \_\_\_\_\_  
Peter Eyre, Chair

### **Provisional dates of next meetings:**

**30 September 2019**

**11 November 2019**

**20 January 2020**

**16 March 2020**

**11 May 2020**

**22 June 2020**