Minutes of the Standards Committee meeting STC21.5 held on Thursday 7 July 2022
Long Road Sixth Form College, Cambridge

Present: Jenny O'Hare (committee Chair), Paul Andrew, Yolanda Botham (Principal), Rob Howes, Rikki Morgan-Tamosunas, Alex Pryce and Olivia Palo

In attendance: Steve Dann (VP), Harriet Riches (AP), and Chris Childs (AP)

Clerk: Anne-Marie Diaper

Ref	**Actions:**

STC21.5.1   **Apologies for absence**
                None.

STC21.5.2   **Declarations of Interest**
                None.

STC21.5.3   **Request for any other business**
                None.

STC21.5.4   **Minutes of Standards committee STC21.4 Thursday 5 May 2022**
                With no suggested amendments, the minutes of the last meeting were agreed as a true and accurate record of the meeting.

STC21.5.5   **Matters arising**
                None.

STC21.5.6   **Student entry criteria 2023/24**
                The VP presented a paper for committee recommendation for Board approval. The paper outlined a rationale for changing the College's level 3 entry criteria for the 2023 cohort onwards, to five grade 5 GCSEs for entry to A-level courses.

                The VP explained in full the reasons behind the recommendation, explaining that some modelling had been done on the impact of the proposed changes. LRSFC culture was inclusivity, and comparison to other colleges showed that the proposed new entry criteria would allow this ethos to be sustained. The criteria also aimed to give students the best chance of success on the course, not to manage supply and demand. A Governor asked if there was any data to support this without examination results data being available, but the VP and the teaching staff Governor commented that the reviewing data will help with validation later.

                Governors asked how the entry criteria would compare with other providers in the local area. The VP explained that the criteria was

competitive but not the lowest in the sector and gave some direct examples.

Rikki Morgan-Tamosunas joined the meeting at 4.49pm

The committee agreed to recommend Board approve the changes to the College's level 3 entry criteria for the 2023 cohort onwards, to five grade 5 GCSEs for entry to A Level courses.

STC21.5.7   **Staff development strategy**
The Vice Principal presented the staff development strategy, which followed on from the presentation made at the Governors' training day that ran on Wednesday 9 February 2022. This was for information only. The VP explained that the strategy responded to changes in the national strategy for teacher training and development, including the new Early Career Framework. He paused for questions.

A Governor asked if staff members had been consulted on the strategy. The VP reported that the leadership team had been consulted and there had been a presentation to all CTLs. It was planned to make all staff aware of the strategy at the start of the next academic year.

Rob Howes joined the meeting at 4.55pm

Another Governor asked how this would be presented to staff, and the VP explained that it would be part of some courses and part of personal development. Some courses were costly and the cost of these was covered for some colleagues.

A Governor commented that it would be helpful to know later how the implementation of this was going in College, what kinds of activities and benefits would be likely to flow from this. Another Governor asked what the measures of success were, to which the senior leaders commented recruitment and retention and staff survey questions on staff development.

The STC Chair thanked the VP for the report and confirmed that the committee was supportive of the strategy.

The VP left the meeting at 5.05pm

STC21.5.8   **Update and current summary data**
The AP presented the paper, setting out an update on exams, KA3 ('working at' grades/year 1 students), concern teams, vulnerable groups, and student and parent voice.

The AP reported that year 2 exams had been successfully completed. The College had seen a marked increase in requests for access arrangements for students (eg coloured paper, separate exam rooms), which had been a challenge for the team to resource and deliver, but a review of the examination series would help review team capacity going forward. It was important that no student was disadvantaged but there was a need to be realistic about what might be done in the timeframe allowed. Results of the consultation on the exams series would feed into next year's examinations.

There was a discussion about attendance (male versus female students), and the factors affecting this, and retention, and the early interventions that positively affect retention on courses where students were floundering.

The meeting reviewed concern teams and the VP explained that recent meetings had occurred with those teams.

Lastly the committee reviewed actions around student and parent voice, a key deliverable in the governance improvement plan (GIP) for the current year. The Principal commented that a regular short central **VP** survey (say termly) would be key, setting out the same 3 questions each time.

The committee thanked the AP for the report.

STC21.5.9   Progress against targets in the QIP
The committee Chair referred to a discussion at the last meeting about SMART targets and milestones in the QIP, set out in the minutes. The Principal commented that reports would be made on wider activities ongoing in College, relating to quality, at future meetings.

The AP reported on a successful bid to secure Turing scheme funding. The final award figure was awaited but it would allow approximately 40 students to travel to Denmark to gain additional qualifications (carbon literacy), to develop a wide range of valuable employability skills and to understand the wealth of opportunities available in the green jobs sector, as well as recognising the need for all sectors to become sustainable.

STC21.5.10   Quality cycle 2022/23
The committee considered the Quality cycle for the next academic year. including the range of assessments, reviews and data used to inform plans to improve student outcomes. The committee noted the plan, which included minor changes to previous years iterations.

STC21.5.11 **Safeguarding update**

The AP presented her report which included details of staff training and an update on a new Student Assistance Programme introduced this year. The report included figures on safeguarding alerts, especially related to mental health, and the figures on the numbers of student accessing counselling (inc male versus female). The Safeguarding Governor reported that she had met with the College DSL.

The committee thanked the AP for a clear succinct paper.

STC21.5.12 **Committee review of key policies**

Equality, Diversity and Inclusion (EDI) policy and objectives. The College EDI policy was presented for committee consideration for Board approval.

The AP explained the reasons for the updated policy, which referred to the updated Student Code of Conduct and Disciplinary policy, with definitions of prejudice related bullying and harassment as gross misconduct. The AP explained that the policy would be underpinned by new equality objectives, which are intended to be relevant, specific, and measurable. An early draft of these objectives was reviewed by the committee. She paused for questions.

A Governor commented on the number of ambitious objectives. The Principal commented that College was likely to be realistic and may reduce them as the strategic plan and priorities develop. She reminded the committee that the priorities were to be delivered over a period of 4 years.

A Governor commented that the objectives seemed presently all student focussed, and needed cross-referencing to other pieces of ongoing work, relating to students, staff, and Governors. The Principal reminded the committee that the work on the College SAR would occur between September and December, the strategic plan would develop through the summer and autumn for December approval, and the governance SAR, and resulting GIP for 2022-23 would be developed in the autumn. These would all include an element of EDI.

The committee agreed to recommend the EDI policy for Board approval.

Student Disciplinary policy. This policy was presented for committee consideration for Board approval.

The AP explained that this policy had been developed in consultation with students, through the Student Commission for Racial Justice and

through recent work in College on peer-on-peer abuse. The policy was intended to provide greater clarity over key stages in the disciplinary procedure, to provide a clear explanation and key definitions for what might constitute gross misconduct. There was a brief discussion about the Student Code of Conduct which may return for committee review later.

The committee agreed to recommend the student disciplinary policy for Board approval.

STC21.5.13   **STC Terms of Reference (ToR), meeting dates and business plan for 2022/23**
The committee reviewed the ToR, meeting dates and business plan for the next academic year. On the ToR, one small amendment was made to section 3.8. On the business plan, the committee agreed that HESA data would be presented in July as well as in September 2022. That the Quality strategy review would be moved to after work had been completed on the College SAR. On the STC meeting schedule for 2022/23 it was agreed that meetings would commence at 5pm, in line with other committees.

Subject to the amendments discussed and outlined above, the committee approved its Terms of Reference (ToR), meeting dates and business plan for 2022/23. The ToR would go forward for Board approval as part of the standing orders

STC21.5.14   **Governance improvement plan (GIP) 2021/22, and committee annual report and self-assessment of effectiveness for 2021/22**
The committee noted the final updates and progress against deliverables in the GIP for the current academic year, it was possible that some deliverables could be carried over into the next academic year for further action. The Clerk advised that the same template would be used for self-assessing the effectiveness of governance for 2021/22 during the summer and early autumn, work to be led by committee Chairs, and a partially completed template would be shared with the committee for consultation.

STC21.5.15   **Review risks**
No risk was report was provided for this meeting. Risk would continue to be discussed at every meeting during 2022/23, but it was not necessary for a written report each time. The Principal reminded the committee that the Risk register was a College operational document. The risks included in the Risk Management Action Plan would inform agenda planning ensuring that risks rated high and very high were addressed over time at committee level.

STC21.5.16   Any other business

The STC Chair reminded the committee that this was the last meeting for Independent Governor, Rikki Morgan-Tamosunas and Student Governor, Olivia Palo, as they were at the ends of their terms of office. The committee thanked the outgoing Governors for their significant input and wished them well for the future.

STC21.5.13   Date of next meeting (2022/23)

The next meeting of the committee was STC22.1 scheduled for Thursday 22 September 2022, starting at 5pm. The meeting closed at 6.51pm.