

WQE & Regent College Group

Corporation Meeting 26 January 2022, 17:00, Teams

Minutes

Members of the Corporation in attendance:

Stuart Dawkins (Chair), Wayne Allsopp, Joyce Black, Jo Cooke, Bernadette Green, Alastair Lockhart-Smith, Jash Maadhavji, Neil McGhee, Anas Mohamed, Nisar Navsariwala, Ing'utu Palmer, Philip Parkinson, Allfaz Samnani, Paul Wilson, Aaron Winterton & Jimmy Zachariah

Other attendees:

Andrew Jackson, Sarah Oldfield, Tim Rogers & Rachel Middleton

Apologies:

Jim Phillips, Amrik Singh and Carolyn Davies

1. Welcome and apologies for absence

The Chair welcomed all attendees to the meeting. Now at the end of his term of office, thanks were extended to Allfaz Samnani for his contribution as Student Governor. A certificate of appreciation will be issued to Allfaz on behalf of the Corporation.

Anas Mohamed was welcomed as the new Student Governor. Anas was introduced to all attendees and informed the Corporation that he was studying A Level Film Studies, Law and Psychology. The Clerk confirmed Anas' induction had taken place the week prior.

Apologies were received from Jim Phillips, Amrik Singh and Carolyn Davies.

The Chair invited Alastair Lockhart-Smith to update Governors on his personal news. Alastair confirmed he would be stepping down from being a Governor following this meeting as he will be leaving the area.

The Chair and outgoing Chair of the Audit & Risk Committee thanked Alastair for his service and contributions as a Governor and a member of the Committee and wished him well for the future.

2. Declarations of Interest

Jimmy Zachariah declared his interest in BACA, one of the College's subcontractors.

The Chair confirmed that the report tabled under agenda item 8 focusing on subcontractors was for information and questions only and did not require Governors to make a decision. On this basis Jimmy was not required to absent himself from this part of the meeting.

3. Minutes and matters arising

The Part 1 minutes of the Corporation meeting held on 15 December 2021 were approved as an accurate record of proceedings.

The action list was updated accordingly.

The following matters were completed in the intervening period between meetings and subsequently removed from the action list:

- Remedy some of the dates outlined on page 13 of the Strategic Development Plan Update 2021- 2024 and then recirculate
- Send to Governors the complete SAR document for reference
- Add a glossary of terms to the QIP documentation to aid Governors' understanding.

The following action was tabled for discussion as part of the Principal's Update and subsequently removed from the action list:

- Provide an outline in the next Principal's Update on how the ELT plans to update the Corporation on work being done to strengthen student safety.

The closed Part 2 minutes from the Corporation meeting on 15 December 2021 were approved by the Corporation as an accurate record of proceedings.

GOVERNOR BRIEFING

4. Training and update item: Teaching & Learning (Presentation)

Sarah Oldfield

Sarah outlined the way in which the College approached the evaluation of teaching and Learning, detailing that this was a cycle across the year, with key evidence being gathered at different stages of that cycle. She confirmed that the priorities for development of teaching and learning for the following academic year were determined by June/July and then discussed with staff at the August CPD session at the beginning of the new academic year.

Work on developing VESPA (Vision/Effort/System/Practice/Attitude) mindsets has been a particular focus for the College this year, along with developing student resilience, as well as the identification and narrowing of gaps

Sarah confirmed that Lesson observations will continue to run throughout the Spring term and that students' feedback is also considered as part of the evaluation of teaching and learning and informed its continuous improvement process.

Sarah outlined 5 key questions posed to every curriculum area, from which staff have developed a bank of statements which define best practice in relation to aspects of Teaching, Learning and Assessment and these were the focus of discussion, sharing and development within each curriculum team.

Governors asked questions about:

- how the College has arrived at determining which strategies work best for narrowing achievement gaps
- how the College has determined what the gaps in learning are for specific groups of students who may have been adversely impacted by the pandemic and lockdown
- whether the College had worked on identifying what the best strategies were to support Pupil Premium students and whether practice was underpinned by research and published evidence e.g. from the Sutton Trust

Action BW and SO - to share experience of strategies/research relating to the teaching and learning of Pupil Premium students

Action NMcG and SO – to discuss the organisational approach to rapidly rolling out and using MS Teams for teaching and learning through the pandemic

Sarah drew attention to the fact that the College has a Teaching and Learning Matrix, which it uses as a means to stimulate and maintain discussion on things that are qualitative, using available quantitative indicators within the monitoring cycle across the year. It is hoped that this will help to highlight areas of good practice as well as to help the college to focus further where there are exceptions or variability.

Sarah confirmed that a VESPA mindsets questionnaire will look to provide evidence on whether students are being supported well in building their resilience and developing the ability to move forward or deal with challenges.

Governors made observations about the risks of using quantitative tools to report on qualitative judgements. They raised and discussed points on the fitness for purpose of the approach, especially if viewed too narrowly and out of context with the overall vision of good and better teaching, learning and assessment, as well as whether the approach would drive the types of improvements that were likely to be most important.

The Principal affirmed that the Teaching and Learning Matrix was simply one tool for framing up dialogue with staff, highlighting good practices and exceptions, or where issues might be flagged and explored in discussion with staff and teams.

Governors requested SO to share a description of the College's expectations and ambition for teaching learning and assessment to help clarify how this links to the Teaching and Learning Matrix being used and to place this work in context. **Action SO**

Governors asked about how best practice was subsequently shared amongst the staff when this had been observed during lesson observations and explored this further, emphasising the importance of this.

OVERSIGHT OF STRATEGIC DIRECTION

5. Principal's Update (Presentation)

Paul Wilson

The Principal's Update covered the following matters:

- Covid-19 updates
- College trends in Covid-related absence compared with the city of Leicester
- The impact of Covid-related staff absence on business continuity and the improving trend throughout January 2022
- The January exam series with 2439 individual exam entries
- November Mathematics and English GCSE results

- The Leicester Parking Levy proposed impact and open consultation
- The composition of the new Student Executive
- The PREVENT Young Leaders Group
- Breadth of changing narratives groups with students
- Old Wyggestonians Association and alumni developments and the plan to update the Corporation further on this as it develops

Action NMcG: to foster an opportunity for a joint discussion about the Leicester Parking Levy with the Chamber of Commerce and Leicester Business Voice.

OVERSIGHT OF FINANCE, RESOURCES & ASSETS

6. Tuition Fees Policy 2022 -2023 – Paper 002

Prepared by Carolyn Davies

The policy was approved by the Corporation subject to any changes highlighted by Governors in the fortnight period following the meeting.

7. Monthly management accounts (November) – Paper 003

Prepared by Carolyn Davies

These were noted by the Corporation.

8. Sub-contracting annual report – Paper 004

Sarah Oldfield

Sarah affirmed that the English and Mathematics results for last year's cohort were positive. The College's Mathematics department will visit providers this year to deliver Maths sessions as part of a hybrid model combining face to face teaching and virtual lessons.

Governors noted the positive report on a student with a disability being able to access provision fully.

OVERSIGHT OF STUDENT OUTCOMES & EXPERIENCES

9. Retention and Progress – In Year Monitoring Report - Paper 005

Tim Rogers

Governors noted that Two-year retention is very strong and continues this significant trend of improvement over time.

For Year 1 students pursuing Level 3 courses a report is being collated on student progress, but a timing issue meant this was not yet completed for the latest round of data being collected.

In respect of the of cohort data being reported Tim confirmed that there had been some issues with receipt of data from curriculum areas that had affected the completeness of this report, though these were isolated and minor such that they were not expected to impact the overall picture significantly. **Action TR:** to send on the full report to Governors with the relevant data updates discussed for completeness.

Governors asked specifically for progress data to be broken down further in the future into student sub-groups and for this to become the norm within future reporting to Governors. This was noted with comparison being made to the equivalent positive developments of this type in other areas of reporting, such as the attendance report.

Governors asked about whether all staff were aware of the need to comply with submission of data for interpretation ahead of Corporation meetings. The Principal confirmed that assessment weeks were calendared with dates known to all staff, confirming that discussions at curriculum team level about expectations and culture to enable this type of analysis were underway.

Governors asked that Tim report on movement in compliance with meeting data submission deadlines in their next monitoring update.

10. Student Attendance Monitoring Report – Paper 006

Andrew Jackson

Andrew confirmed that the report provided an attendance benchmark pre-Covid as well as a comparison of student attendance data from the local area. Governors appreciated the comparative data and thanked Andrew.

Governors asked about the attendance of Looked After Children and reasons for their lower attendance as well as plans to address this. Using the national data about LACs and the impact of Covid on this cohort, Andrew will investigate further. There will also be individual tailored support for every Looked After Child to address barriers and gaps in learning.

Governors discussed why nationally attendance rates on Level 2 courses were lower than for Level 3, with the significant impact of Mathematics and English compulsion and condition of funding being one aspect of this.

11. Work experience – mid-year update – Paper 007

Andrew Jackson

Andrew highlighted that the College had replaced its provider for work placements. The autumn term was spent training staff on the new system. During the autumn the College piloted a live brief for media students based around a Leicester café.

Governors queried whether there were additional means to contact companies to ask them to offer work placements. The Chair confirmed that the Chamber of Commerce had been asked to be a clearing house to help with some work placements and suggested keeping a watching brief on this.

12. Teaching, Learning and Assessment

Sarah Oldfield

12.1 Interim report 2021-2022 – Paper 008

Sarah highlighted that full lesson observations were taking place as well as a hybrid model involving half lesson observations and half remote discussions with teachers and/or learners via MS Teams. There was still some hesitation around committing to full lesson observations, given the situation with the Omicron variant. There is an opportunity to review whether the hybrid model works better overall.

Governors observed that a model of lesson observation with additional discussion with teachers and students matched well to Ofsted's approach to the evaluation of teaching and learning.

12.2 Teaching, learning and assessment matrix - Paper 009

This discussion item was covered as part of the Governor Briefing.

13. Student Voice

Student Executive President's report and financial statement – Paper 010a and Paper 010b

Jash Maadhavji

Jash was invited to present the highlights from both reports as the Student Governor who had served on the Student Executive last academic year.

Jash drew attention to the varied workstreams of the Executive, including charity work and competitions. He highlighted the aim to make student life enjoyable after lockdown. He referenced developments with the Twitter and Instagram social media accounts and the ways in which the Executive were seeking students' feedback, including through the production and display of posters encouraging them to get in touch, which have been displayed on both campuses.

He reported on the expenditure from last year and the balance of £444 carried forward to this academic year.

The Chair thanked Jash for his verbal report and extended thanks to all those on the outgoing and incoming Executive for their dedication.

14. Prevention of sexual abuse action plan update – Paper 011 – *For information and questions*

Aaron Winterton

Aaron provided the following headlines:

- This is an ongoing piece of work and progress has been made in a number of areas
- All staff have now received appropriate training
- The Safeguarding team have clear processes mapped out to follow around handling matters relating to sexual harassment
- Students are talking about historical events which occurred when they were 15 or 16 years of age, during lockdown.

The next steps are to talk to students in changing narrative groups to elicit further information and identify ways in which the college can further address need and tailor support.

Action AW: to feed back to the Corporation on safeguarding trends as part of the Principal's Update for the March 2022 Corporation meeting.

Action AW: to further link with and brief JZ on matters relating to the College's work on improving student's sense of safety in this area.

Aaron reported that the impact of the LGBTQ+ changing narratives group was already being felt with a development in place to create gender neutral signage on the

College's toilet doors. This group already meets weekly. Other groups were now also being formed to further increase engagement with students and to explore opportunities for positive changes

The Chair asked for the emerging themes around changing narratives work to be reported to Governors in the Principal's Update as appropriate from time to time

Action PW

EFFICIENT AND EFFECTIVE GOVERNANCE

15. Feedback from the Governance & Search Committee meeting of 26.01.22

Joyce Black, Chair of Governance & Search Committee

Joyce highlighted the matters which the Committee had discussed immediately prior to the Corporation meeting:

- External Governor recruitment – a new Governor Information Pack is being designed to promote the vacancy in an aspirational way. This will be promoted on the College website and via its social media channels. Governors are asked to circulate this to all of their professional networks and to inform RM about their distribution list, in order to map out coverage and identify any gaps. **Action all Governors**
- Governor Training and Development Plan – this is being looked at with a view to developing skills sets for Governors from the point of induction onwards and creating menu of training opportunities. Further work has been put on hold until the publication of the government paper on external reviews of governance to ensure that the College's training supports Governors to meet these requirements. This is likely to be published in April 2022.
- External review of governance – the Clerk was tasked with undertaking a fact-finding exercise and reported to the Committee on a provider who had entered the market early. The Committee considered the costed options for services which could be included within a package focused on externally reviewing the College's governance. As more providers enter the market, further fact-finding work will follow to keep the Committee apprised of the offer to Colleges. The College does not intend to pursue an external review of governance until such point that the final government guidance is published.
- Governor Insights – Governors are now encouraged to set up their insight visits in College, with a view to completing a follow-up Governor Insights reflection form. These should be submitted by Easter and will be reviewed shortly afterwards.

Action: All Governors

15.1 Policy refresh on appointment & reappointment of Governors - Paper 012

Subject to a minor word change proposed at the Governance & Search Committee, the Committee recommended the policy to the Corporation for approval.

The policy was approved, subject to the fortnight period beyond the meeting where Governors could provide additional feedback.

ROUND-UP

16. Confidentiality

Subject to discussions during the meeting, the Corporation confirmed there to be no confidential matters.

17. Any Other Business

17.1 Reminder of 22 February 2022, Governor Conference, 16:00 – 18:00

Action RM: to send a reminder to all Governors about the date and time, with a programme nearer the time.

17.2 The next meeting of the Student Outcomes Task & Finish Group was confirmed as Monday 07 March 2022, 17:00.

18. Next Meeting

Wednesday 02 March 2022, 17:00, blended meeting

The meeting concluded at 19:12.

Signature:

Date:

Chair of the Corporation

Action List

	Actions arising from 26 January 2022 Committee meeting	Who is responsible?	Date for completion
1.	To share experience of strategies/research relating to the teaching and learning of Pupil Premium students	BW and SO	
2.	To discuss an organisational approach to using MS Teams for teaching and learning	NMcG and SO	
3.	To provide to Governors a description for each of the grades within the Teaching and Learning Matrix	SO	
4.	To foster an opportunity for a joint discussion about the Leicester Parking Levy with the Chamber of Commerce and Leicester Business Voice	NMcG	
5.	To send on to Governors an updated report on progress once full data set has been received, including for Year 1 students pursuing Level 3 courses	TR	
6.	To feed back to the Corporation on safeguarding trends as part of the Principal's Update for the March 2022 Corporation meeting	AW/PW	
7.	To brief JZ on matters relating to the College's work on improving student safety	AW	

8.	To report on the emerging themes around student changing narratives work in the Principal's Update as appropriate from time to time	PW	
9.	To promote the External Governor vacancy through dissemination of the Governor Information Pack to professional contacts	All Governors	
10.	For Governors to set up their insight visits in College, with a view to completing a follow-up Governor Insights reflection form.	All Governors	Before Easter 2022
	Standing item	Who is responsible?	Date for completion
	To refer any matter which could be externally assured to the Chair of the Audit & Risk Committee	All Governors	
	To ensure Curriculum Policy is updated if needed once mission/values work with Governors is completed	TR	
	To update the Corporation on progress towards completion of actions within the annual self-review of governance action plan, at a timely point in the business plan	RM	