

Minutes of Academic Planning and Quality Committee Meeting

Tuesday 10 September 2019

Conference Room, Richard Huish College, 5.30pm

Min No **Governors Present:** Mary Tighe (Chair), Barbara Barratt (Vice-chair), Jonathan Langdon, Nikki Lewis (Staff Governor) and David Tomaney (Parent Governor) (via teleconference call).

Also in attendance: John Abbott (Principal)(part), Colin Barnard (Assistant Principal – Student Support), Joe Bennett (Assistant Principal, English, Science and Mathematics), Xanne Blythe (Clerk), Becky Flower (Assistant Principal, Humanities and Social Science), Emma Fielding (Deputy Principal, Curriculum and Quality), Saffron Lee (Assistant Principal, Business and Creative Industries) and Liz Williams (Director of Marketing, Admissions and International).

Apologies were received from Governors David Griffin, Ann Helsby and Stephen Haydock.

APQ 1 **Declarations of Interest (agenda item 2)**

No declarations of interest were received.

APQ 2 **Minutes of the Previous Meeting and Matters Arising (agenda item 3 and 4)**

The meeting noted the matters arising schedule. The Chair indicated that she would be very willing to attend the six monthly review meetings of the College's three year Careers strategy.

RESOLVED: that the Academic Planning and Quality Committee minutes dated 24 June 2019 be agreed as an accurate record and be duly signed by the Chair.

APQ 3 **RHC Student Applications 2019-20 (agenda item 5)**

Governors were provided with a summary on the 16-19 UK applicants compared to the same time in the previous year, along with international applicants.

The College had currently enrolled 31 more 16-19 students compared to this time last year (L6 1004 students), providing a larger cohort in Year 2. 23 international students had been recruited for 2019 and six international and EU passport holders. In addition, there had been four late applications (three from Hong Kong and one from Vietnam). The recent protests in Hong Kong had not affected international student applications. There were 11 UK students in Oak House this year, with varying levels of flexi boarding. In response to a Governor's query the meeting noted that some students relied on the Overseas Education Allowance (OEA) from China. Additional funding had been promised to colleges by the current government administration, although the funding situation was liable to change if an election was held.

The Director of Marketing, Admissions and International and International Student Coordinator were travelling to Hong Kong in October 2019 for ten days to attend agent fairs and a British Council event.

APQ 4 **2018-19 Course Achievement - Headlines (agenda item 6)**

The Deputy Principal presented a summary of the students' 2018-19 achievements. In response to discussion, challenge and questions from Governors, the following key points were made:

A Level

- the pass rate had increased to 99% (previously 98%). High grades (A*- B) had increased to 53% (previously 51%) and increased in A*- C by 3% to 78% overall,
- 72 students had gained three or more A/A*grades, with 17 of these gaining three or more A* grades. A further six students had achieved 3 A* grades in their A Levels,
- our disadvantaged learners taking A Level qualifications had secured really positive grades, outperforming their non-disadvantaged peers in terms of their progress,
- a positive uplift in high grades and value added, with positive outcomes for the subjects requiring improvement,
- Maths had been the biggest cohort for A Level, early Sixth Dimensions data had shown that other centres had struggled while Richard Huish had excelled,
- there had been a great achievement for Environmental Studies, a linear course, and this had recruited well this year,
- a small number of students had been recruited for A Level Music this year, students weren't ready for the demands of the A Level Course, and Richard Huish was the last state provider of A Level Music in the County, a decision needed to be made on running Music A Level for next year. Vocational Music had very healthy numbers,
- Psychology, Law, Sociology, Business, Economics, Geography, History, Science, Maths, Creative Arts and English had recruited well for 2019,
- German had recruited 15 students from Castle School,
- students interested in drama could be recruited to Vocational Performance, the hall was due to be refurbished in 2019-20 and there were strong links to local theatres,
- Sociology exam papers' marking discrepancies and inconsistencies were discussed, which had led to an immediate change in exam boards. There was some overlap with the previous specification. Two additional (six lectures weekly lectures in total) lectures every week would focus on theory and research methods. Governors queried the formal complaint and remark process, the process was lengthy and cost prohibitive. A number of exam papers had been submitted for a remark and had been returned unchanged. The Principal had asked for a full centre remark and Governors would be updated on any progress made,
- the international cohort results were summarised in a report tabled at the meeting, performance in the largest subjects such as Biology (ALPS 3) and Business (ALPS 2) were commended, the high level of interventions, support and hard work had provided a great impact.

Vocational Level 3

- Further analysis was required for the vocational results and early indications were very positive. The majority of Huish students on Extended Diplomas were now taking the significantly more challenging RQF qualifications, with harder external exams, and they had performed very strongly.

Vocational Level 2

- 94% of 74 students studying a Level 2 BTEC or Cambridge Technical this year achieved their qualifications,
- a fantastic 40% achieved a Distinction or Distinction*,
- Level 2 tutors were meeting regularly to support challenging behaviour and ease the transition for these students from school to College life.

GCSE

- Significant numbers of our students resitting their GCSE English or Maths had achieved a 4 or above with an incredible 70% of English GCSE students gaining a 9-4 and 44% in Maths,
- 37 students had taken the Higher Level Project (L2) with a 100% A*-C and 67% achieving an A*-B grade.

Other Level 3

- EPQ - 164 students completed the EPQ with a stunning 90% A*-B, 99% A*-C and 100% pass

rate,

- Core Maths, 36 students had completed the qualification with 58% A* B, 83% A*-C and 100% pass rate.

Apprenticeships

- the largest cohort of apprentices to date, with an overall success rate of 62% this academic year for 526 learners .

Traineeships

- an excellent set of results for our Trainees this year with an increase in numbers and all outcome measures,
- more students than ever had completed the programme (an increase of 21% in retention) and many of them had already secured very positive progression routes for the future.

HE

- 100% pass rate for our FdA and BA Hons learners,
- 69% of our BA Hons students secured either a 1st or 2:1.

The Chair, on behalf of the Committee, congratulated students, the Student Liaison Officer and staff on the excellent outcomes and extended thanks to all staff and students for their hard work to achieve this over the last few years.

APQ 5 University Progression for Oxbridge and Medical Students 2018-19 (agenda item 7)

Early indications showed progression to HE, including eight students to Oxbridge, eight Medics and two Vets. One of our very high performing A level students had also successfully secured a place on a Degree Apprenticeship with the Law firm CMS. 2018-19 student destination data would be collated and presented to the Committee later in the academic year.

APQ 6 College Quality Processes and Curriculum Priorities for 2019-20 (agenda item 8)

The Deputy Principal presented a report on the Huish Quality Cycle. The College Self-Assessment Report (SAR) documentation would be streamlined and moved earlier in the year to enable the final draft to be ratified at the December Corporation meeting. The difference between Learning Walks and Lesson Observations would be clarified, the PRAD documentation would be reviewed. The current system was fragmented and timings didn't support in-year development.

An annual data schedule was tabled at the meeting to provide Governors with in year data at each Committee meeting throughout the year. The new EIF was more curriculum focused, more holistic, with deep dives and student work reviews. A two year pilot would be implemented with all courses in a Review Week over the next two academic years. This would provide an opportunity to showcase and share good practice, support staff confidence with the new Ofsted framework and allow time to reflect and adapt in year.

After a training day staff had asked for more external views. The following dates had been arranged for 2019: 25th October Apprenticeship External Review, 25th/26th November 16-19 Peer Review with four other Colleges, a number of peer College senior leaders were trained Ofsted Inspectors.

RESOLVED: that the College Quality Processes and Curriculum Priorities for 2019-20 be noted.

APQ 7 Policy Review (agenda item 9)

The Assistant Principal - Student Support had updated the Safeguarding and Child Protection Policy in line with the Keeping Children Safe in Education Statutory Guidance published 2 September 2019. Governors had received Safeguarding training at 1 July 2019 Corporation meeting on the new guidance. The AP itemised the updates for this year within the updated Policy.

The Assistant Principal confirmed that a reference had been inserted in the Behaviour Policy (as

previously approved by the Corporation) to link the restraints procedures detailed in the Safeguarding Policy. The Behaviour Policy was in line with the Residential Accommodation National Minimum Standards Sept 2018 (Care Standard 12). It was a requirement of the Corporation to ensure that the College met the NMS, an annual compliance report would be submitted to the Audit Committee.

The Committee discussed the production of an anonymised student behaviour annual report, recording only any major sanctions applied to students, such as suspensions and exclusions.

RESOLVED: that the 2019 Safeguarding and Child Protection Policy be recommended for Corporation approval on 23 September 2019.

The meeting noted that Oak House was having an interim monitoring inspection week commencing 16 September 2019.

APQ A.o.B

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- (i) Student Governors would be appointed by selection rather than election for 2019-20.
- (ii) Liam Edwards had been appointed as the Student Liaison Officer for 2019-20.
- (iii) Governors' poor attendance was highlighted. The Corporation was due to discuss revising the timing of Committee and Corporation meetings to maximise Governors' attendance.
- (iv) 2018-19 results' day video was shown.

The next Committee meeting date of Tuesday 12 November 2019 was noted.

With no further business the meeting concluded at 7.15pm

Chair (signature)..... Date:.....