

**Minutes – Academy Quality Council  
Monday 5 March 2018 at 5pm**

**Present:** Peter Eyre (Chair), Dawn Arnold, Eilean Cunningham, Francesca Davies, Simon Jarvis (Principal, CEO), Miaya KC, Hayley Moss, Sue Myland, Nigel Wooldridge

**In Attendance:** Catherine Cole (Deputy Principal Student Services), Vince Scannella (Deputy Principal Curriculum and Innovation), Rebecca Rhodes (Assistant Principal), Simon Reigh (Assistant Principal), Alison Venner (Clerk)

Meeting opened 5.05pm

**1. Standing Orders:**

**1.1 Apologies for absence**

Apologies from Andy Tidd were noted.

**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**

The minutes of 6 November 2017 were agreed and signed.

**1.5 Chair's Business**

Mike Larcombe, elected Parent Councillor, was welcomed to the committee. Introductions were made.

The term of office for the two Student Councillors ends in April; Francesca and Hayley were thanked for their input over the year and they shared their experiences and how it had benefited them.

**2. Main Issues:**

**2.1 Performance**

**a) Outcomes for learners**

Simon Reigh presented the data to Councillors on the progress of underperforming areas identified in the 2017 SAR.

Simon and Rebecca advised that they work closely with the Directors of Faculties of underperforming areas.

## **Councillor's questions on the following were addressed:**

### **Fine Art**

Moderation resulted in marks being down-graded, which followed a National trend. This may have been due to changes in specifications and lack of guidance from AQA. A visit to Carmel College, has resulted in staff bringing back good practise and new ideas. There are concerns that the moderator was too harsh, and it is not known if they will be moderating the subject again this year.

### **Medieval History**

Quality check via new EMS system (External mentor and support) which included a focus group with students and follow up after a month, lesson observations. The report is still to be received and will be available for the next meeting. Feasibility of the course continuing will be monitored. **Action: AV/Agenda**

### **Medical Science**

This a new course with a small cohort, interventions are in place to improve outcomes.

### **Physics**

National issue which has also been discussed at Maple Group meetings. Targeted workshops for students attaining an E or U in assessments.

## **b) Anticipated Alps grades**

The updated Alps data, based on the recent reviews, was discussed:

- Simon explained the data to Councillors, these are based on teachers predicted grades for students at the end of their two years.
- As the grades are predicted, the accuracy of them are unknown at the moment. This will be assessed when results are published. **Action: SR/AV**
- Updated data will be available after the progression exams in April. This will be sent to Councillors. **Action: SR/AV**
- ICT and Media vocational courses are new and include an external assessment. Predictions are low at present as there is no comparable data.
- The vocational courses were discussed. Interventions will be put in place as needed.

## **c) Data dashboard**

To include comparisons of able and disadvantaged data in future **Action: SR/AV**

The data dashboard was discussed, addressing Councillors questions and highlighting the following:

- **Vulnerable students:** How students are categorised as vulnerable and the system used for teachers to be able to identify them was explained.
- **Destination data:** Number of references written for students applying to Russell Group Universities has remained in line with previous years.
- **Exclusions:** The number of exclusions is low, considering the size of the College. Interventions are put in place to avoid exclusions; if a student is

suspended they are kept off College for the minimum amount of time possible to avoid too much disruption to their learning.

- **Financially disadvantaged students:** is a new category which is being monitored; Simon gave some examples of why students are in this category. Generally these students have worse attendance, attainment and results than their counterparts, however attendance here is quite good. Pupil Premium is not paid from Year 12 onwards. If students are struggling, tutors will speak to them but the College cannot force them to reduce, for instance, the number of hours they are working.
- **Meaningful work experience:** in response to a question, Councillors were advised that external work placements are being found for students, supported by Prospects as needed, this is now being tracked as accurately as possible. This is linked to either students' aspirations or developing transferable skills and can include some paid work. 94% of students find work experience.
- A discussion took place on Maths and English for students who did achieve the required grade at school.

The Training, Employment and Apprenticeship Fair will take place on 20 March, 10am to 2.30pm. Councillors were invited to attend.

## **2.2 Admission numbers – update for 2018 intake**

Catherine presented the figures to date for the 2018/19 intake and explained the interview process. The figures are down slightly on last year, however this is a local trend. The final figure is expected to be c. 3660 with a census figure of 3600.

Transport costs may be an issue for those living in the Woking area, with an annual train ticket of c. £1000. There is a subsidiary in place for bus passes, and the College may look at something similar for trains.

In response to a question, it was confirmed that interviews take place during the summer break for late applications, if there are places available and depending on staff availability.

## **3. Policies and reports**

Catherine explained that the E&D co-ordinator was not available for the autumn term and that the E&D report and policy are currently under review and will be updated for review at the next meeting.

**Action: AV to AH**

The Prevent report and action plan was presented to Councillors. Notices will be updated and placed on the back of toilet doors advising students of who to contact if they suspect radicalisation, drugs and gang activity. Councillors were advised that radicalisation is not a big issue in College. The learner survey showed that 98% of learners felt safe at College.

A role profile should be put in place for the Councillor and Trustee linked to Safeguarding.

**Action: AV**

A discussion took place on whether the AQC should have a role in the recruitment of the Principal and Trust posts. Concerns raised by Councillors included:

- Lack of transparency or process for the appointment of the new Principal, and not being advised that Simon was stepping down.
- Not adhering to equality and diversity policy for recruitment; not advertising externally to ensure that the best candidate is found and to see what other external experience may be available.
- To have an understanding of the strategic aims of TPT and areas TPT is working on.
- Ensuring TPT meets its OFSTED obligations regarding Governance.
- Lack of understanding of the new AQC role and change from the previous role as a Governor.

Peter, as link Trustee for the AQC and Trust Board, commented as follows:

- A process had not been formalised for Senior post recruitment to date; this might include expertise of the AQC's in future.
- That this will not set precedence for future appointments, and procedures for future appointments will be put in place.
- Trustees were consulted before the appointment process began. As there were two strong internal candidates and the need to ensure continuity, it was agreed that the vacancy would not be advertised externally.

Peter will take the following to the next Trust Board meeting:

- Assurance that there is a clear policy and process in place for senior appointments.
- The need for AQC's to be aware of strategic aims of the Trust possibly by a brief update at each meeting.
- To have sight of the strategic plan.
- Scheme of delegation to be made available.
- The need for the role of the AQC to be explained (this will be incorporated into the training session).

It was agreed that a training session on scrutinising performance data, what data should be available and how to challenge senior staff would be arranged for Councillors.

**Action: AV/SR/PE**

Closed 7.15pm

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

18 June 2018

**Date of next meetings:**

Monday 18 June 2018, 5pm