

MINUTES

Group :	QUALITY, STANDARDS AND CURRICULUM COMMITTEE	Date:	08/05/17
Location:	ROOM B.17, LONDON ROAD CAMPUS	Time:	5.45 p.m.
Membership:	Christine Davies (Chair), Andy Allen, Gordon Channon (Chair of the Board), Christina Gore, Elizabeth Hird, Nigel Merchant and James Staniforth (Principal/Chief Executive). Students Governors by invitation for Student Experience and Welfare Section.		
IN ATTENDANCE:	<p>Members of the Senior Leadership Team:</p> <p>Catherine Armstrong, Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD)</p> <p>Steve McAlinden, Director of Curriculum Support (DoCS)</p> <p>Paul Morgan, Head of Sixth Form (HoSF)</p> <p>Chris Pemberton, Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM)</p> <p>Clerk to the Board, Tracy Cottee</p>		
APOLOGIES:	Patrick Bowen, Gordon Channon, Josh Prior and Rob Rosson		

The Chair welcomed Liz Hird to the meeting.

14/17. **Declarations of Interest**

There were no declarations of interest.

15/17. **Minutes –27 February 2017**

Resolved:

That the Minutes of the meeting held on 27 February 2017, were approved.

16/17. **Matters Arising**

Minute No. 8/17 - Quality Reporting Update – Quality Improvement Plan – Performance Monitoring Update

In response to a governor query, the Group Vice-Principal, Quality and Curriculum Management (GVP – Q&CM) reported that she and the Principal had discussed self-assessment and a review of the College's approach was underway.

Governors supported the Chair's request at the last meeting for less data presentation without analysis and suggested ways forward.

17/17. Student Voice – Update on Forum and Consultative Survey Outcomes

The Committee considered a report (previously circulated), setting out feedback from the London Road site Spring Student Forum, which had focussed on next steps, progression and moving forward. Feedback from the Spring Forum had been considered by curriculum leaders and support staff and the Director of Curriculum Support (DoCS) circulated at the meeting an Action Plan for the Autumn Term on the basis of that feedback.

The main points included –

- Positive feedback with most students enjoying their courses, with good feedback on the dedication of staff and the rapport developed with students;
- A good range of trips and speakers reported across the range that have served to inform and motivate students;
- There had been a review of the organisation of the enrolment process to avoid queues for ID cards;
- Further clarity at enrolment on the process for how to add an A Level subject to a Study Programme would be provided;
- There would be a review of the use of Augmented Reality (AR) at Induction. There had been some issues, possibly due to connectivity with Wi-Fi, that would be resolved. The Chair referred to her recent Learning Walk of the English Bridge and Welsh Bridge sites with the HoSF and that she had had the opportunity to talk to students on Wi-Fi. The College was working to design and produce bespoke AR offers at Induction to further improve student experience;
- Regarding feedback on the Tutorial Programme, the DoCS reported that student focus groups were working with the College to deliver a revised Tutorial Programme. The Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) reported that, from 2017/18, a more regular weekly tutorial programme would be introduced; with the possibility of more 'academic' tutorials at the LR site. The DoCS reported that students had fed-back that they valued 1-2-1 tutorials and that tutors had requested a more structured tutorial content going forward;
- The College was currently reviewing Study Centre provision; they were busy and well-used.

The DoCs was looking at some of the key recurring issues and a report on these would be presented to the next meeting.

In response to questions from governors –

- The College had a small number of 14 – 16 learners - at LR on a service-level agreement basis with schools and a few young high-achievers at EB/WB.
- Regarding student feedback about seeking more consistency regarding the application of discipline for non-attendance – the DoCs was reviewing the attendance monitoring of at-risk students to improve the consistency of procedure across the whole College. The Principal observed that it was important that the College maintained consistency of practice across the Group and governors supported this.
- The Chair enquired how work experience was handled at the Sixth Form College. The DoCS replied that the Group would like to see a greater proportion of students accessing work experience opportunities from these sites. There had been a roll-out of the Agency to the EB and WB campuses, the impact of this was being monitored and a report presented to the next meeting. The Sixth Form worked with students to ensure those taking gap years retained a connection to the College – this was a positive indication of the strength of connection between the college and the student. The HoSF commented that, from 2017/18, there would be more opportunities for Sixth Form students to participate in Agency opportunities and volunteering would also be encouraged. The Principal enquired if the College was tracking those students who did not have an identifiable progression plan and building work experience opportunities with them. The DoCs conceded that the College did need a mechanism to identify this group going forward and it was hoped to develop a more coherent way to identify those students. The Committee supported relevant work experience being encouraged.

18/17. **Safeguarding Update**

The Group Vice-Principal, Curriculum Support and Business Development (GVP – CS&BD) presented an update report on safeguarding activity across the College's sites (previously circulated). The report provided updates on –

- Safeguarding at the London Road site;
- Safeguarding at the English Bridge/Welsh Bridge campuses – the Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) reported that safeguarding reporting would be collated into one format over the summer as part of the College's programme.
- Referral processes;
- Staffing changes - the College had a clearly defined Team working across the sites;
- Team training;
- Staff Training; and
- Prevent Policy.

The Safeguarding Lead Governor reported that she was meeting twice termly with Safeguarding Leads across the campuses.

Resolved:

That the Safeguarding Update be noted.

19/17. **Equality and Diversity Update – Including Action Plan Update**

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.

20/17. **Quality Report Update – Performance Monitoring – Vocational**

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 included –

- A summary of those areas who were red and amber for retention and/or had poorer attendance with explanations; and
- Latest data on 'at significant risk' students (with respect to retention. Music Tech had been of year-long concern; there has been no permanent member of staff since October 2016 (this was resolved in January 2017) and students had fed-back that they were not being given enough performance experience; these opportunities had now been provided and there would be a review of provision into 2017/18.

The GVP – Q&CM also provided a brief demonstration of the electronic database used at the London Road site to record and update Quality Improvement Plan actions.

Resolved:

That the report be noted.

21/17. Academic Monitoring

The Head of Sixth Form (HoSF) 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 Chair observed that whilst it was appreciated, the Committee had received a lot of information in this report and the Committee considered that, going forward, it would be more helpful for a precis to pull out and highlight the key issues. This was supported by other governors.

The HoSF reported that mock exams had been undertaken in March 2017; the College had an overall KPI with respect to expected grade achievement and each subject area also had a KPI and expected standard to meet. To support students, tutors had offered additional holiday workshops on exam topics, such as History and providing additional support to students; there was a degree of anxiety over the new testing structure on the part of students and teachers. The Principal reported that he and the HoSF were swapping data with Taunton College on retention over a two-year period, to assess the impact of Linear A levels on student retention.

English & maths was not predicted to self-assess at a Grade 2. Governors challenged this and requested more information. The Team felt that it could not self-assess any higher due to 2015/16 results and that it was not likely that the Team would reach the 201/17 predications set.

Resolved:

That the report be noted.

22/17. Data Updates

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. The Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) reported that the College was engaging with partners to support students' achievement. She had met with the County Council over the number of unaccompanied young asylum seekers planned to attend the College. The College was working with the Council to identify volunteers to support this cohort in developing their English language skills.
- Attendance; - performance against KPIs;
- Retention – performance against KPIs; and
- Apprenticeships – the Committee noted that the Board Chair had agreed to appoint Andy Allen as Apprenticeships Lead Governor to work with the Group Vice Principal - Curriculum Support and Business Development (GVP – CS&BD) and newly-appointed Apprenticeship Manager to maintain governance focus on this area. Regular meetings were now programmed. The GVP – CS&BD reported that the Apprenticeship Manager was focussing on removing Past Planned End Date cases, in order to free up assessors. The College had recently appointed a further experienced member of staff and was also focusing on ensuring that the College had evidence of qualifications and progression to meet claim requirements and hit timeliness targets; assessors were also receiving development attention.

Resolved:

That the data updates be noted.

23/17. Teaching Observation and Learning Walk Activity

The Group Vice-Principal – Quality and Curriculum (GVP – Q&C) and Head of Sixth Form (HoSF) presented (previously circulated) reports.

The following learning walks had been undertaken –

- Progress and Progression – Vocational areas; and
- Exam Readiness - Academic.

The Chair had accompanied the HoSF on a Walk of the EB and WB sites. The Committee discussed the purpose of governors' learning walks and established that they were not to assess in any way the standard of teaching and learning but, rather could enhance governors' understanding and be visible to staff and students. The Principal invited the Chair to consider the purpose of Learning Walks going forward. The Chair undertook to raise this at Board.

The Group Vice-Principal – Quality and Curriculum (GVP – Q&C) and Head of Sixth Form (HoSF) presented (previously circulated) reports on lesson observation activity.

Regarding lesson observations conducted at the Sixth Form, the Principal and governors enquired what form of standard moderation was used. Did the Sixth Form, for example, use external moderators? The HoSF explained that he would observe the observer to moderate the outcome and moderate each output. However, in 2017/18, the College was considering a different method of observation. Shrewsbury College had used external moderators (Newcastle College). The College could adopt a more holistic approach to observation and include, for example, student outcomes.

Resolved:

That the Report, be noted.

24/17. Risk

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

25/17. Date of Next Meeting – Monday, 16 October 2017 at 5.45 p.m.

The meeting concluded at 7.28 p.m.