

**Minutes of the Standards Committee meeting STC19.5 held Thursday 2 July 2020  
Long Road Sixth Form College, Cambridge**

Present: John Godwood (committee Chair), Paul Andrew, Yolanda Botham, Colin Greenhalgh, Jenny O'Hare, Paula Heaney, Rikki Morgan-Tamosunas and Owen Shield

In attendance: Steve Dann (VP), Olwyn Benjamin (AP to end of item 5 only), Chris Childs (AVP)

Clerk: Anne-Marie Diaper

**Ref** **Actions:**

**STC19.5.1 Apologies for absence**

None.

**STC19.5.2 Declarations of Interest**

Colin Greenhalgh, Rikki Morgan-Tamosunas and John Godwood all declared an interest in agenda item 7.

**STC19.5.3 Minutes of the Standards Committee meeting SCT19.4 dated 7 May 2020**

With no suggested amendments, the minutes of the meeting held on Thursday 7 May 2020 were agreed as a true and accurate record of the meeting.

**STC19.5.4 Matters arising**

STC19.4.3 Complaints policy. The policy had been updated following discussion at the last meeting. With one further small amendment to be added on timeframe for appeal, the committee was content with the policy as presented.

**Subject to the one amendment outlined above, the committee agreed to recommend Board approval of the Complaints policy.** **Board**

Admissions policy. The Principal offered an updated policy for committee consideration for Board approval. The Principal advised the intention was for the policy to come into effect at the start of the next academic year. She drew the committee's attention to section 5.2 about students transferring from other institutions mid-year, and described the exceptional circumstances that might come into play. A Governor noted that more emphasis had been placed on the admission of international students and the Principal advised that the College had just been awarded its tier 4 international licence. The Clerk reminded the managers that legal advice recommended something be added to the policy on applicants with criminal convictions. The Principal advised that a sentence or paragraph would be added before the policy would be taken to the Board.

**Ref****Actions:**

**With the one addition to the policy as set out above the committee was content to recommend Board approval of the Admissions policy.**

**Board****STC19.5.5 Safeguarding report including Covid-19 update**

The Assistant Principal presented her report which provided a snapshot for the summer term. The meeting noted fewer reported safeguarding issues this term. The AP advised of regular contact with vulnerable students, including looked-after children.

A Governor asked if it was correct that 6 times as many females as males were seeking counselling, and if this was a typical pattern. The AP confirmed this and commented that drop in sessions seemed to have been helpful for those less inclined to self-refer.

Another Governor referred to the section in the report on on-line safety. The AP advised that out of a small number of incidents, none had needed any further action.

The AP drew the committee's attention to the Covid-19 appendix which she asked committee to recommend be added to the Safeguarding policy for Board approval. The appendix covered remote working relevant to the student age group and was tailored to the context the College was operating in. She reminded the committee that updated Keeping Children Safe in Education (KCSiE) guidance would come into force in the Autumn term and the whole Corporation would need updated training. The Clerk would pick this up separately with the AP.

**Clerk**

**The committee was content to recommend Board approval of the Covid-19 appendix to the main Safeguarding policy.**

**Board**

*The Assistant Principal left the meeting at 4.58pm.*

**STC19.5.6 College lock down/closure update**

The Vice Principal (VP) reported.

UCAS update. The VP informed the committee that all UCAS applications had been submitted.

QA of centre-assessed grades (CAGs). The VP advised there had been new guidance and some ongoing consultation on appeals for CAGs. Managers advised a statement had been prepared for students and parents on the process of awarding grades and the measures taken to ensure quality.

**Ref****Actions:**

Governors asked questions about methodology and data for assessing grades, and student expectations, about the difference in assessing grades for A-level, GCSE and 'Applied' qualifications, and about awarding bodies' exam fees.

The Chair summed up by saying that the process read as very thorough.

Update on teaching and learning. The AVP led this item, and the meeting reviewed data on engagement, KA4 and tracking.

A Governor asked a question about student engagement during lockdown, and the meeting discussed issues that impacted on this and the possible approaches in the new term of 2020/21, including preparing for KA5. The VP advised that the principles remained the same – College was adapting according to what was possible under the circumstances. Governors agreed with managers that the challenges of the summer term were all-consuming and unprecedented. Governors had been impressed by thoroughness by which SLT have picked up the challenges, and the committee conveyed its thanks to the managers.

**STC19.5.7 College return/opening update – new entrant applications and acceptances**

The Principal presented College opening scenarios and the 2020/21 recruitment data available. She reminded the committee that it was not possible to know more accurate figures until actual enrolment at the end of August. The committee Chair commented that the impact of change from MATs in the local area was an important strategic issue, and the Principal would be preparing a paper on that for the July Board.

On the plans for reopening/return, the Principal reminded the committee that government guidance advised that the use of public transport be avoided. A Governor agreed that transport was a critical issue for College and a concern for Governors. This had been discussed in a Risk meeting at College and there would be further discussions with transport provider partners. The Covid-19 working group was intending to discuss at the next meeting.

**STC19.5.8 Committee Terms of Reference, meeting dates, and business plan for 2020/21**

The Standards committee Terms of Reference for 2020/21 were presented with minor amendments shown by track changes. The committee Chair commented that the meeting dates and committee business plan, also presented for committee consideration, correctly assumed that College would be operating in 2020/21 within the normal quality cycle. The committee agreed that whilst routine and consistency

**Ref**

was welcomed, the work plan may be subject to change dependent upon how the College’s Covid-19 situation evolves. Changes to the published plan would be clearly communicated.

**Actions:**

**With no amendments, the committee was content for the Standards committee ToR to go forward for Board approval as part of the standing orders.**

**Board**

**STC19.5.9 Governance self-assessment 2019/20**

Whilst not intended to be a full assessment of the effectiveness of governance, the committee Chair presented a paper aimed to show the committee’s activity for the year against its Terms of Reference for 2019/20. The committee agreed that the report, with no suggested amendments, presented an accurate reflection of the committee’s work for 2019/20.

**STC19.5.10 Date of next meeting (2020/21)**

*STC20.1 Thursday 24 September 2020.* The meeting closed at 6.11pm.

Signed .....

Date .....