

**SANDWELL COLLEGE**

**Minutes of the LQCC meeting held on**  
**Wednesday 29 September 2021 at 3.30pm**

Present:	P Murphy K Ellis N Makin G Pennington	(Independent) (Committee Chair) (Independent) (Independent) (Principal)
Apologies:	A Sheridan	Assistant Principal, Curriculum & Student Studies
In attendance:	R Aston D Holden S Hunt E Scotford P Smith J Stevens A Tombs	Director, Quality Assurance and Improvement Vice Principal, Curriculum Managing Director, Employers, Skills & Innovation Clerk to the Corporation Safeguarding Manager Principal, Cadbury College and Exec Director, Quality & Academic Standards Director of Student Services

		Action
L21.31	<b><u>Welcome</u></b>	
	The Chair welcomed all present to the meeting. Apologies were received from Ann Sheridan.	
L21.32	<b><u>Declarations of any new personal or business interest or conflict with any agenda item</u></b>	
	There were no declarations beyond the standing Register of Interests.	
L21.33	<b><u>Minutes of the LQCC meeting held on 16 June 2021</u></b>	
	The minutes were approved as a true and accurate record for signing by the Chair.	
	RESOLVED THAT: the minutes be approved.	
L21.34	<b><u>Matters Arising</u></b>	
21.34.1	Minute No. L21.20.6 – up to date list of companies/employers – no response to the letter sent by the Chair of the Cadbury College Advisory Forum (CCAF) to local employers to join the CCAF. The list would be treated as a live document for Governors to also feed into.	
21.34.2	Minute No. 21.21.4 – consistency of 16-18 across all campuses – further work was planned for early part of the next academic year – update given.  Progress had been made: students receive the same level of support, entitlement and ability to access services across all 3 campuses. The number of mentors has been increased across all 3 campuses.	

	<p>Two types of board have been set up:</p> <ul style="list-style-type: none"> <li>- 16-18 board – chaired by the Vice Principal, to look at strategic issues across all 3 campuses to ensure they are aligned</li> <li>- A level board – at CSM and Cadbury to ensure A level provision aligns</li> <li>- GCSE – the schemes of work and books have been standardised across the board</li> </ul> <p>To support JS in her new role, a very able deputy has been appointed from Central campus – background and skills explained. She will bring elements of good practice across the 2 areas.</p> <p>T levels have been introduced at Cadbury. Considerable investment has been made in Cadbury, with planning submitted for a completely new building to ensure students can access good facilities and a full and varied programme.</p>	
21.34.3	Minute No. L21.27 – committee effectiveness questionnaires – Governors were reminded to complete and return their questionnaires to the Clerk.	
L21.35	<b><u>PRESENTATION: Safeguarding</u></b> Paul Smith and Angela Tombs	
21.35.1	<p>Issues arising from the Everyone's Invited website were explained. This had revealed high levels of peer on peer sexual abuse which had been unmanaged or unchecked. An Ofsted review had been completed and their findings published. Schools and colleges have been told to assume abuse takes place whether it is notified to them or not.</p> <p>The associated updates and changes to policies to incorporate the new requirement were outlined along with action taken by the College so far.</p>	
21.35.2	Schools and colleges are required to create an environment where such abuse is not tolerated. The KCSIE guidance had been enhanced with particular emphasis on peer on peer abuse.	
21.35.3	The College had a long history of supporting victims of abuse and had enhanced this still further and emphasised it would not tolerate such abuse. The College was creating a culture where young people felt comfortable to come forward and report abuse, some of which could be historic. There was a focus on society as well as places of education.	
21.35.4	<p>The College was keen to create a greater awareness in its population, and enable students to have the confidence to challenge inappropriate behaviour and make these types of disclosure.</p> <p>The College continued to support all types of victims and bring in various agencies to support them.</p>	
21.35.5	Staff training is in place covering sexual harassment and violence, child sexual exploitation, gangs, etc. to provide staff with a fuller understanding and ensure the College has high standards of tackling abuse.	
21.35.6	New software, NetSupport, had been introduced which monitored all internet access for key words and phrases including: self-harm, mental health, depression, suicide. This acted as an early warning system so the College could put the most vulnerable students on a package of support and ensure they were better informed.	

	Early signs were very encouraging, with trends spotted.	
21.35.7	Explanation given of how students were educated to understand signs of abuse.	
21.35.8	The College explained its approach to changing the culture including: tutorial resources around healthy relationships; classroom posters - Graphics students asked design posters; student health magazine on student portal with hard copies also available - Tutors to use as a resource in tutorials; external speakers, male and female, on all aspects of safeguarding, e.g. 21 lectures on Prevent; mentors, counselling support, boys and girls groups in place – the boys group is particularly important given the differing cultures within the College; Student Support Officers on all floors and at all campuses; Programme Achievement Managers (PAMs).	
21.35.9	Governors expressed their appreciation for the work of the teams.	
21.35.10	Governors noted the use of posters but asked if social media or other digital formats were a better vehicle to use to ensure continual communication of these vital messages.  The College explained its blanket approach to communication with students which included: virtual posters on safeguarding on the College website which were changed regularly; social media; posters; pink stickers; tutorials; Induction; theme weeks, particularly up to Christmas, a peak period for these types of crimes; the Net Support system responds by signposting students to appropriate websites of assistance.  Governors were reassured by the College's wide-ranging approach.	
21.35.11	Governors would hold the College to account and regular monitor its approach to tackling and adopting a no tolerance approach to sexual harassment.	
21.35.12	Governors thanked staff for the speed of their comprehensive response to this issue.	
21.35.13	RESOLVED THAT: Governors received the Safeguarding presentation.	
L21.36	<b><u>Covid-19 update</u></b>	
21.36.1	The biggest effect was on young people's mental health. Every 16-18 student had had to complete a mental health course as part of their induction. This was a recognised course, which included a certified assessment. The exam element had proven worthwhile.	
21.36.2	Catch-up funding received from government. This was being used to deliver support by graduates to small groups, focusing on Functional Skills and English and Maths. Any student without a Grade 4 would automatically be entered for a resit as they were well supported by the College's revision programme.	
21.36.3	The College had moved to a voluntary approach to mask-wearing given the changes to government policy. Heat monitors remained in place to check temperatures. Some element of social distancing was still in place within classrooms.	
21.36.4	We have changed approaches from social to computer areas. It has made a great difference, now feels like a studios rather than social environment.	

21.36.5	<p>Governors asked how staff felt about the return to site.</p> <p>The College advised they had been on site almost all through the Covid period as the aim had been to provide as much face to face provision as possible.</p> <p>With the measures in place, the number of positive cases had been kept to a minimum with very few transmitted through the College. There were currently about 16-17 students and only a couple of staff across all 3 campuses.</p>	
21.36.6	Governors believed the College's effective continuation during this time was testament to staff's professionalism.	
21.36.7	RESOLVED THAT: Governors received the Covid update.	
L21.37	<b><u>2020/21 Provisional Results, Outcomes and Actions</u></b>	
21.37.1	Definitive achievement rates would be available in approximately 2 weeks' time. There had been over 30k achievements to enter into the system. A levels, GCSEs and BTECs were complete with short courses, across a range of awarding bodies, and adult courses being assessed during the summer and verification visits to be conducted.	
21.37.2	The L2 Cadbury achievement rate had risen from 89% by about 3% on last year which was significantly better than 2018/19. L3 overall achievement rates had increased to 90%, an increase on last year. The achievement rates were a combination of pass rates and retention rates.	
21.37.3	<p>Apprenticeships were positive. Overall achievement had increased to 73%. The trajectory over the last couple of years had been positive.</p> <p>Governors were impressed with the improving position of apprenticeships following a detailed analysis of the issues and the appointment of new staff.</p>	
21.37.4	A rigorous framework for the TAGs was put in place. Quality assurance was undertaken by awarding bodies and all TAGs went through without any problems which Governors were pleased to note.	
21.37.5	Detailed breakdown of achievement rates by course and level given. Updated report on success rates to be presented to the next meeting.	
21.37.6	In response to a Governor's query, the College explained layout of the report which demonstrated data was consistent for this year, last year and the year before.	
21.37.7	<p>Governors noted the figures at Cadbury and CSM for combined AS showed a positive increase.</p> <p>The College agreed there had been a significant improvement in quality at the campuses following a focus on improving teaching and learning and academic achievement. There would be an element of grade inflation because they were TAGs rather than public exams but there was a trend of improvement.</p>	
21.37.8	RESOLVED THAT: Governors received the report on 2020/21 Provisional Results, Outcomes and Actions.	

L21.38	<b><u>Annual Reports</u></b>	
21.38.1	<b>Student Services</b>	
38.1.1	The volume of work of Students Services has significantly increased with: 1500 individual mentoring sessions; 900 careers face to face meetings with learners, many of whom went on to university.	
38.1.2	The volume and impact of the work of the PAMs were detailed: a total of 350 home visits were carried out with over 200 learners who may have withdrawn returning to study.	
38.1.3	The College Advisory Group set up during the Covid situation was detailed. The Group would have a long-term and wider role post-Covid as it had worked particularly well. Membership included students, managers, and other staff members, as well as unions.	
38.1.4	Governors noted the increase to the number of Mental Health First Aiders and asked what training did they received.  The College explained it was a 2-day, very rigorous course, and detailed its contents. It was an investment for staff and many more were keen to take the course.	
38.1.5	RESOLVED THAT: Governors received the Student Services report.	
21.38.2	<b>Student Disciplinary Actions</b>	
38.2.1	The number of actions had reduced from 130 to 83-86 this year, partly due to more online learning. Most of the disciplinaries related to Central campus because of the nature of the students. Reconfiguring of Central campus had contributed to the reduction in disciplinary actions.  Student Ambassadors had been introduced. Their role in preventing incidents was explained. This has had a positive impact.	
38.2.2	Single biggest category for disciplinary actions was Black Caribbean students which remained a concern, however there had been a large fall in the number of Black African students' disciplinaries. The majority of disciplinaries involved students from Handsworth and Perry Barr but there had been a reduction in numbers.	
38.2.3	The College explained its approach to disciplinary action: exclusions were always a last resort and to preserve safety and wellbeing of others. Its approach differed to other colleges relating to those involved in criminality or with the police and would put support systems in to enable the student to start with a clean slate.	
38.2.4	Governors noted bullying statistics had remained static year on year and asked if Covid and the lockdown had affected these figures.  The College explained this was partly because of the reconfiguration of the College and partly as students contact with classmates was a combination of online and in class. This meant there were not necessarily big groups in college at the same time so there was less opportunity for bullying. The current cohort of students were very polite and, following lockdown, appreciated being able to go into college to learn and be with people their own age.	

38.2.5	RESOLVED THAT: Governors received the Student Disciplinary Actions report.	
L21.39	<b><u>Quality update</u></b>	
21.39.1	<b>Quality Improvement Plan (QIP)</b>	
	RESOLVED THAT: Governors received and approved the QIP.	
21.39.2	<b>Teaching &amp; Learning report 2020/21 incl. Quality Strategy 2021/22</b>	
39.2.1	The new, streamlined approach to quality was outlined by RA.	
39.2.2	There were 5 key areas, linked to the QIP, particularly around quality of education. The impact of the actions completed were now being tested via curriculum inspection type activities.	
39.2.3	Curriculum Heads of Section would be given guidance as to what to expect during a fuller curriculum inspection. A series of activities was planned with each section to ensure they were inspection ready.	
39.2.4	<p>The College detailed how the internal mini-inspection process would work. A formal report from this very detailed curriculum review would be compiled for discussion with SLT. Heads of Section would be held to account and prepare next steps to ensure an outstanding learner journey.</p> <p>The timetabling of the reviews was outlined with all to be concluded by end December and retesting of the impact of the previous reviews in January.</p>	
39.2.5	Governors thanked RA for a comprehensive and straightforward explanation of the quality approach.	
39.2.6	<p>Governors asked if there was a system to identify and offer extra support for any existing areas of concern.</p> <p>The College explained that section QIPs were in place which were monitored closely and reviewed monthly by RA and the Quality lead.</p> <p>Feedback on the areas and particular themes to be improved across the organisation had been identified and fed back to all Heads of Section at the end of August. Key themes were being driven across all curriculum sections.</p>	
39.2.7	<p>Governors asked how the Deliver Outstanding team fitted into the curriculum inspection framework.</p> <p>The College explained how cross college issues would be dealt with, e.g: safeguarding, governance - aspects which were not part of curriculum inspection.</p> <p>An external review of each theme and curriculum inspection was planned to gain triangulation between the College's and the HMI inspection consultants views.</p>	
39.2.8	The College detailed the work and structure of the Deliver Outstanding team. The team would ensure excellence was promoted throughout and cascaded throughout the teams, to embed the mindset that the College was already Outstanding. Regular updates would be provided to Governors' meetings.	

	The new, clear and straightforward, approach had been positively received by managers at its recent launch.	
39.2.9	Governors supported the positive mindset approach. Governors noted the quality approach was a continuous process.	
39.2.10	Governors welcomed training on the new inspection framework to ensure they were prepared and informed. KE/JS to meet to plan. HMI inspector consultant to run some training sessions, and briefings to Committee Chairs who may face Ofsted.	KE/JS
39.2.11	RESOLVED THAT: Governors received and approved the Teaching and Learning Report 2020/21 incl. Quality Strategy 2021/22.	
21.39.3	<b>Complaints report</b>	
39.3.1	<p>In response to a Governor's query, the College explained how the complaints process operated: the College worked hard to deal with complaints at the curriculum area level but students knew there was a formal complaints procedure should an issue not be able to be resolved locally.</p> <p>It was noted that the number of complaints through the formal process were small in relation to the size of the College as issues were mainly resolved locally.</p>	
39.3.2	RESOLVED THAT: Governors received and noted the Complaints report.	
21.39.4	<b>Outcomes of visits by external verifiers</b>	
39.4.1	TAGs were the main risk but robust quality assurance processes had been put in place and no external bodies questioned the College's grades.	
39.4.2	Any recommendations made were minor and not significant.	
39.4.3	RESOLVED THAT: Governors received and noted the outcomes of visits by external verifiers report.	
L21.40 NFP	<b><u>Safeguarding Annual Report 2020/21</u></b>	
L21.41	<b><u>Risk Register</u></b>	
21.41.1	The latest version of the Risk Register was reviewed and changes noted.	
21.41.2	Downgrading of TAGs had been removed.	
21.41.3	Three new risks had been added around the long-term impacts of the Covid pandemic: impact on achievements; the economy (more lower paid entry level jobs available); and learner mental health.	
21.41.4	<p>Governors identified there would be increased demand on the Safeguarding team and Ofsted focus on the peer on peer sexual abuse risk following the review about the Everyone's Invited website.</p> <p>The College agreed to add this to the Risk Register.</p>	
21.41.5	RESOLVED THAT: Governors received and monitored the Risk Register.	

L21.42	<b><u>Policies</u></b>	
L21.42.1	<b>Complaints Policy and procedures</b>	
	RESOLVED THAT: Governors would recommend approval of the Complaints Policy and procedures to the Board. Clerk to note for agenda.	Clerk
L21.42.2	<b>Safeguarding Policy</b>	
	RESOLVED THAT: Governors would recommend approval of the Safeguarding Policy to the Board. Clerk to note for agenda.	Clerk
L21.42.3	<b>Student Disciplinary Policy</b>	
	RESOLVED THAT: Governors would recommend approval of the Student Disciplinary Policy to the Board. Clerk to note for agenda.	Clerk
L21.43	<b><u>Any Other Business</u></b>	
	There was no other business.	
L21.44	<b><u>Determination of Confidential items</u></b>	
	Minute No. L21.40 Safeguarding	
L21.45	<b><u>Date and time of next meeting</u></b>	
	<b>Wednesday 19 January 2022, 3.30pm</b>	

The meeting ended at 5.40pm