

**Minutes of the Standards Committee meeting STC22.5 held on Thursday 6 July 2023**  
**Long Road Sixth Form College, Cambridge**

Present: Jenny O’Hare (STC Chair), Paul Andrew, Yolanda Botham (Principal), Rob Howes, Carole Moss and Alex Pryce

In attendance: Chris Childs (Assistant Principal)

Clerk: Anne-Marie Diaper

**Ref** **Actions:**

**STC22.5.1 Apologies for absence**  
Apologies were received from Lily-Kate McCormack. The Vice Principal and an Assistant Principal were unable to attend on this occasion.

**STC22.5.2 Declarations of Interest**  
None

**STC22.5.3 Minutes of Standards committee STC22.4 held on Thursday 4 May 2023**  
With no suggested amendments, the minutes of the last meeting were agreed as a true and accurate record of the meeting. The Chair reminded the committee that the November 2023 meeting (STC23.2) would be in person in College.

**STC22.5.4 Matters arising**  
None

**STC22.5.5 Request for any other business**  
None

**STC22.5.6 Update and current summary data**  
The Assistant Principal presented the VP’s written report. He highlighted particular aspects of the report, including examination matters, timing, attendance, and access arrangements.

A Governor asked about numbers of invigilators needed during the examination series, a subject which was directly related to individual access arrangements. Another Governor wanted to follow up on the topic of access arrangements, asking about scenario planning and managing risks on this. The Principal added that pre-planning and knowing access needs well in advance allowed time for recruitment of additional invigilators. The new building, she reminded the meeting, would allow additional space with effect from next year. The STC Chair commented that she was relieved to hear that increased anxiety did not appear to be a concern this year, related to exam attendance.

**Ref****Actions:**

On Year 1 A level progression the AP drew the committee to a small error in the data. He gave an overview on Year 2 data. The AP touched on outcomes by category (male vs female etc). The report covered retention, including leavers, and attendance and he spoke to the data contained within the report as a direct link to funding, and attendance impact on results/outcomes.

A Governor wanted further insight to concern teams shown on page 8 and the meeting discussed some teams, sharing further insight on these teams and the steps being taken to tackle any underperformance. The staff Governor added his perspective.

The meeting discussed the student voice element of the report. A Governor was keen to understand how the College would improve ways of publicising support to students. The managers commented that most effective is key staff (teachers and progress coaches) identifying needs and signposting services. The meeting also noted challenges with Moodle and comments about College Wi-Fi and the managers commented that there was a plan for tackling this. Governors asked if it would be possible to have a report at an upcoming meeting on the student assistance programme, including the helpline.

**Vice  
Principal/  
Clerk**

With no further questions, the Governors thanked the managers for the report.

**STC22.5.7 Progress against targets in quality improvement plan (QIP)**

The updated QIP had been included in the papers. The AP focussed on the Turing bid/trip to Denmark. He gave an overview, detail, outlined and the purpose and benefits of the trip, all around sustainability, and further detail was shared as to how other links were being developed. Students had completed the carbon literacy qualification. The Principal asked the committee to note that the AP did an extraordinary amount of work to enable the trip to happen. Governors noted what a fantastic opportunity this was to benefit students, who proved to be great ambassadors for the College during the trip.

The VP added that providing more study space (with the new build), and better Wi-Fi, would encourage study and potentially greater attendance in the hope of benefitting outcomes.

The STC Chair added that the committee was looking forward to a greater insight into careers, and increased reporting to this committee around the skills agenda. This would also provide an overview for Board meetings which would tie in nicely with the accountability agreement. The managers would take away an action how to weave in data and

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**Ref****Actions:**

regular reports on employability/careers, although it was already covered in the QIP.

**STC22.5.8 Quality Cycle 2023/24**

The AP presented this paper focussed on the changes for the forthcoming year including:

- A new summer work check-in
- Attendance check in October and in January
- KA1 and KA2, progress audits (other than number 3), and admissions days, would occur at the usual time
- KA4 would occur before half term
- KA6 would be slightly later and KA7 mocks two weeks earlier.

The STC Chair commented that it was clear thought had gone into the changes and they seemed sensible.

**STC22.5.9 Safeguarding update**

The Governors had read the Safeguarding report which had been included with the papers, and which included no surprises for Governors. The report included details on exam-related anxiety, something on which the College has strategies for supporting students.

A Governor pondered if the UK would move into a different/new stage once the post-Covid years were gone. In-house support for students seemed to be a real help, and she commented that teenage anxiety is nationally an issue.

**STC22.5.10 Committee review of key policies**

Complaints policy/procedure. The Principal presented the policy which included very small administrative changes and a new mission, vision and values. Governors suggested small amendments to sections 3.11 and 3.14 which the Principal and the Clerk would effect before taking the policy to the Board for approval.

**Subject to these small amendments, the Complaints policy included no material changes, and the committee was content to recommend Board approval.**

**Board****STC22.5.11 STC Terms of Reference, meeting dates, and business plan for 2023/24**

The committee reviewed the ToR, meeting dates and business plan for the next academic year. Small tweaks would be made to the dynamic committee business plan in line with those matters outlined in 22.5.7 and 22.5.8 as the Quality Cycle included a slightly broader range of things.

**Ref****Actions:**

**The committee was content with its Terms of Reference (ToR), and meeting dates for 2023/23. The ToR would go forward for Board approval as part of the standing orders**

**STC22.5.12 Governance improvement plan (GIP) 2022/23 update**

The Clerk had pulled together input on the deliverables in the GIP and new content was highlighted. The end of year committee governance SAR would need to include how the work on these deliverables benefitted and impacted positively on students and the College.

The STC Chair asked Governors to log onto Menti.com and add comments which she would include in an end of year report during the summer including what could be improved for next year.

**STC Chair****STC22.5.13 Review risks**

The committee reviewed the risks for which it had responsibility. Risk 4.23 was discussed. It was possible that this might be reworded on the risk register.

Governors asked if there was an update on risk 2.11. The Principal commented that it was not possible to miss the announcement, which was expected during the summer, as it was likely to be made public by the DfE.

Governors didn't sense there were any additional risks that should be shown on the risk register pertaining to its delegated responsibilities.

**STC22.5.14 Any other business**

None.

**STC22.5.12 Date of next meeting (2023/24)**

*STC23.1 Thursday 21 September 2023, at 5pm.* The meeting closed at 6.52pm