

**Minutes - Academy Quality Council  
Monday 13 May 2019 at 5pm**

**Present:** Peter Eyre (Chair), Dawn Arnold, Rhys Chant, Rachel Holmes (departed at 1915), Miaya KC, Mike Larcombe (present from 1800), Helen Manning, India-Rose Marriott, Sue Myland and Nigel Wooldridge.

**In attendance:** Catherine Cole (Principal), Rebecca Rhodes (Assistant Principal), Simon Reigh (Assistant Principal) Helen Ruxton (Assistant Principal) and Matt Smith (Assistant Principal) and Stuart McSweeney (Clerk to the AQC).

**1. Standing Orders:**

**1.1 Apologies for absence**

None declared

**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 25 March meeting**

The minutes of 25 March 2019 were agreed and signed

**1.5 Matters arising**

**1.5.1**

Rachel planning to talk to students in the latter half of the Summer term regarding supporting learners develop their character.

Reports and outcomes for External Mentor Support meetings in Fine Arts and EQR reports for Sociology and Economics circulated.

**1.6 Chair's Business**

**Welcome new SA Councillors**

India-Rose Marriott joins as the President of the Student Association and joined the College from Woolmer Hill in Haslemere. Rhys Chant is the Vice-President of the Student Association and joined from Fernhill.

Peter would like an update on the activities of the Student Association from Rhys and India at the March meeting 2020.

**Action: SMcS/IM/RC**

**Equality and Diversity lead Councillor**

Miaya appointed as lead Councillor.

Stuart to create a job description for an Equality and Diversity lead Councillor.

**Action: SMcS**

### **AQC Self assessment**

Self Assessment Questionnaires were circulated, to be completed anonymously and submitted to Stuart (except the new student councillors). Peter will feed back the results at the July meeting.

Stuart to collate and file all questionnaires.

**Action: SMcS**

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

### **2.1 Safeguarding**

Matt Smith informed Councillors of the pastoral system at the College and an update on recent disciplinary cases.

Matt to present to AQC report of student case studies and their resolution.

**Action: MS**

### **2.2 Progress Monitoring**

#### **NQT report**

4 NQTs at College with 3 PGCE students completing their 1st year through Greenwich and a further 6 completing their 2nd year with all progressing well. 3 period remission for PGCE staff next year with more time to develop their teaching practice. Small pool from which to choose for Tutor of Law but appointment made.

#### **Update on Alps 5 courses**

EPQ (Extended Project Qualification) currently being marked and moderated; significantly higher results this year due to change in management. Students to be given their marks prior to August.

Simon to provide update on EPQ results.

**Action: SR**

### **2.3 Document approval**

#### **Approval of College Charter**

Changes made;

- showing 'respect' (14.1) - ensuring students know they are part of a wider community and;
- Safeguarding (12.2) - completing online Prevent training.

College Charter approved by all Councillors subject to the following changes;

- 'Governing Body' replaced by 'AQC' (1.1);
- more clarity required on the difference between Open Day and Information Evening (2.2);
- more clarity required on student absence; for trips and illness (4.3);
- a raised awareness that money raised from temporary lanyards goes to charity (3.3) and;
- more clarity on where to use free meals vouchers (5.4).

Rachel and Catherine to explore alternatives to Gift Aid to highlight services at the College not included in the funding rate.

**Action: CC/RH**

## **2.4 Update on Ofsted CIF areas**

### **Follow up questions from Rachel Holmes' research**

Items such Transition Evenings and Prospect Diploma/Prospects for Life; built upon resilience and independence skills and ties in with tutorial programme. Rebecca introducing VESPA training and on growth mindset to staff for June INSET day. Monitoring tutorial quality provision; learner walks for tutorials introduced this year with weekly lead tutor meetings. Parent Voice; to continue for a 3rd year next year. Dawn leads UCAS application sessions for tutors of medical/veterinary students.

Intent behind Prospects programme; Mark Rayner works with Jackie Howard for strong sense of coherence. Welfare and literacy issues identified in essay submitted by incoming students of what they're doing over the Summer and their concerns for starting at College. Prospects Diploma for 2nd year students; students wanted more focus on real-life skills with initial work to be covered in tutorial programme. Councillors agreed on current model of assessing College's work on Ofsted areas.

Rebecca to provide update on VESPA for September meeting.

**Action: RR**

The Year In One Look to be distributed to all Councillors.

**Action: SMcS**

Success stories of students who have shown resilience.

**Action: SR**

Proforma for observing Ofsted inspection areas to be circulated to Councillors.

**Action: SMcS**

### **Pedagogical priorities**

Awareness of cognitive load important to not overwhelm students and to focus on memorisation and memory retrieval. Clear intent behind scheme of work and assessment schedule required; 'how do we assess students?'

INSET days in June for sharing good practice including mental health, technology and learning and multi-sensory learning.

Councillors to receive a copy of QIP/Teaching and Learning journal ('Voice').

**Action: RR/SMcS**

Simon and Rebecca to present findings from June INSET day of sharing good practice.

**Action: SR/RR**

## **2.5 Applications update**

### **Applications to College**

Highest number of students to accept a place; 2520 with an expected 58-60% conversion rate. Significant increase from Calthorpe Park, Weydon and Winston Churchill with a slight decrease at Kings International. Interviews continuing with a high number of transfer students.

**Admissions Policy 2020**

Councillors approved the policy.

**Any other business**

Calendar of events to be sent out to keep Councillors abreast of College events.

**Action: SMcS**

**Meeting closed 1925**

Signed: \_\_\_\_\_

Peter Eyre, Chair

**Date of next meeting:**

**1 July 2019**