

**Joint meeting of**  
**SAT EDUCATIONAL EXCELLENCE COMMITTEE**  
**WSC FE EDUCATIONAL EXCELLENCE COMMITTEE**

**Minutes of the hybrid meeting held on 4 December 2023 at 4.00pm**

- Present physically:** J Wakelam, SAT Trustee and WSC Governor –**Vice Chair**  
R Cannon, Committee member  
S Daley, SAT Trustee and WSC Governor – **Chair**
- Present virtually:** C Chua, WSC Governor  
J Drake, WSC Governor
- In attendance:** A Adamson, Deputy Head of Centre OSFC  
A Hurrell, Group Head of Quality  
A Havery, Group Assistant Principal Sixth Form Provision  
C Durrant, Group Head of Pastoral and Administration  
C Shaw, Group Sixth Form Principal  
D Barton, Assistant Principal Adult  
D Coomes, Assistant Principal Sixth Form Provision  
G Evans, Group Quality Manager  
G Jefferson, Group Deputy Sixth Form Principal  
J Robson, Head of Centre OSFC (part)  
J Stockings, Group Assistant Principal Sixth Form Provision  
K Sida-Nicholls, Group Director of Teacher Development & Research  
L Chapman, Regional Director for SEN  
L Parish, Assistant Principal Apprenticeships  
N Savvas, Chief Executive Officer  
N Payne, Group Director Careers, Opportunities, and Progression  
P Stittle, Executive Director Business Development  
S-L Neesam, Group Head of Safeguarding  
S Small, Assistant Principal ASFC  
S Gales, Governance Professional
- Apologies:** C Marshall, Group Assistant Principal Inclusive Learning  
H Colthorpe, WSC Staff Governor  
J Bawden, SAT (ASFC) Parent Committee member  
K Points, SAT Trustee  
L Moody, Principal Strategic Growth and Partnerships

**Absent:**

- Appointment of Chair and Vice Chair(s)**  
The Committee recognised S Daley as the Chair and J Wakelam as Vice Chairs of the joint SAT Educational Excellence Committee and WSC FE Educational Excellence Committee for 2023/24 as appointed by the Corporation and Trust Board on 31 October 2023.
- Declaration of Interests and Apologies for absence**  
Members recognised the standing declarations. No other conflicts of interest in relation to the items of the agenda were declared.

Apologies for absence were received from J Bawden, H Colthorpe, K Points, C Marshall and L Moody.

The Chair welcomed everyone to the new Committee and explained the rationale for creating this joint Committee. The Committee commended the quality of the papers provided and noted we will continuously evolve the papers which come to the Committee to make meetings as effective and efficient as possible.

**Action**

3. **Committee Terms of Reference & Committee Skillset**

Members received and considered the Terms of Reference and Committee Skillset, proposed agenda cycle and constitution provided.

Members **approved** the Committee Terms of Reference & Committee Skillset.

The Governance Professional advised that the WSC Student Governor and OSFC Parent roles have been filled and they will attend the next Committee meeting.

4. **Minutes of the meetings on 6 and 7 November 2023**

Members reviewed the minutes of the WSC FE Educational Excellence Committee meeting held on 6 November 2023 and SAT Educational Excellence Committee meeting held on 7 November 2023; and **agreed** them as an accurate record.

5. **Matters arising from the meetings on 6 and 7 November 2023**

Seventeen of the twenty matters arising from the previous meetings were complete with two ongoing and one noted which were discussed in other agenda items below.

Members commended the progress on leading sustainability across the Group.

6. **2022/23 Self-Assessment Reports**

Members received and considered the report provided.

Members discussed WSC's Self-Assessment Report; and L Parish explained the rationale for uplifting Apprenticeship's self-assessment grade from Grade 2 to Grade 1, and D Barton explained the rationale for retaining Adult Education's self-assessment grade. Members noted that the uplift of Apprenticeships, has required the overall Self-Assessment Report's grade to uplift from Grade 2 to Grade 1.

Members **agreed** the updated Self-Assessment Reports for ASFC and OSFC and **agreed to recommend these to the Trust Board** and **agreed** the updated Self-Assessment Reports for WSC and **agreed to recommend it to the Corporation.**

Members commended the curriculum teams for their outstanding work.

7.a. **QUALITY OF EDUCATION**

i. **Sixth Form Provision**

Members received and considered the Group report provided and G Jefferson summarised the key points.

Members commended the report and queried if there are areas where attendance is more of a concern. G Jefferson answered this.

Members invited the Executive to speak to any other areas to note or of concern. S Small spoke to ASFC, A Adamson spoke to OSFC and G Jefferson spoke to WSC.

The Chair and Vice Chair noted that, last academic year, students fed back that tutorials sometimes covered topics they learnt at school and so were less interesting, and asked if this has been resolved or might explain the concern around tutorial attendance. C Durrant noted this is being investigated and noted timetabling of tutorials has been an issue, which will be addressed for 2024/25.

ii. **Adult**

Members received and considered the WSC report provided and D Barton summarised the key points.

The Chair noted the adult provision accounts for a significant proportion of WSC's provision, and invited Committee members to visit the Personal and Professional Learning centres in the community to better understand how we deliver this provision.

### iii. Apprenticeship

Members received and considered the WSC report provided and L Parish summarised the key points.

Members commended the clarity of the paper.

J Robson joined the meeting at 4.36pm

### iv. High Needs students (SEN)

Members received and considered the Group report provided and L Chapman summarised the key points.

Members discussed the staffing changes and how the team is being supported by SENDAT.

Members queried what KPIs we look at for High Needs students. C Shaw answered that future reports will look at attendance, retention, achievement and progress against EHCPs. The specialist-SEN provision will also compare trends to historic data and to the mainstream cohorts.

### v. 'At Risk' students (Children in Care and/or Young Adult Carers)

Members received and considered the Group report provided and S-L Neesam summarised the key points.

Members queried what support we provide to these students both whilst at our colleges and their progression into employment/further study. S-L Neesam answered this and explained how we liaise with the student, their carers and any external agencies.

Members queried why there was significant increase in Children in Care at WSC in 2022/23. S-L Neesam explained that in 2022/23 we ran a course at NCTC to support this cohort of students, which otherwise would be NEET. Members commended this approach.

### vi. Elected Home Educated students

Members received and considered the report provided and G Jefferson summarised the key points.

Members commended WSC's inclusive Elected Home Education provision.

Members queried whether the achievements for Elected Home Education students compared to mainstream education outcomes. G Jefferson to provide this analysis.

G  
Jefferson

## 7.b. QUALITY IMPROVEMENT PLAN

Members received and considered the Group report provided and G Jefferson summarised the key points.

Members commended the strength of the report and queried how the Executive disseminate the report with their teams to drive continuous and targeted improvements. N Payne and N Savvas answered this.

## 8. BEHAVIOURS AND ATTITUDES

### i. Pastoral concerns report (inc. suspensions / exclusions)

Members received and considered the Group report provided and C Durrant

summarised the key points.

Members queried why students visiting other Group sites is an issue. C Durrant answered this and outlined plans to review how we could facilitate social interactions between Group students.

C Durrant noted that, since the report was written, there have been exclusions at WSC sixth form, and explained the process taken and evidence to warrant the exclusions. The Vice Chair, as Governor/Trustee Lead for Safeguarding, confirmed she was aware of the instance and evidence.

Members discussed the rising trend of students with Social, Emotional and Mental Health needs in the community, and fed back on information of these types of issues within local schools.

## **9. PERSONAL DEVELOPMENT**

### **i. Enrichment Opportunities and Character Strengths**

### **ii. Careers IAG and Work Experience**

Members received and considered the Group report provided and N Payne summarised the key points.

Members commended the depth and clarity of the report.

Members queried what the EMPowered programme is, how employers are involved and whether this links to the LSIP. N Payne answered.

Members queried whether all students across the Group receive the same, consistently high level of employer engagement/links, and if not what the plans are to achieve consistency. N Payne, C Durrant and D Barton answered. P Stittle also explained how we are working with businesses to create stronger links to curriculum and to bridge the employers understanding gap about the curriculum offer/levels/types.

## **10. LEADERSHIP AND MANAGEMENT**

### **i. Teacher and staff development (inc. EDI)**

Members received and considered the Group report provided and K Sida-Nicholls summarised the key points.

Members queried what 'flipped learning' is. K Sida-Nicholls answered this.

Members noted the substantial amount of professional development and learning offered to staff and queried how we fund this. K Sida-Nicholls answered this.

Members queried how many professional development and learning days there are per annum across the Group. K Sida-Nicholls answered and outlined the types of content offered on these days.

## **11. SAFEGUARDING**

### **i. Welfare KPI report (summer term)**

Members received and considered the Group report provided and S-L Neesam summarised the key points.

C Durrant noted that the majority of the incidents of sexual Assault, Harassment and Sexual Violence occurred outside of the colleges and/or were historic, evidencing the impact of the tutorials in raising awareness of the support available and in fostering a safe environment for students to be able to make disclosures.

N Savvas noted future reports will expand beyond statistical reporting to explain the intent, implementation and impact of safeguarding strategies.

12. **Risk Register Extract**

Members received and considered the extract from the SAT Risk Register and WSC Risk Register provided and discussed the 6 yellow risks.

C Shaw fed back that we have invested in TeachMATIC (new AI software) to support teaching staff and teacher's workload, and noted this will help teachers to gain first-hand experience of AI which will help them to communicate with and to support students in their use of AI which is linked to SATR060/WSCR062 (relating to students using AI and becoming dependent on AI).

Members queried if SEN staffing warrants a standalone risk on the Risk Register or are suitably covered in SATR055/WSCR034 (relating to staffing). L Chapman answered that it does not at this stage and explained the mitigations in place.

Members reviewed the risks and **felt assured** that the mitigations proposed were appropriate.

13. **Any Other Business**

i. **Review of the meeting**

Members reflected that the inaugural joint meeting has been highly effective and allowed sufficient time for discussion. Members commended the strength of the reports in preparing for discussion and noted the Group-wide data was helpful and supported identification of trends/issues.

The meeting closed at 5.58pm