

# AGENDA ITEM 3



## MINUTES

<b>Group :</b>	<b>QUALITY, STANDARDS AND CURRICULUM COMMITTEE</b>	<b>Date:</b>	27/02/17
<b>Location:</b>	<b>ROOM B.17, LONDON ROAD CAMPUS</b>	<b>Time:</b>	5.45 p.m.
<b>Membership:</b>	Christine Davies (Chair), Andy Allen, Gordon Channon (Chair of the Board), Chris Fountain, Christina Gore, Barbara McCormack, Nigel Merchant and Lyn Surgeon (Interim Principal/Chief Executive).		
<b>IN ATTENDANCE:</b>	Josh Prior, Student Governor  Members of the Senior Leadership Team: Paul Morgan – Head of Sixth Form Chris Pemberton, Group Vice-Principal, Quality and Curriculum Management  Clerk to the Corporation, Tracy Cottee		
<b>APOLOGIES:</b>	Andy Allen, C. Armstrong, Group Vice Principal - Curriculum Support and Business Development, Chris Fountain and Christina Gore		

Prior to the meeting, the Chair invited Josh Prior, one of the Student Governors and President of the Sixth Form Student Council to explain to the Committee his role as Student Council President and describe some of the work he had undertaken and the impact on learner experience of the work of the Student Council at the Sixth Form.

At a recent Student Council meeting, students had requested that additional space and resources be made available for them to use, particularly computers. The Head of Sixth Form was working with the Student Council to additional classrooms and tutor rooms available. Students would be advised of these arrangements through Moodle. The Staff Governor enquired if arrangements could be explored for Group students to make use of the facilities at the University Centre, Shrewsbury. The Committee Chair reported that she had been invited to attend the next Sixth Form Student Council meeting.

The Committee discussed the future role of student governors. The Chair of the Committee, Chair of the Board and Chair of the Search & Governance Committee would meet with the Clerk and student governors to discuss this.

**ACTION: CLERK**

### 1/17. **Declarations of Interest**

There were no declarations of interest.

### 2/17 **Minutes – 5 December 2017**

Resolved:

That the Minutes of the meeting held on 5 December 2016, be approved.

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## 3/17 **Matters Arising**

### Minute No.19 – Shrewsbury College Annual Safeguarding Report for 2015/16

It was confirmed that a recommendation to ensure that full reporting processes were in place across the Group had been enacted.

### Minute No. 21 – Self-Assessment Grades

The Chair observed that the Minutes had recorded that a governor had stated that he felt more detailed background information should be provided to governors to enable them to fully assess the teaching and learning position as this was an area that OFSTED had previously identified that governors needed to strengthen. The Committee Chair queried this but was assured that in the last monitoring inspection it had been an area identified for action. The Interim Principal reported that the whole Self-Assessment process for 2016/17, was being reviewed.

## 4/17 **Student Voice – Forum and Consultative Survey** (Appendix 6)

The Group Vice-Principal - Quality and Curriculum Management (GVP – Q&CM) presented a summary of the London Road Campus Student Forum meetings and subsequent actions held in curriculum areas in November 2016 (previously circulated).

She advised the Committee that the Action Plans from these meetings would be prepared by Steve McAlinden. The Committee received the report and requested that the subsequent Action Plan, setting out target 'owner', timescale, progress and impact, be presented to the next meeting. The Committee expressed an expectation that the Action Plan would demonstrate considerable movement against actions, as the next Committee meeting was almost at the end of the academic year. The Committee also asked that outcomes of the Plan cross-reference with Curriculum Action Plans. The GVP – Q&CM added that tutors had been advised that achievement of relevant actions would comprise part of their personal reviews.

## 5/17 **Presentation/Training Session – Sub Contract Provision**

The Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM) provided a brief development update to the Committee on sub-contracting provision at the Group. She explained that the Group was seeking to reduce its use of sub-contracting through provision planning.

## 6/17 **Safeguarding Update** (Appendix 7)

The Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM) presented an update report on Safeguarding activity across the College's sites (Confidential Report previously circulated).

The Committee expressed concern at the high number of suicide risk referrals reported and sought assurance on how the Safeguarding Team was responding to this.

The Committee also discussed how the information provided could be used to judge the effectiveness of the College's Safeguarding measures; for example, looking at retention and achievement of students subject to referrals.

The Staff Governor enquired how the use of IT by students was being monitored at the Welsh Bridge and English Bridge campuses and were students aware that the monitoring was happening. The Head of Sixth Form responded that students were required to sign an Acceptable Use Policy which linked into the Group's PREVENT framework. Use of IT was also covered in student induction and through tutorial; the London Road campus also had the 'Digital Life' programme.

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Resolved:

That the Safeguarding Update be noted.

### 7/17 **Equality and Diversity Update – Including Action Plan Update** (Appendix 8)

The Committee reviewed the Equality and Diversity Action Plan Update (previously circulated). The Lead Governor was monitoring progress against actions.

Resolved:

That the Equality and Diversity action plan update be noted.

### 8/17 **Quality Reporting Update – Quality Improvement Plan – Performance Monitoring Update** (Appendix 9)

The Group Vice Principal - Quality and Curriculum Management (GVP – Q&CM) submitted a summary of self-assessment grades for information and assurance of interventions (previously circulated).

The report also included –

- A summary of those areas who were red and amber for retention and/or had poorer attendance with explanations;
- Latest data on 'at significant risk' students (with respect to retention); and
- The final GCSE English and maths re-sit results.

The Committee noted the final results had improved and enquired why this was. The GVP – Q&CM considered that this was due to more time being allocated to teaching delivered by an established, strong team in place with established practices. The Head of Sixth Form reported that he was working with schools to identify quickly possible re-sit candidates who would attend the College.

Resolved:

That the report be noted.

### 9/17 **Progress against KPIs (Sixth Form College) - Update** (Appendix 9)

The Head of Sixth Form presented an update report (previously circulated), setting out –

- Academic monitoring;
- Attendance;
- Retention by course; and
- Recovery Plan 2016/17, for subject areas identified as requiring improvement.

The Committee discussed the restructure to linear 'A' Level provision and its impact on student retention and achievement and the tutor's ability to predict accurately grades against the new specifications. The Interim Principal observed that different skills were now required to achieve high grades, such as factual recall and formulating a concise response and the College needed to support the development of these skills.

The Interim Principal reported that she had met with students identified as at risk of not achieving higher A Level grades to understand how the College could support them going forward and challenge students to achieve.

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The Chair enquired on progress with respect to the Provision Recovery Plan. The Head of Sixth Form explained the rationale behind the Recovery Plans, including encouraging tutors to seek out best practice across the College and sector to improve delivery.

The Chair enquired how the Recovery Plan approach would be analysed and assessed for positive impact as the Committee required timely assurance that the approach was working.

Resolved:

That the reports be noted.

10/17 **Data Updates** (Appendices 10)

### **Looked After Young People – Update**

The Group Vice Principal, Quality and Curriculum Management (GVP – Q&CM) submitted reports (previously circulated) with respect to –

- Looked After Young People (LAYP) data with respect to enrolments and withdrawals and predicted outcomes;
- High Needs – update;
- Attendance; - performance against KPIs;
- Retention – performance against KPIs; and
- Apprenticeships – the Committee observed that this was a key area going forward and further improvements were required with respect to the quality of assessment. To seek a greater understanding of the issues and maintain the positive direction of travel, the Committee requested the Board Chair to seek an Apprenticeships Lead Governor to work with the newly-appointed Apprenticeship Manager to maintain governance focus on this area.
- Higher Education – Memorandum of Understanding (MoU) between University of Chester and Shrewsbury Colleges Group (tabled). The Committee discussed the strategic implications of seeking a MoU with the University; the Sixth Form had had a collaborative arrangement with the University prior to merger. The Board Chair challenged the wording of the Draft and its purpose. In view of these concerns, the Committee AGREED that the College should establish further the nature of the commitment expected through the Memorandum and what similar arrangements the College already had in place before placing the Memorandum before the Board. It was suggested that a small group of governors assess these documents with the GVP – Q&CM to carry out this work.

Resolved: That

- a) the data updates, be noted; and
- b) the Board Chair, Committee Chair, Chair of Finance & Business Operations and H.E. Lead Governor meet with the Group Vice Principal, Quality and Curriculum Management to assess the proposed Memorandum of Understanding between the University of Chester and Shrewsbury Colleges Group against existing agreements with other partner universities before bringing recommendations to the Board.

**ACTION: CLERK TO ARRANGE MEETING**

11/17 **Teaching Observation and Learning Walk Update** (Appendix 11)

The Group Vice-Principal – Quality and Curriculum and Head of Shrewsbury Sixth Form College presented (previously circulated) reports on learning walks completed at the English and Welsh Bridge campuses since the last Committee meeting.

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The following learning walks had been undertaken –

- Employability Competencies; and
- Stretch and Challenge.

The Committee discussed the future role of governors with respect to Learning Walks and observed that the Board should discuss how they wished to use Learning Walks going forward. The Chair undertook to raise this at Board.

The Committee Chair invited the Staff Governor to undertake a Learning Walk with her at the London Road Campus.

Resolved:

That the Report, be noted.

### 12/17 **Risk**

There were no identified areas of risk arising from the meeting.

13/17 **Date of Next Meeting** – Monday, 8 May 2017 at 5.45 p.m.

The Committee noted that this was the last meeting of the Committee to be attended by Staff Governor, Barbara McCormack, whose Governor Term was coming to an end. They thanked her for her valuable contributions to this Committee.

The meeting concluded at 8.33 p.m.