

MINUTES

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	23/04/2018
Location:	ROOM B.17, LONDON ROAD CAMPUS	Time:	5.30 p.m.
Membership:	Christine Davies (Chair), Andy Allen, Gordon Channon (ex-officio, Chair of the Board), Christina Gore, Steve Lewis, Nigel Merchant, James Staniforth (Principal/CEO) and Mike Willmot. Student Governors by invitation – Jae Evans and Georgina Kelly		
IN ATTENDANCE:	Members of the Senior Leadership Team: Catherine Armstrong, Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) Paul Morgan, Director of A Level Studies (DoALS); Chris Pemberton, Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM); and Helen Fellows – HE & Education Lead Clerk to the Board - Tracy Cottee		
APOLOGIES:	Georgia Kelly, James Staniforth and Mike Willmot		

12/18. **Declarations of Interest**

None.

13/18. **Minutes – 15 January 2018**

Resolved:

That the Minutes of the meeting held on 15 January 2018, were approved and signed as a true record.

14/18. **Matters Arising**

None.

15/18. **Higher Education – Quality Review Visit Draft Submission** (Appendix No. 4)

The Committee considered a report (previously circulated), setting out the College's draft submission in advance of the Higher Education (HE) Quality Assurance Agency (QAA) Review Visit in May 2018.

The Draft Submission will be submitted to the QAA, along with supportive evidence, on 27 April 2018. The HE & Education Lead explained the aim of the Draft Submission was to provide evidence to the Review Team regarding the quality of the College's higher education provision and how it managed the student experience. The Draft also included the College's response to the Framework for Higher Education Qualifications (FHEQ). The HE & Education Lead explained that the College submission must demonstrate how the College meets the baseline regulatory requirements and follows the guidance framework.

To prepare for the Review visit, the College's provision had been mapped against the Quality Code and all policies and procedures reviewed. An Action Plan (previously circulated) had been developed to ensure the College met required deadlines for the Review and that governors, students and staff would be briefed and ready. The Committee acknowledged the involvement of the HE Link Governor and HE Student Governor in this process; and that the HE Lead Governor and Committee Chair had met with the HE & Education Lead to review the College's preparations and would be meeting again on 2 May 2018.

The separate student submission should help the Quality Review Team understand what it was like to be an HE student at the College and how students' views were considered in the provider's decision-making and quality assurance processes. The QAA would review these submissions to identify areas which it considered to be 'at risk' and would accordingly focus on these during the Review visit.

In reviewing the Draft Submission, the Committee sought feedback on the progress of the Memorandum of Understanding the College had signed with the University of Chester in 2017. The HE & Education Lead explained that contact had been established and progress was being made on joint initiatives.

The Committee acknowledged the work undertaken in compiling the submission evidence and in completing the Draft Submission and, having reviewed the document,

Resolved:

That the College's draft submission in advance of the Higher Education Quality Assurance Agency Review Visit in May 2018, be submitted, subject to further amendments on proof-reading.

16/08. **Student Voice – HE Consultatives (Appendix No. 5)**

The Committee considered an overview (previously circulated), of the main actions from the Spring 2018 HE Consultatives.

The Spring Term consultatives had been conducted by the HE & Education Lead and the Quality Assurance Co-ordinator. The questions devised for this year's consultatives reflected the questions the students would be asked in the National Student Survey (NSS), also in Spring 2018. The HE & Education Lead explained that this should increase students' understanding of what they were being asked and also enable the College to address any urgent issues prior to completion.

The Committee was advised that feedback from students was, in the main, very positive with many reporting high satisfaction. The Committee also reviewed the areas to be addressed as part of the HE Action Plan.

Resolved:

That the report be noted.

17/18. **Progress Grades – Period 3 (Appendix No. 6)**

The SLT officers present updated the Committee on Progress Grade Period 3 for A levels, vocational provision and apprenticeships (previously circulated). This was the third entered set of progress grades for the academic year 2017/18.

With respect to academic provision, the DoALS explained that

- a number of interventions had been put in place to support Level 2 students in Art & Design; a Progression Specialist had also been assigned to support this programme area.

- there was a high level of assurance regarding BTEC Certificate and Subsidiary Diploma at Level 3 and at GCSE level English;
- during Progression Period 3 Week, the DoALS had engaged with teachers and Programme Leaders to discuss students below target and subsequent interventions for those students as groups and individuals. He would follow up the work done individually with those students under target in 2 or more A levels to determine what support was required for students to achieve higher grades and improve on last year's performance;
- The critical focus was now the final preparation stages for Year 2 A level students. Many subjects were above the targets set at the start of the year

The Committee asked for more information on what measures the College was putting in place to support students to achieve. It was explained that study sessions were being arranged and that targeted measures had been devised, including advising parents of these arrangements and providing additional support to teachers to encourage student engagement.

The GVP – CS&BD explained that the most recent Quality Review Team meeting had identified a range of strategies to support students to achieve grades including offering longer opening for study centres, offering assignment sessions and additional study sessions. The support to students offered over the Easter period had been well received; the study centre was well-used.

Regarding vocational provision, the GVP – Q&CM reported that the Football Education programme was receiving particular attention with respect to achievement. As this programme was run with Shrewsbury Town Football Club (STFC), the College would be working closely with the Club going forward, to embed expectations regarding student achievement. As with academic provision, a number of interventions were being put in place to support students over the Summer Half Term and afterwards.

GCSE English and maths had a number of interventions planned including an afternoon and evening additional workshop ongoing until after the exams. A May Half-Term Friday all-day workshop for both English and maths was also proposed. Functional skills exams would be tightly managed, with a consistent exam area and time slot, to allow for any travel problems eliminate any location confusion; planned interventions also included targeted use of subject support for individual students.

The Committee supported all these initiatives and requested feedback on the success of these support measures once evaluated. The Committee particularly wished to receive feedback on the results from the B/C group who have been targeted to achieve higher A level grades.

Resolved:

That the report be noted.

19/18. **Shrewsbury Colleges Group Observation Report** (Appendix 7)

The Committee considered an overview (previously circulated) of teaching and learning observations carried out over a two-week period from 05 – 18 March 2018. Included in the report was a breakdown by level and outcome.

Whilst the Committee understood that the observation process was currently the subject of a dispute between the College and the National Education Union (NEU), it did acknowledge the hard work undertaken by the teaching staff and particularly noted the examples of good practice involved in the recent observation period.

Resolved:

That the report be noted.

20/18. **Apprenticeship Report** (Appendix No. 8)

The Committee considered a report (previously circulated) on Apprenticeship activity, including the latest data with respect to enrolment, attendance and achievement. The GVP – CS&BD explained that the College was focussing on maintaining good relationships with employers, focussing on timely completions and investing in support to assessors.

In order to secure timely completion, the College had introduced Milestones for progress checks for each apprentice using Smart assessor which would risk rate those falling behind expected progress and targeted actions plans to be created. Apprentices not reaching these milestones would be identified and set improvement plans with their assessors, which would be monitored on a monthly basis.

- The GVP- CS&BD explained the latest initiatives introduced by the College, including -
- Dental Nursing qualification approval achieved, with enrolment commencing in March 2018;
 - Webinars for coaching and mentoring had been undertaken by the Assessor Team with one planned for supporting apprentices and employers with coping with learning difficulties in the workplace;
 - An Assessment practice workshop had been held for all assessors on 18 April 2018, with the Professional Development Manager;
 - Observation of assessment would take place 23 – 25 April 2018, on all assessors in the workplace;
 - Audits had been undertaken with progress and feedback as the theme;
 - End Point Assessment support was being received from C&G and the College was looking at buying a set of resources to help prepare the apprentices and also provide off-the-job training evidence; and
 - The College was starting the process of registering as an EPA centre for electrical standards.

The Committee commended the GVP- CS&BD and the Team on their continued efforts to support apprentices and their employers and secure timely completions at a most difficult time, following the untimely death of the Apprenticeship Manager.

Resolved:

That the report be noted.

21/18. **Equality and Diversity Committee – Lead Governor Report** (Appendix 9)

The E&D Link Governor presented a report (previously circulated) meetings of the College's Equality & Diversity Committee held since the last Committee meeting.

The following key issues were brought to the Committee's attention.–

- Equality Essentials Module – the Lead Governor was maintaining a strong focus on this.
- Regarding Higher Education, the College had a higher education additional learning support needs tutor based at LR. The College was also able to support a student once a place was offered. Going forward the E&D Committee had agreed HE as a standing item on the agenda. .
- The E&D Committee had focussed on how the College can support students who declare a disability into work experience.
- The College E&D Action Plan and College's Gender Pay Gap Report were now published and on the Colleges' website.

Resolved:

That the report be noted.

22/18. **Safeguarding Committee - Lead Governor Report** (Appendix 10)

The Safeguarding Lead Governor presented a report (previously circulated) on the meeting of the College's Safeguarding Committee held since the last Committee meeting. The overall theme was the increasing impact of mental health issues on safeguarding support offered. The Committee observed the number of Looked After Young People (LAYP) at the College and acknowledged the safeguarding responsibilities related to them.

The following key issues were brought to the Committee's attention.–

- The Safeguarding Committee maintained a strong focus on core safeguarding issues such as staff training and the wearing of badges whilst on sites, with updates at every meeting on how many staff are left to undertake the mandatory development.
- The Safeguarding Committee continued to focus on Looked After Young People.
- The Safeguarding Committee continued to review Safeguarding caseloads at each site, analysing for trends.

The Committee Chair asked that the College continue to monitor closely LAYP, particularly the attendance, retention and achievement of Young Asylum Seekers (YAS) placed at the College and work closely with the Local Authority. The Committee acknowledged that The Truth Project and Telford & Wrekin Council were both investigating claims of child sexual exploitation in Telford and that the Board should be made aware of any relevant recommendations going forward.

Resolved:

That the report be noted.

23/18. **Risk**

As part of the discussions on the College's Risk Register and Board Assurance Framework, the Audit Committee had requested that each committee, at each meeting, examine those risks within its remit and ensure that they had either been identified or adequately discussed at the meeting.

The Committee concluded that the risks identified were adequate and that there had been sufficient discussion of the issues at the meeting; particularly with respect to students not achieving predicted grades. The Committee Chair reported that, as part of her regular monitoring of published OFSTED reports, she considered that the Committee demonstrated sufficient oversight and challenge within its Terms.

24/18. **Date of Next Meeting** - Monday, 02 July 2018 @ 5.30 p.m. Venue – Classroom B.17, London Road Campus.

The meeting concluded at 6.58 p.m.