

**MINUTES**

<b>Meeting:</b>	<b>QUALITY, STANDARDS AND CURRICULUM COMMITTEE</b>	<b>Date:</b>	02/07/2018
<b>Location:</b>	<b>ROOM A.41, LONDON ROAD CAMPUS</b>	<b>Time:</b>	5.30 p.m.
<b>Membership:</b>	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		
<b>IN ATTENDANCE:</b>	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 Clerk to the Board - Tracy Cottee		
<b>APOLOGIES:</b>	Gordon Channon, Jae Evans, Steve Lewis, Georgia Kelly, Nigel Merchant and James Staniforth.		

24/18. **Declarations of Interest**

None.

25/18. **Minutes – 23 April 2018**

Resolved:

That the Minutes of the meeting held on 23 April 2018, were approved and signed as a true record, subject to the following

**Minute No. 19/18 - Shrewsbury Colleges Group Observation Report**

The Chair wished the Minutes of this meeting to record that, whilst there was no formal discussion of the report, she had allowed a comment expressing some confusion on the position set out in the report's preamble.

26/18. **Matters Arising**

None.

27/18. **Higher Education Update** (Appendix No. 4)

The Committee considered a report (previously circulated), setting out a summary of recent Higher Education activity and planned recruitment for 2018/19.

- The focus of the year had been to prepare for the QAA visit; however, the College had continued to enhance its recruitment process introducing "Meet and Greets" with the HE

- Lead for all interviewees, taster sessions and a 'Preparation for Higher Education' course to prepare learners for HE study where appropriate;
- The HE Study Support Tutor had provided 1-1 support to students with low level support needs during 2017/18. Student feedback had indicated high satisfaction with the support received.
- There had been a 7% increase in the retention of HE students over the last twelve months, equating to 94%.
- Contractors were currently fitting out the new HE Centre at the London Road Campus, which was due to open early September 2018.

The QAA had visited in May 2018, to undertake a Quality Review Visit.

- The Review Team had met with the HE Link Governor, Senior Leadership Team, Curriculum Leaders, tutors, support staff and students to triangulate the written submission and evidence provided prior to the visit.
- The Final Report advised:
  - Confidence that academic standards are reliable, meet UK requirements, and are reasonably comparable with standards set and achieved in other providers in the UK.
  - Confidence that the quality of the student academic experience meets baseline regulatory requirements.

The College was not required to make any specified improvements following the visit and had only three areas for development. The Committee would receive the HE Quality Improvement Plan (QuIP) at each meeting, going forward.

The Committee wished to recommend to the Board its thanks to the HE Lead, the HE QAA Review Preparation Team and HE Lead Governor for all their hard work and thorough preparation, which had contributed to the successful outcome.

#### 28/08. **Student Voice – Student Forum Report 2017 - 2018** (Appendix 5)

The Committee received a report (previously circulated) setting out the key issues raised at the student forums in 2017 – 2018 and actions taken in order to respond to students' views.

Going forward, the focus of the student forums could link into issues arising from the College's Exit & Induction SPOCs. During 2017 - 2018, the key issues discussed at the student forums had been identified by the ALT. Representatives of the Student Council had attended meetings of the Group Operational Team, to receive feedback from business managers on issues raised through student representatives. This had worked well and would be continued next year.

The Committee was advised of provision made for students who required study space to prepare for exams. Campus Learning Resources Centres had been open for longer hours and during the holidays. The Draft Budget 2018 - 19, contained provision for capital investment in IT and student-facing resources.

#### 29/18. **Progress Grades – Period 4** (Appendix No. 6)

The SLT officers present updated the Committee on Progress Grade Period 4 for A levels and vocational provision (previously circulated). This was the fourth entered set of progress grades for the academic year 2017/18.

- Regarding vocational provision, the GVP – Q&CM reported that
  - Overall targeted interventions by CLs and tutors had seen an improvement in overall retention and value added position as of June 2018;
  - the Football Education programme was receiving particular attention with respect to achievement;

- Further to the last meeting, the Committee received a report on the impact of interventions for GCSE English and maths; the results were awaited;
- The overall picture for vocational provision was one of improvement.
- The College would be offering a Rugby Programme in 2018 - 2019. The College had secured Rugby Football Association accreditation - which only 12 of the 35 colleges that applied had received.

Regarding academic provision, the DoALS reported that

- Academic high grades predicted and Overall pass rate predictions were currently above 2017/18 national averages;
- The College had identified individual students who were predicted low and fail grades and had provided interventions to support improving their outcomes;
- Retention had improved for Year 1 in year and fewer students were currently predicted with low grade outcomes. Placing students on the right course had helped with retention.

The Committee asked how the College was supporting improvement in some subject areas.

### 30/18. **Apprenticeships** (Appendix 8)

The Committee considered a summary (previously circulated) of the College's and sub-contracted apprenticeship provision with respect to enrolment and achievement.

- The College was looking how it could support apprenticeship achievements in Functional Skills and facilitate timely achievements;
- The recent assessor observation had been positive with only a few areas for improvement identified;
- The College had reviewed the impact of offering Functional Skills sessions as block weeks. The Committee acknowledged the challenges presented in securing student attendance at these sessions. Achievement was being monitored closely, with a range of interventions in place to support achievements.

The Committee acknowledged the hard work and commitment of the GVP – CS&BD, in what had been a challenging and difficult year for apprenticeship provision. The Committee also acknowledged that the College was now in a position of offer Non-Levy apprenticeship provision from 2018 - 2019, as it had entered into a subcontracting partnership arrangement with SBC.

### 31/18. **Equality and Diversity Committee – Lead Governor Report** (Appendix 9)

The E&D Link Governor presented a report (previously circulated) on the meeting 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. All governors had completed the Module. Training on this was also being offered on the Staff Training days to be held on 16 & 17 July 2018;
- Regarding the Induction Spoc Update, the Committee had reviewed the results and profile of students and demographics.

The STAR Awards, sponsored by the Severn Shrewsbury Rotary Club and the Board of the College were held on 28 June 2018 and had been well-received by nominees, parents and staff. This year, a record 14 nominations had been received for students across the College who had overcome or dealt with challenges whilst studying. There was 1 overall winner receiving a Trophy; and 3 runners-up. The event had been attended by over 70 people, including members of the E&D Committee, SLT, E&D Lead Governor and Chair of the Board.

The E&D Lead Governor had met with the Student Services Support Manager before her departure from the College to receive assurance on hand-over arrangements. The Committee was circulated with the Professional Standards for Teaching Assistants she had devised which had been used in appraisal and target-setting.

32/18. **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. Training on this was also being offered on the Staff Training days to be held on 16 & 17 July 2018;
- 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 had received governance compliance audits for Safeguarding, SEND & PREVENT conducted on behalf of the Safeguarding Lead Governor. These audits would be reported to the Board at its meeting on 09 July 2018 and showed either full compliance or progress to full compliance.

33/18. **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.

34/18. **Committee Self-Assessment** (Appendix 12)

The Chair invited Committee members, including officers, to submit by email their completed committee assessments.

35/18. **Date of Next Meeting – To be confirmed.** Venue – Classroom B.17, London Road Campus.

The meeting concluded at 7.18 p.m.