

Joint meeting of
SAT EDUCATIONAL EXCELLENCE COMMITTEE
WSC FE EDUCATIONAL EXCELLENCE COMMITTEE

Minutes of the hybrid meeting held on 11 March 2024 at 4.00pm

- Present physically:** J Wakelam, SAT Trustee and WSC Governor –**Vice Chair**
J Leeder, WSC Student Governor
R Cannon, Committee member (part)
- Present virtually:** C Chua, WSC Governor
J Drake, WSC Governor
K Points, SAT Trustee
- In attendance:** A Adamson, Deputy Head of Centre OSFC
A Hurrell, Group Head of Quality
A Harvey, Group Assistant Principal Sixth Form Provision
C Durrant, Group Head of Pastoral and Administration
C Shaw, Group Sixth Form Principal
D Barton, Assistant Principal Adult
D Coomes, Assistant Principal Sixth Form Provision
G Evans, Group Quality Manager
G Jefferson, Group Deputy Sixth Form Principal
J Robson, Head of Centre OSFC
J Stockings, Group Assistant Principal Sixth Form Provision
K Sida-Nicholls, Group Director of Teacher Development & Research
L Chapman, Regional Director for SEN (part)
L Parish, Assistant Principal Apprenticeships
N Savvas, Chief Executive Officer
N Payne, Group Director Careers, Opportunities, and Progression
P Stittle, Executive Director Business Development
S-L Neesam, Group Head of Safeguarding
S Small, Assistant Principal ASFC
S Gales, Governance Professional
- Apologies:** L Moody, Principal Strategic Growth and Partnerships
H Colthorpe, WSC Staff Governor
S Daley, SAT Trustee and WSC Governor – **Chair**
- Absent:** L Ireland, SAT (OSFC) Parent Committee member
R Holden, SAT (ASFC) Parent Committee member

Action

- Declaration of Interests and Apologies for absence**
Members recognised the standing declarations. No other conflicts of interest in relation to the items of the agenda were declared.

Apologies for absence were received from H Colthorpe, S Daley and L Moody. The absence of L Ireland and R Holden was noted.

J Wakelam chaired the meeting.
- Minutes of the meeting on 26 February 2024**
Members reviewed and **agreed** the minutes of the meeting on 26 February 2024 as an accurate record.
- Matters arising from the meetings on 26 February 2024**
Three of the five matters arising from the previous meetings were complete with one ongoing and one which will be complete once the Boards meet at the end of March 2024.

Members received and considered the updated Accountability Agreement for WSC and **agreed to recommend it to the Corporation.**

Gov.
Prof.

Members discussed the merits of having a named Governor Lead and Deputy Governor Lead for Skills, and **recommend the Corporation establish these roles and consider C Chua and R Cannon for these roles.**

Gov.
Prof.

4.a. **QUALITY OF EDUCATION**

i. Sixth Form Provision

Members received and considered the Group report provided and G Jefferson summarised the key points.

Members discussed the retention figures and S Small noted the figures are for in-year retention (e.g. over one academic year) rather than over their course (which is often two years).

Members noted that attendance at ASFC is lower than last year, and C Durrant noted this arises from a small number of students who are not attending due to long-term sickness.

The CEO suggested we monitor additional KPIs linked to student engagement linked to their formative assessment completion, student voice/feedback and the impact of teachers SPAG (spelling, punctuation and grammar) feedback, and members discussed how we could monitor this in a meaningful way. The CEO suggested we use WSC's data as a pilot and agreed to bring a proposal to the next meeting.

G
Jefferson

J Leeder, as WSC Student Governor, outlined a proposal to link with the Student Councils across the Group to gather student voice and bring it to this Committee and the Boards. C Shaw and N Payne to work with J Leeder to set this up.

C Shaw
N Payne

ii. Adult

Members received and considered the Group report provided and D Barton summarised the key points.

Members commended the new Personal & Professional Learning student voice strategy and queried the levels of engagement to date. D Barton answered this.

Members noted the QIP summary to date and commended the progress. Members suggested considering including a summary within each report of the progress against relevant parts of the QIP. Members suggested further discussion at the next meeting.

EEC

iii. Apprenticeships

Members received and considered the Group report provided which included the educational rationale for subcontracted provision and L Parish summarised the key points.

Members noted the recommendations arising from the Internal Audit report had been actioned and commended the team on the high achievement rate.

Members queried the status of the College's working relationships with its subcontracted provision. L Parish confirmed that we have strong relationships with a named person within the delivery partner who works closely with Marion Crissell (our partner manager) to ensure compliance with our quality assurance processes.

Members queried how we capture stakeholder feedback to continuously improve our provision. L Parish confirmed we capture feedback from our regular 1:1 meetings and use that to improve processes and we monitor the impact of this in our data reporting and future feedback.

iv. High Needs students (SEN)

Members discussed this after 4.a.i. before resuming the standard agenda order.

Members received and considered the Group report provided and L Chapman summarised the key points.

L Chapman left the meeting at 4.44pm

4.b. QUALITY IMPROVEMENT PLAN

Members received and considered the Group report provided and A Hurrell summarised the key points.

Members commended the progress though queried if the quality improvement plan reflects the areas for development highlighted in the Group’s three Self-Assessment Reports. A Hurrell explained the link and C Shaw noted that we are undertaking more regular monitoring to ensure consistency over time. Members discussed the recent internal quality deep dives and how best to capture/use /monitor the findings. G Jefferson to bring the findings to the next meeting and highlight what actions are needed.

G
Jefferson

Members discussed ways to gather student feedback and the merits/limitations of undertaking student surveys to triangulate student voice. A Hurrell confirmed there is a Group-wide student voice strategy which also describes how student feedback informs decision making. Members discussed the benefit of governance members hearing student voice first-hand and suggested a task and finish group be established for governance members to review the student voice strategy to ensure it is appropriate and effective, and to identify where they can contribute. C Shaw (with Governance Professional) to arrange.

C Shaw
Gov.
Prof.

Members discussed the actions underway to support apprentices to complete within their planned end-point assessment date.

5. LEADERSHIP AND MANAGEMENT

i. Teacher and staff development (inc. EDI)

Members received and considered the Group report provided and K Sida Nicholls summarised the key points.

Members commended plans to grow our own teachers and the investment in staff, and queried whether the staff voice feedback shows staff feel valued /invested in. K Sida Nicholls confirmed that we get feedback from both the Level 3 and Level 5 trainee teachers and we are also starting to gather more staff voice feedback within the professional learner tracker where we invite staff to write short summary reflections and to feedback on the effectiveness/impact of CPD they’ve undertaken.

Members commended the progress, though queried how the quality improvement plan links to the teacher and staff development plan. K Sida Nicholls explained and agreed to highlight the link and impact more clearly in future reports.

K Sida
Nicholls

R Cannon left the meeting at 5.42pm

Members noted the Group’s investment in its staff is a great draw for recruiting prospective staff.

6. Policies

Members received and **approved** seven policies: the ASFC Child Protection and Safeguarding Policy 2023/24, the OSFC Child Protection and Safeguarding Policy 2023/24, the WSC Safeguarding and Adults at Risk Policy 2023/24, the EEG PREVENT Policy, the EEG Student Conduct Procedure, the EEG Admissions Policy, and the EEG Fitness to Study Policy, and **agreed to recommend them to the Corporation and Trust Board**, subject to amending the branding of the EEG Student Conduct Procedure to make it clear it is a WSC policy, amending appendix

C Durrant

1 of the EEG Admissions Policy to reflect the new job titles and amending section 1.1 of the EEG Fitness to Study Policy to reword from “applies to all staff and any other personnel” to “students”.

7. **Risk Register Extract**

Members received and considered the extract from the SAT Risk Register and WSC Risk Register provided and discussed the 6 yellow risks.

Members reviewed the risks and **felt assured** that the mitigations proposed were appropriate.

8. **Any Other Business**

The Chair and CEO thanked members for the rich discussion.

The meeting closed at 6.04pm