

**Minutes of the Standards Committee meeting STC22.3 held on Thursday 2 March 2023  
Long Road Sixth Form College, Cambridge**

Present: Jenny O'Hare (STC Chair), Paul Andrew, Yolanda Botham, Lily-Kate McCormack, Carole Moss and Alex Pryce

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

Clerk: Anne-Marie Diaper

**Ref** **Actions:**

**STC22.3.1 Apologies for Absence**

Maryum Jadoon had sent her apologies for absence. The meeting was quorate.

**STC22.3.2 Declarations of Interest**

None

**STC22.3.3 Request for any other business**

None

**STC22.3.4 Minutes of Standards committee STC22.2 held on Thursday 1 December 2022**

With no suggested amendments, the minutes of the last meeting were agreed as a true and accurate record of the meeting.

**STC22.3.5 Matters arising**

None

**STC22.3.6 Progression**

The AP presented information on the UCAS 2022 cycle. Governors were very pleased to receive this paper which was well presented.

Governors noted a broader range of destination institutions including 'Oxbridge' (where all students who had met the criteria had been offered interviews), and a significant increase in places within universities in the north of England; the committee pondered the reasons for this. Governors commented that negative trends were known to the College, stemming from TAGs and CAGs, and that rates remained stable.

Governors found breakdown by gender and ethnicity valuable and commented that other data may be useful, such as bursary students etc, next time.

**STC22.3.7 Equality, Diversity & Inclusion (EDI) report 2021/22 and targets**

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AP presented the annual EDI report; she explained the reasons for producing the report and went onto verbally pull out the report's highlights. She commented that the targets had been adjusted and simplified since the committee last saw them, with the progression one broadened out.

Governors commented that this was an interesting and thorough report presenting a broad change of demographic moving in a positive direction. They noted a shift (improvement) in governing body diversity data.

If any additional context were to be provided in this report it would be about communities served, particularly around ethnicity (Governors noted the difference in diversity across 'Cambridgeshire and Peterborough', as opposed to 'Peterborough' alone), and links to census data would be useful.

**STC22.3.8 Safeguarding update**

The AP presented the termly written safeguarding report. She touched on appointment and training /supervision for new safeguarding staff. A brief update on Prevent included categorisation of concerns and online perils.

A Governor asking about the staff time needed to deal with cases led the meeting went on to discuss the nature and complexity of cases, support, and staff time dedicated to handling.

In terms of counselling and support, the senior managers mentioned that information on student assistance and helplines was included in regular messages to students.

**STC22.3.9 DfE performance tables**

The VP presented a report providing detail and commentary from this year's Government performance tables. He reported that recovery from Covid had distorted all data comparisons. The report backed up what local data had revealed about closing gaps, based on averages of a large number of students grades and points, despite the definition of 'disadvantaged students' in this report not completely aligning with the College's definition.

The meeting focussed on progression routes for disadvantaged students and NEET numbers (with Governors commenting it would be interesting to research more into this).

Governors agreed that overall the data looked positive, with no worrying trends, and thanked the VP for the report.

**STC22.3.10 In-year progress report and data**

Year 1. KA1 data was available for the committee . The VP reported on the process used in College for scrutinising, reporting and uploading data to determine a picture on each individual student's progress. Senior managers respond positively to staff asking why a certain approach was being taken on collecting, and analysing data. Managers and Governors agreed that learning conversations were just as important and teaching time. The data enabled the College to know where to focus action.

A Governor commented that the way data was collected seemed sensible and not overly onerous. The VP advised that a 'turn data into information and information into action' approach was fruitful.

The meeting discussed attendance data and its link to individual student performance.

Year 2. KA6/mock one was straight after Christmas (full mocks would take place in March). There had been queries about timing of this assessment. The number of hours students took to revise had led to a range of outcomes. The VP reported on strategies take following mock one to support students ready for the summer exams.

Learning reviews/learning walks had been held, some with external people/peers. Learning conversations were valuable from both a teaching and student perspective.

The committee thanked the managers for the report.

**STC22.3.11 Progress against targets in the Quality Improvement Plan**

The updated QIP had been included in the papers (this was a working document for the College useful for tracking progress). Some of the actions and updates in the QIP had already been covered in the earlier agenda items.

**STC22.3.12 Committee review of key policies**

Exams access policy. This was a new policy for committee approval. The managers felt that a policy was needed to implement the JCQ guidance, and which would be helpful to clarify what are access arrangements pertaining to different students' needs.

A Governor commented that the matter was clearly very complex. The managers commented that the policy should contribute significantly

**Ref****Actions:**

towards understanding the processes around the JCQ guidance, as the policy provided additional explanation and examples.

A Governor was keen to understand more about timescales and when adjustments became impossible to achieve. The VP explained that deadlines shown in the appendices were in line with JCQ deadlines. The policy also distinguished between access requirements within JCQ guidelines and separate access requests, and which to a point were legally prescribed.

**The committee was content to approve the Exams access policy.**

**STC22.3.13 Governance update**

The Clerk presented the whole Corporation governance SAR and GIP for committee consumption for the first time. A range of updates had been added to some of the deliverables. Governors pondered whether it was necessary to write some narrative in every box, especially where positive performance is clear and reported in/through other reports – the Principal gave some examples. The STC Chair was keen to receive committee members thoughts on how to improve committee performance. The committee suggested the occasional ‘in person’ meeting (the September meeting was suggested), acknowledging that online meetings were helpful for busy Governors (saving travel time). This would come up again for discussion at the time meeting dates are set for 2023/24. Governors were keen not to increase the number of ‘in person’ meetings and wondered if some Board meetings (March or May Boards eg.) could be online.

**Clerk****Clerk****STC22.3.14 Review risks**

The Clerk reported that there was no update on risk since the committee last met. Key risk 4.7 (level 3 curriculum reform) was discussed in depth at the recent Governors strategy day, and it was likely that that risk would be updated soon (the next risk update to the STC would be in May 2023).

In response to a Governor asking about a possible missing risk, it was highlighted that the College risk register contained many other risks the ownership of which may sit with another committee.

**STC22.3.15 Any other business**

None

**STC22.3.16 Date of next meeting**

STC22.4 Thursday 4 May 2023. The meeting closed at 7pm.