

Minutes of: QUALITY & STANDARDS COMMITTEE

Date: 11<sup>th</sup> June 2025

Time: 5:30pm

Place: via Microsoft Teams

Present: Mr P Cook MBE (Principal)  
Ms N Paterson  
Mr C Todd (Committee Chair)

In attendance: Ms R Herbert (Deputy Principal)  
Ms N McEnery (Head of Employment Services) **up to & incl. item 23/48**  
Mrs K Smith (Director of Quality)  
  
Mrs Y Doherty (Director of Governance)

Ref

Action  
by

**24/39 Apologies:**  
Apologies for absence were received from Ms L Miervaldis and Ms N Williams.

**24/40 Declarations of Interest**  
There were no declarations of interest.

#### FOR INFORMATION

**24/41 Careers and Employability Strategy: Implementation Plan**  
The Head of Employment Services presented an update report on the Careers and Employability Strategy Implementation Plan (circulated, document June 25/1).

Highlighted points included:

- 42 interns for September 2025 start (+9 on this year)
- 3 direct applications
- High uptake for Transition to Employment (TTE)

Discussion points included:

1.1 All learners to receive 1:1 career advice

Had this been achieved or had there been any slippage?

It was reported that the reporting later in the meeting confirmed that a high number of learners had engaged with the Prospects service and this included 100% of the interns.

It was suggested that reporting could be more explicit in the document.

1.2 It was good to see that this had been completed.

3.1 Xello - update was positive but the RAG rated impact was Amber?

It was reported that the Xello platform was not suitable for all learners, and a new careers platform was being reviewed. It was AI driven and provided more adaptive language.

It was advocated that the College was too hard in relation to the self-assessment and that consideration could be given to adapting the wording to include 'for whom it is appropriate'.

3.3 Partnership work - maximise the links with the Chamber of Commerce, WMCA and Careers Hub, impact yet to be seen. Was there a need to improve the ability of the Head of Employment Services to deliver against this action?

It was reported that attendance at such events was not always necessary as the College was already delivering against the topics covered e.g., Gatsby Benchmarks, where this would primarily be aimed at schools. It was also possible that attendance could be delegated to Job Coaches where appropriate.

It was again suggested that the College assessment could be too hard – and that updates should indicate attendance was happening.

It was **RESOLVED THAT** the update report on Careers and Employability Strategy Implementation Plan be noted and received.

#### **24/42 Adult Skills Fund Strategy: Implementation Plan**

The Committee considered an update report on the Adult Skills Fund Strategy Implementation Plan (circulated, document June 25/2).

It was commented that it was very positive that the College had achieved the funding allocation, however, there had been over delivery and if there were lessons to be learnt regarding monitoring of performance in the next academic year.

This was acknowledged, and it was confirmed that this was under consideration with regard to technological solutions for monitoring and actions within the QuIP that would facilitate improved monitoring of performance against allocation.

Mr Todd reported on a product that he was aware of that built in all aspects of the funding to support monitoring and agreed to provide the detail.

**[ACTION]**

**CT**

It was **RESOLVED THAT**

- i. the update report on the Adult Skills Fund Strategy Implementation Plan be noted and received.
- ii. Mr Todd provide the detail on the product that would support the monitoring of performance against allocation.

#### **24/43 Deep Dive Presentation: Admissions - Relationships with Schools/Local Authorities/ Funding**

The Deputy Principal delivered the deep dive on the Admissions - Relationships with Schools/Local Authorities/ Funding. (circulated, document June 25/3).

The presentation provided detail on:

- Admissions Internal Audit 2024
- Admissions overview
- Relationships with schools
- Local Authorities
- Funding

Discussion points included:

How many potential applicants attended events prior to making choices for EHCPs, i.e. researching options or being signposted?

It was reported that the vast majority were signposted by their schools, with the expectation that a lot would progress to the College.

In the main they were secure in the choice of Hereward, and it was unlikely that the College would be named in the EHCP.

There was discussion of the timing of the EHCP reviews and the annual statutory deadline of 31<sup>st</sup> March.

Map of the LA the college worked with – what was west of Coventry?

It was reported that this was Solihull and Birmingham.

It was noted that there was a significant increase in consultation and applications for 2025/26.

Developing strategic relationships with schools – were there risks associated with issues such as academisation and staff changes?

This was acknowledged with example detail provided of schools based In Warwickshire and Coventry.

How could the service be improved, e.g., technology supporting electronic applications?

It was confirmed that technology was already part of the processes including electronic applications, open events, use of Zoom and videos.

It was advocated that a good service was provided. It was thorough and alleviated risk given the depth of the assessments completed, although it was recognised that there was need to balance between the involvement of key people and key person reliance.

Support for families – was the College providing this?

It was reported that the level of support was dependent on individual family circumstances. Most of the feeder schools utilised the Prospects service, and that whilst this could change, this service was instrumental in supporting applications and advocated for the College.

It was **RESOLVED THAT** the deep dive on the Admissions - Relationships with Schools/Local Authorities/ Funding be noted and received.

#### **24/44 Residential Provision Report**

The Deputy Principal presented a report on the Residential Provision (circulated, document June 25/4).

The report provided detail on:

Residential audit compliance (term 3), where compliance was less than 100% narrative was provided

Service Improvement Plan

Staff survey – indicated incremental improvements, with the intention to provide more trend data in future reports

Student survey - positive

Staffing – vacancies, this was being monitored in relation to declining residential learner numbers

Staff training

Discussion points included:

It was a good report – for those audits where compliance was less than 100%, were any of concern

It was confirmed that this was not the case, just that the narrative attempted to provide detail for assurance, e.g., safeguarding – at the time of the audit (April) there was two members of staff still to complete classroom training.

It was **RESOLVED THAT** the report on the Residential Provision Report be noted and received.

#### **FOR DECISION**

#### **24/45 Minutes of the meeting held on 12<sup>th</sup> March 2025**

The minutes of the previous meeting (circulated, document June 25/5 held on 12<sup>th</sup> March 2025 were considered.

It was **RESOLVED THAT**, subject to the correction, the minutes of the meeting held on 12<sup>th</sup> March 2025 be approved.

**24/46 Matters Arising / Actions**

It was noted that there were no matters arising from the minutes.

**46.1 Actions** (circulated document June 25/6)

It was noted that the actions from the meeting on 12<sup>th</sup> March 2025 were complete (see minute 46.2).

**46.2 The Hereward Approach to ILS: report on early impact**

The Director of Quality presented a report the Hereward Approach to ILS: early impact (circulated, document June 25/7).

It was reported that 'The Hereward Approach to ILS' Pilot had been launched, and training had been delivered to the Explorer Plus ILS by the Head of Care and Director of Quality.

This worked alongside the already well-established Hereward Approach to Teaching & Learning and used the same key principles incorporating Quality First Teaching and the Autism Education Trust Standards.

An overview of the content was provided.

The recent ILS staff questionnaire evidenced significant improvements in all areas from 2024 to 2025. However, due to the small sample size chosen for the launch, the impact of the Hereward Approach to ILS will not come to fruition until the Mar/Apr 26 survey.

Detail on actions arising from the result of the survey was provided.

Discussion points included:

It was commented that it was a good report that was comprehensive and accessible.

There was discussion of issues such as ensuring that if sufficient basic information was provided and if the detail included a whole college position in terms of strategic intent rather than just information specific to the individual ILS role.

It was suggested that these points could be raised by inclusion in the questionnaire that would be completed in April 2026.

The position regarding agency staff or in-year recruitment was raised.

It was confirmed that the Hereward Approach to ILS would be covered in April and August following the key periods for recruitment. For in-year recruitment this would be scheduled for new starters as part of the training that was delivered on Tuesday afternoons.

It was commented that the report evidenced more than a good start.

It was **RESOLVED THAT** the Hereward Approach to ILS: report on early impact be noted and received.

**24/47 Future Deep Dives**

The Committee considered a report on the Deep Dives into areas of College operation previously presented to Corporation sub-committees (circulated, June 25/8).

It was noted that previous discussions had identified potential deep dives as

- Admissions: relationships with schools /LAs/ funding June 2025
- Transitions. TBC

Discussion points included:

- The timing of any deep dive relating to Transition into College
- The intent for deep dives to update Governor knowledge of specific areas but also allow for Governor contribution
- Transition out of College (including supported interns / independent living)

- Employment – focus on providing clarity / improving understanding of learners
- Learning for Life provision (the College's most vulnerable learners)

It was **RESOLVED THAT** the next deep dive presentations would be:

- Learning for Life Provision September 2025
- Transitions In. Date TBC
- Transitions Out Date TBC
- Employment – Learner focus Date TBC

## 24/48 **Learner Leadership**

### **48.1 LOOP 2024/25 Implementation Plan (from the 2023/24 report)**

The Deputy Principal presented an update report on the LOOP 2024/25 Improvement Plan (circulated, document June 25/9).

Detail was included on actions taken to address the identified key areas for improvement.

Discussion points included:

Pathway teachers – risks associated with insufficient numbers / recruitment difficulties?

It was acknowledged that there was potential risk, but that the College had good relationships with the staffing agencies used for the process of temp to perm, and action was in progress in an attempt to pre-empt any issues.

Retendering of the catering contract.

It was reported that the Director of Technical, Estates and Facilities had oversight of the process and was optimistic. It was acknowledged that it was a significant area for improvement and that proposed changes for next year would deliver improved quality for the Foundation learners.

It was further recognised that the issues associated with the catering provision were challenging as there was a tendency for the problems to differ year on year, however, the number of complaints had reduced significantly.

It was **RESOLVED THAT** the update report on LOOP 2024/25 Implementation Plan be noted and received.

### **48.2 LOOP 2024/25 Report**

Presented by the Deputy Principal (circulated, document June 25/10).

It was reported that 273 learners provided feedback.

The survey continued to be based on three broad areas:

- Teaching and Learning
- Aspirations and the World of Work
- Environmental and Social Life

The key findings of highest and lowest rated areas are identified (page 5) with top recommendations for action against each of the areas identified (from page 36)

It was highlighted that the calculation of responses to determine highest and lowest rated areas did not include where the provision was rated as 3 stars (Good), it was advocated that these responses should be included with the 4- and 5-star responses.

Examples of how this would impact the rating of areas such as work experience, employment skills and links with the community, were provided.

This was agreed.

Discussion points included:

The development of an award system that would link to learners' engagement with employability. It was suggested that this could be an area to consider for a deep dive, i.e., the mismatch between learners' perception vs. the volume of work / delivery, and how to support learners increased understanding.

References to consistency and impact with regard to ILS staff.

It was confirmed that work continued to promptly address known issues e.g., sustained absence. The use of agency ILS staff had significantly decreased and consideration was being given to action that would avoid any repetition at the start of the new academic year.

It was **RESOLVED THAT** the LOOP 2024/25 Report be noted and received.

#### **48.3 Learner Leadership Activities Summer Term 2024/25**

Presented by the Deputy Principal (circulated, document June 25/11).

The report provided detail on activities completed by the Student Council and Peer Support Team.

- ❖ Interaction with the Catering Manager
- ❖ NATSPEC Student Voice Parliament
- ❖ End of year party
- ❖ Wellbeing activity

Discussion points included:

Detail on learners wishing to have more information / understanding of benefits – did this provide an opportunity to contribute / collaborate with the DWP and link to transition out.

It was confirmed that the College had previously had good relationships with the DWP. However the teams were very stretched, and the training of key staff would continue (Train the Trainer from DWP).

It was **RESOLVED THAT** the update report on Learner Leadership Activities Summer Term 2024/25 be noted and received.

## **24/49 Policies / Strategies**

### **FOR RECOMMENDATION TO CORPORATION**

#### **49.1 Learner Involvement Strategy and Learner Activities Cycle 2025/26.**

The Deputy Principal presented a report on the Learner Involvement Strategy and Learner Activities Cycle 2025/26 (circulated, document June 25/12).

It was highlighted that:

- The amendments were highlighted and included reference to the College's Strategic Plan 2025 -2028
- Amended terminology to reflect current practice.

It was **RESOLVED THAT** the Learner Involvement Strategy and the Learner Voice Activities Cycle 2025/26 be **recommended to the Corporation for approval**.

**49.2 Quality Improvement:**

The Deputy Principal presented the documents for 2025/26 (circulated, document June 25/13).

It was highlighted that:

- 49.2.1** the format of the *Quality Improvement Strategy 2025/26* document had been reviewed and revised where necessary.
- 49.2.2** the *Quality Improvement Cycle 2025/26* had been updated for the forthcoming academic year and now included activity from the residential provision and safeguarding.
- 49.2.3** the *Quality of Education Observation Framework 2025/26* had been re-evaluated against the Education Inspection Framework and now included a strengthened appeals process
- 49.2.4** the *Equality, Diversity & Inclusion Objectives 2025/26*

The proposed changes for 2025/26 were highlighted.

It was **RESOLVED THAT**, the **Quality Improvement Strategy 2025/26**, the **Quality Improvement Cycle 2025/26**, the **Quality of Education Observation Framework 2025/26** and the **Equality, Diversity & Inclusion Objectives 2025/26** be recommended to the Corporation for approval.

**FOR APPROVAL BY COMMITTEE**

**49.3 Policy / Framework Reviews**

The Deputy Principal presented the documents for 2025/26 (circulated, document June 25/14).

**49.3.1 Learner Absence Policy**

Proposed changes were highlighted in the document.

**49.3.2 Internal Quality Review Framework 2025/26**

It was reported that the Internal Quality Review (IQR) Framework had been re-evaluated against the Education Inspection Framework. Proposed changes for 2025/26 were highlighted.

It was **RESOLVED THAT**, the **Learner Absence Policy**, and the **Internal Quality Review Framework 2025/26** be approved.

**FOR INFORMATION / DECISION**

**24/50 Quality & Standards Committee 2025/26**

The Committee considered a proposed schedule of dates for the Committee to meet in 2025/26 (circulated, document June 25/15). These dates were in line with those for 2025/26. However, there was a proposed change to the day of the meeting in direct response to the survey completed by Governors in March 2025. The meetings would now be held on a Monday.

- Monday 22<sup>nd</sup> September 2025
- Monday 10<sup>th</sup> November 2025
- Monday 9<sup>th</sup> March 2026
- Monday 8<sup>th</sup> June 2026

It was **RESOLVED THAT**, the proposed meeting dates for 2025/26 be agreed and confirmed to the Corporation.

**FOR INFORMATION****24/51 Equality, Diversity, and Inclusion Objectives**

The Director of Quality presented an update report on the Equality, Diversity, and Inclusion Objectives (circulated, document June 25/16).

The Committee considered a report which provided a progress update, from March, for the actions and developments in place to meet the EDI objectives. The objectives had been cross-referenced with the QulP.

Points highlighted included:

- ❖ Cultural Diversity Day
- ❖ Encounters with employers – 81.11%
- ❖ Internal events - 38.70%
- ❖ External placements – 70.90%

It was **RESOLVED THAT**, update report on the Equality, Diversity, and Inclusion Objectives be noted and received.

**24/52 Student Advice and Support, Participation, Quality of Experience and Discipline**

The Director of Quality presented a report on the Student Advice and Support, Participation, Quality of Experience and Discipline (circulated, document June 25/17).

This report contained information regarding the nature and type of advice and support available to learners across the College. The implementation of the Learner Behaviour Management and Disciplinary Policy and Procedure was also detailed.

Detail was provided on:

- Learner advice and support
- Implementation of the Behaviour and Disciplinary Policy and Procedure
- Summary of Disciplinary action taken for the Academic Year 2024/25
- Comparative data
- Incident Log data

It was highlighted that the comparative data indicated consistent levels of application of policies and processes which was extremely positive given the changes to the number and complexity of the learner cohort in recent years.

It was **RESOLVED THAT** the update report on Student Advice and Support, Participation, Quality of Experience and Discipline be noted and received.

**24/53 Quality Improvement Plan 2024/25**

The Director of Quality reported on the Quality Improvement Plan 2024/25 (circulated, document June 25/18).

Updates were highlighted.

Attention was drawn to:

- ❖ Learner achieving paid employment as direct result of partnership with Prism
- ❖ Employer Forum Brunch
- ❖ Direct quote from Jaguar Land Rover
- ❖ Parent Forum
- ❖ Maths Level 2: 4 results: Pass rate 57.14%, against last year's national average of 45.7% and 0% achievement for the 6 College learners taking the qualification.
- ❖ Hereward Green Week – Monday 2<sup>nd</sup> June – Friday 6<sup>th</sup> June

Discussion points included:

- Paid employment outcome was a great achievement
- The employer forum looked to have been very busy and was an exciting initiative – it was requested that the strength of these activities be recorded.
- The wording relating to the ASF allocation be amended to 'mostly achieved'

It was commented that it should be noted that the QulP drives the success of the College. It was comprehensive and thanks were expressed to all those involved.

It was **RESOLVED THAT** update on the Quality Improvement Plan 2024/25 be noted and received.

#### **24/54 Internal Quality Review 2024/25**

The Director of Quality reported on the Internal Quality Review Report 2024/25 (circulated, document June 25/19).

The following points were highlighted:

The report provided a summary of key judgments from four Pathways (Explorer, Foundation, Discovery and Functional Skills) plus Aspire. Changes since the last, interim, report presented to the Committee in March, were highlighted in yellow.

Three teachers were re-observed in line with the IQR process and two met the required standard increasing the overall percentage to 94%. One teacher again failed to meet the standard and is currently part of a HR process.

Discussion points included:

The report was sizeable and detailed, providing substantial assurance.

It was **RESOLVED THAT** the Internal Quality Review Report 2024/25 be noted and received.

#### **24/55 Data Dashboard**

The Deputy Principal presented Data Dashboard (circulated, document June 25/20).

Points highlighted / discussed included:

- Decline in the sickness absence rate. Analysis indicated that this was in response to the implementation of the revised policy and other initiatives. There was continuing analysis relating to an increase in unpaid leave.

Discussion points included:

Hereward Training Achievement rates – there had been movement but now appeared static – was there any particular reason

It was reported that this was considered to be relevant to retention rates and that further analysis was required. This would be provided.

**[ACTION] RH**

Termly data – learning support identified as Good – would there be any improvement

It was confirmed that this was expected to remain static. There was discussion of the number of observations, if it was an accurate measure and those being completed by the Head of Care having more validity.

It was **RESOLVED THAT** the Data Dashboard be noted and received.

**24/56 Any Other Business**

The Chair reported that he was approaching the end of his second term of office (December 2025) and due to current circumstances had agreed to be considered for a one-year extension. However, on this basis he had considered it appropriate for the position of Chair of the Committee to be reviewed. An approach had been made to Ms. Williams who had agreed to take on the role from September 2025.

He expressed his thanks to the management team for their reports.

**24/57 Date of the next meeting**

The date of the next meeting was confirmed as Monday 22<sup>nd</sup> September 2025.

**Signed:**

Committee Chair

**Date:**