

**Minutes of the hybrid meeting held on 24 June 2024 at 4.00pm**

**Present physically:** J Wakelam, SAT Trustee and WSC Governor – **Vice Chair**  
K Points, SAT Trustee  
R Cannon, WSC Governor  
S Daley, SAT Trustee and WSC Governor – **Chair**

**Present virtually:** C Chua, WSC Governor ([part](#))

**In attendance:** A Hurrell, Group Head of Quality  
C Austen, Head of Faculty at ASFC ([observing as part of NPQH](#))  
C Durrant, Group Head of Pastoral and Administration  
C Shaw, Group Principal – WSC Sixth Form  
D Barton, Group Assistant Principal – Adult  
G Evans, Group Quality Manager  
G Jefferson, Group Deputy Principal – Sixth Form  
J Robson, Group Principal – One Sixth Form  
J Stockings, Group Assistant Principal – Sixth Form Provision  
K Sida-Nicholls, Group Director of Teacher Development & Research  
L Chapman, Regional Director for SEND and Outdoor Learning  
L Moody, Group Principal – University and Professional Development  
L Parish, Group Assistant Principal – Apprenticeships  
M Downes, WSC Governor ([observing as part of induction](#))  
N Savvas, Chief Executive Officer ([part](#))  
N Payne, Group Director Careers, Opportunities, and Progression  
R Bamford, Quality Assurance & Improvement Project Leader  
S-L Neesam, Group Head of Welfare and Safeguarding ([part](#))  
S Small, Group Deputy Principal – Abbeygate Sixth Form  
S Gales, Governance Professional

**Apologies:** A Adamson, Group Deputy Principal – One Sixth Form  
A Harvey, Group Assistant Principal – Sixth Form Provision  
J Drake, WSC Governor  
P Stittle, Executive Director – Business Development  
R Holden, SAT (ASFC) Parent Committee member

**Absent:** J Leeder, WSC Student Governor  
L Ireland, SAT (OSFC) Parent Committee member

1. **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 J Drake and R Holden. The absence of J Leeder and L Ireland were noted.

2. **Minutes of the meeting on 13 May 2024**

Members reviewed and **agreed** the minutes of the meeting on 13 May 2024 as an accurate record.

3. **Matters arising from the meetings on 13 May 2024**

All matters arising from the previous meetings were complete.

Members commended the inclusion of the QIP extracts within the report.

Members noted the Complaints and Compliments Policy is ongoing. S Hope to provide the revised version in Autumn term.

**Action**

S Hope

#### 4. **QUALITY OF EDUCATION**

##### **i. Sixth Form Provision**

Members received and considered the Group report provided and G Jefferson, J Robson and S Small summarised the key points.

Members noted that as many courses have year-end assessments it is difficult to report on in-year impact.

Members noted the Y13 ASFC attendance issues and queried the reasons for the absence and the supportive interventions taken. C Durrant summarised the reasons and noted that analysis of the attendance informs the support and interventions, as well as summarised how the PPTs engage with students to improve attendance. Members noted it is nearing the end of the academic year with many students undertaking exams/study leave and queried whether the absence is linked to this, and if students understand the value of the summer Lower attendance at Tutorial sessions is linked to the end-of-year, though C Durrant noted the Tutorial topics are still relevant/beneficial for the students. The Sixth Form Principals discussed their learnings linked to attendance across the Group and summarised plans to review the timetabling of Tutorials for next academic year to schedule the sessions to best align to students' main courses.

Members noted the QIP action to increase the number of A Level students which achieve high-grades and queried the supportive interventions taken. G Jefferson, J Robson and S Small explained the rationale for- and methodology used to create- the 'working at' grades, and informed of how these are used with students and staff to motivate and inform actions to improve.

[S-L Neesam and N Savvas left the meeting at 4.29pm](#)

Members noted that ASFC has higher maths and English attendance than at OSFC and WSC sixth form and queried the reasons for this and the supportive interventions taken. The Sixth Form Principals discussed the reasons for the differing attendance and lessons learnt and discussed the planned approach for next academic year built on best practice sharing between the sixth forms.

Members commended the extent of collaborative working across the Group.

##### **ii. Adult**

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

Members noted that as voluntary learning, the adult cohort is distinct and different; and queried how successful student interventions are. D Barton noted adult students often undertake adult courses to support their career progression or to achieve a personal goal, so are generally cooperative with interventions if they perceive them as supportive.

Members noted Adult education is constantly changing with new funding, courses and the development of Skills Bootcamps, and queried how we are promoting the offer to the community. D Barton summarised the work with local employers, prospective students and with the Local Authorities.

Members noted plans to relocate to new premises in Haverhill and queried the planned opening date. D Barton outlined the likely timeline with a July opening planned.

[S-L Neesam rejoined the meeting at 4.53pm](#)

##### **iii. Apprenticeship**

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

Members commended the consistently strong performance of the apprenticeship provision and queried the reasons for the small number of programmes with projected outcomes below the national rate. L Parish summarised the reasons and the lessons learnt, as well as the plans for the future of these courses. The Committee commended the predicted final outcomes which are well above national rates.

Members commended the outstanding employer feedback and queried why 'communication' scored less strongly and what action will be taken. L Parish noted that metric is also reliant on internal communication within an employer, though noted plans to improve communication with employers.

Members discussed the possible impact a change in government would have on funding and support for apprenticeships.

Members discussed the closure of the Information Communications technician apprenticeship in 2022/23 and queried if there has been any demand for it to be reopened. L Moody confirmed there hasn't been much demand and certainly not enough for a viable cohort.

#### **iv. High Needs students (SEN)**

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

Members commended the progress and the close correlation between the mainstream education KPIs compared to those with EHCP and/or HNF.

Members queried what content is covered in the 'preparation for adulthood' module. L Chapman answered this and explained how the course will help prepare students for future study.

Members asked for the next report to show progression/destination information.

L Chapman

Members noted the Suffolk attendance benchmarks and asked if there is a national attendance benchmark. L Chapman agreed to provide this though noted the national attendance benchmarks are for pre-16.

L Chapman

Members discussed the 2024/25 admissions and the workload associated with processing the volume of consultations.

The Committee expressed the impression that they are getting a clearer picture of the extent and successes of the area's work in recent reports.

#### **4.b. QUALITY IMPROVEMENT PLAN**

Members received and considered the Group report provided.

Members noted the QIP extracts within the papers is helpful and agreed for future meetings, the standalone paper is not needed – though the full QIP report to be provided by hyperlink.

Members noted the overview is a helpful summary in preparation for Ofsted and asked G Jefferson to provide an update for WSC at the next meeting.

G Jefferson

Members queried whether the QIP action status could be shown in graphical form. G Jefferson to consider.

G Jefferson

A Hurrell summarised the quality review actions since the last report. Members noted

the areas of strength and improvement and the actions taken in response.

#### 4.c. CURRICULUM DEVELOPMENT

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

#### N Savvas rejoined the meeting at 5.35pm

Members queried what Alternate Academic Qualifications (AAQs) are and if a change of government might impact the planned roll out. N Savvas answered this and explained plans across the sector to lobby any new government about the proposed changes. The Committee noted that after the general election in July we will hopefully have more clarity and can plan further action as needed.

#### 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 the progress and queried the level of staff engagement in the PD days/activities. K Sida-Nicholls answered this and summarised plans to further develop tracking of staff engagement for 2023/24.

Members noted the correlation between teacher and staff development offer to areas of development within the QIP and queried the rationale for the other training areas of development. K Sida-Nicholls answered this.

Members noted and J Robson summarised the key points within the update from the EDI Curriculum Executive Board.

Members **noted** plans for EDI training for governance members in early 2024/25.

#### 6. Policies

Members received and **approved** three policies:

1. EEG Equality and Diversity policy
2. EEG Dealing with Bullying and Harassment policy and procedure
3. WSC Student Conduct procedure

and **agreed to recommend them to the Corporation and/or Trust Board**, subject to amending the use of 'Principals' to 'principles' in the WSC Student Conduct policy.

C Durrant

#### 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 queried if the potential roll out of AAQs should be added to the Risk Register. The Executive suggested that as it is dependent on the election outcome, it is too early to add this as a risk.

J Robson informed a risk might be added in relation to the timetable change at OSFC, for the next report.

J Wakelam, as Vice Chair of the Audit and Risk Management Committees, noted the risks relating to use of AI is broader than purely student use.

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

#### 8. Any Other Business

None.

The meeting closed at 6.05pm