



**MINUTES**  
**of the meeting of the Quality and Standards Committee**  
**held on Thursday 27 June 2019**

Present: - Mrs Laura Johnston (Chair)  
Mr Igor Andronov  
Ms Sally Cassels  
Mrs Debbie Lambert  
Mr Jeremy Nicholls  
Mr Ian Peake (Principal)

In attendance: - Mrs Debra Baldwin (Director of Personnel)  
Mrs Jo Ricketts (Deputy Principal)  
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as six Members were present.

**1. Apologies for Absence**

No apologies.

**2. Declaration of Interests**

None declared.

**3. I. Approval of the Minutes of the last Meeting**

The Chair signed the minutes of the meeting held on 10 April 2019 as a true record.

**II. Matters arising from the Minutes**

- A. The Deputy Principal had investigated reasons some students at Walford College had responded in the learner voice survey that they did not feel safe in College. This had been addressed with disciplinary action against some students.
- B. The Director of Personnel had investigated reasons for the gap in retention of vulnerable learners with no reason identified; this would continue to be tracked.
- C. Some students at NSC have higher needs and significant health issues which had affected their attendance.

The Committee agreed: -

- To approve the minutes

**4. Student Outcomes and Student Experience**

The Deputy Principal presented the reports.

**Action**

- I. Retention 2018/19: HLC retention was 93.2% for 16-18 and 94% for 19+ and at NSC this was 88.2% and 96.7% respectively. There has been a marginal decrease since March 2019. Breakdown by faculties identified those working marginally below target. There are thought to be 1420 19+ students at Oswestry College; some of these are sub contracted students.
- II. Attendance 2018/19: This is anticipated to be similar to last year. The overall target is 90% and 80% for English and Maths. HLC attendance for English and maths was 75.5% and 78.4% at NSC. Oswestry and Walford are below target for IPAVE (employability development for Level 1, and Level 1 programmes in catering and plumbing. English and maths lessons have been delivered on different days to vocational programmes at NSC this year which had reduced attendance. To improve attendance to English and maths in 2019/20 lessons have been timetabled for the same days as vocational programmes. English and maths attendance may have been impacted by a late Easter as some students completed their vocational qualification and did not return for English and maths lessons. It is anticipated that this will not happen next year as Easter is earlier in the year.

A Governor asked if this was of concern; pass rates have been predicted for students to make at least one grade of progress. Targeted revision has been offered with students notified of exam dates. No major concerns are anticipated with pass rates at NSC predicted to be better despite lower retention. In future it will be important to ensure vocational programmes continue to run later in the term to correlate with GCSE exams.

- III. Student progress 2018/19: HLC have a high percentage of students on or above their target grade despite the FLB's retention being marginally lower students are making good progress. Ludlow College students have made good progress which will be confirmed by the exam results. In general Walford College students are making good progress with some concern about progress in animal care with some students taking exam resits. Oswestry College students have made good progress. The only area of concern is Applied Science.

The new MIS system will report progress data electronically by student, course or faculty. A high level report will be provided at the next meeting.

J Ricketts

- IV. Apprenticeships 2018/19: A breakdown by age groups of 16-18, 19+ and 24+ showed overall and timely achievement to date which would improve in year. The best case achievement would be 79.8% overall and 71.8% for timely achievement. Further withdrawals are not expected at this stage in the year. Legacy apprenticeships at NSC are making less progress; however, progress is being made. Quality Summits have not identified any issues of significant concern.
- V. Courses identified in serious concern  
The Deputy Principal outlined the confidential written report including actions to address the six courses in serious concern. There was general discussion about the quality of teaching agreeing that this is

fundamental to outcomes. The College is investing in staff development and mentoring to support teachers to make improvements to their teaching. The geographical spread of the College was raised noting that this permits subject teachers to work together across the whole College. It was agreed that this should be encouraged. Twice a year there are sharing staff development opportunities across comparable areas.

The Committee agreed: -

- To note the comprehensive reports

**5. Teaching, Learning and Assessment** (Presented by the Deputy Principal)  
**Observation, Teaching and Learning Assessment (OTLA) 2018/19:**

180 graded observations have been completed at HLC showing a strong profile with good and outstanding lessons. 50 learning walks have taken place at NSC with 100% of teachers observed; only one teacher required advanced practitioner support.

Guidance on the 2019/20 Teaching and Learning Observation Cycle was outlined with an explanation about the reasons to change the cycle to ensure accurate observations of lessons, to be correlated with learner voice and outcomes. A developmental approach against the Ofsted EIF would rate sections of teacher's performance as opposed to an overall grade on a three-point scale. Staff would be required to self assess their progress against a framework with a formal observation and their appraisal to discuss areas of match and miss-match of grades against their self assessment and formal observation.

A Governor asked how teachers would be supported. Managers would be required to collate feedback from each teacher's self assessment and provide formal feedback which will also be forwarded to the Deputy Principal. This will also be used to identify staff development. English and maths will be incorporated into vocational programmes. The appraisal form will be dovetailed to match the observation cycle. A Governor asked if there had been consultation with staff; Unions had been consulted.

Governors will be invited to learning walks which provide good development for Governors to understand the curriculum and quality procedures.

J Ricketts/  
L Watkins

The Committee agreed: -

- To note the positive report
- To note Guidance on the Teaching and Learning Observation Cycle
- To invite Governors to participate in learning walks

**6. Leadership and Management**

**I. Safeguarding, Equality and Diversity** (Presented by the Director of Personnel)

A. Equality and Diversity Report: Learner performance data was reported for HLC and NSC which reflected student retention to date showed comparisons by protected groups. Some groups had small numbers which needed to be taken into account. The 15% variance in ethnicity (other ethnic group Arab) was questioned noting that County Training provide ESOL training with some Syrian students enrolled who attend on a part time basis around their employment. LAC had a variance of 3%

and vulnerable learners were more than 10%. Vulnerable students are logged on MyConcern. NSC data relating to residential students showed a difference of 12%. These are monitored closely.

Progress against the equality objectives 2018/19 from the Single Equality Scheme were shown. New objectives and an equality action plan will be discussed and agreed by the Safeguarding, E&D Committee next week. This would encompass all sites.

- B. Safeguarding and Child Protection Report: MyConcern had been successfully embedded at Ludlow College and County Training. This is being rolled out to NSC with training arranged for staff. Policies are being amalgamated for the whole College, particularly Peer on Peer and County Line policies. A breakdown of concerns logged at HLC and NSC was provided. MyConcern defined categories for reporting; Governors requested similar categories to be grouped together and an additional graphic showing the support that these students receive staff. Personal development would be provided for staff or students as applicable aligned to concerns raised.

D Baldwin

## II. Quality (Presented by the Deputy Principal)

- A. Quality Improvement Plan (QIP): Governors agreed that this was a thorough document evidencing progress of actions to date which was positive with the majority of actions achieved.
- B. Ofsted Inspection: HLC Nursery had a positive report judging the nursery provision as good. The residential inspection at Walford College was also positive and judged good.
- C. Minutes from Strategic Higher Education Committee: Noted.

### The Committee agreed: -

- To note safeguarding, equality and diversity reports
- To congratulate the College on the good Ofsted inspection of the Nursery at HLC and residential inspection at NSC

## 7. Annual items for Committee

### The Committee agreed: -

- To appoint Laura Johnston as Chair of the Committee for 2019/20
- The Committee self assessed its performance and agreed that it was effective and adequately met the requirements of its terms of reference
- Changes were suggested to the terms of reference which would be amended.

L Watkins

## 8. Any other business and comments

The Chair and Jeremy Nicholls had visited NSC which evidenced how effectively English and maths are embedded in the curriculum. The visit was during mental health week with participation in some events. Appreciation was recorded to staff who had facilitated the visit.

## 9. Date and time of next meeting

The next meeting was arranged for Wednesday 27 November 2019 commencing at 3.15 pm. The Clerk would arrange meetings at different campuses and notify Governors

L Watkins

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....