



**MINUTES**  
**of the meeting of the Quality and Standards Committee**  
**held remotely on Wednesday 23 June 2021**

Present: - Laura Johnston (Chair)  
Igor Andronov  
Sally Cassels  
Jeremy Nicholls  
David Williams (Principal)

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

The meeting was quorate as five Members were present.

**1. Apologies for Absence**

Debbie Lambert

**2. Declaration of Interests**

Laura Johnston appointment of Chair

**3. Approval of the Minutes of the last Meeting and matters arising**

The Committee agreed that the Chair should sign the minutes of the meeting held on 24 March 2021 as a true record.

- I. The Deputy Principal confirmed that she had checked progress tracking grades and the discrepancy between attendance and grades. This was based on the results of key assessment 2 evidencing students had achieved above expectation.
- II. The sub contracting proposal was approved by the Board in April 2021.
- III. Details of the request for enterprise advisors had been sent to Governors and shared with some other contacts. The Deputy Principal is exploring other options for employer engagement with a meeting arranged with the Marches Careers Hub.

The Committee agreed: -

- To approve the minutes

**4. Student Outcomes and Student Experience: 2020/21 Performance Data/KPIs**

The Deputy Principal presented the following reports.

- I. Attendance rates are good at 90.9% overall exceeding the previous year. Oswestry Campus was marginally below target at 88%.

**Action**

English and maths attendance had peaked in February 2021 but decreased thereafter when students chose to focus on their main qualifications and assessments. Teacher Assessed Grades show that some students have not achieved. There was discussion about results and a question of plans to improve these. A plan has been agreed for September to improve attendance and increase engagement. It was anticipated that there will be a downward trend in GCSE results nationally; however, data and comparisons are not available to date. It was noted that online learning had been dictated by the lockdown and that the College was unable to provide face to face lessons due to delivery of the main qualifications in bubbles.

- II. Retention 2020/21 is marginally better than the previous year at 96.2%. There were more leavers at Easter who had secured employment during the second lockdown choosing not to return to College. 16-18 retention at Oswestry Campus had decreased slightly with data being reviewed closely and strategies to address.
- III. Student progress 2020/21 completed in April tracking showed more students are on target to reach their course targets compared to the previous year. It was noted that the sequence of delivery had been changed with theory delivered during lockdown and practical delivery and assessments once students returned to face to face delivery.

English and maths GCSEs show overall achievement has decreased; however, attainment of levels 9-4 is expected to increase as a result of students choosing to utilise online resources. It was noted that Ludlow College delivered 25% face to face learning except in the second lockdown last year in addition to online learning. Governors were encouraged that achievement of grade 9-4 English and maths GCSE has improved this year.

A smaller cohort of students have studied Functional Skills this year. Several students are below target who have found online learning challenging; this cohort includes students with EHCPs who have found remote learning more difficult. Some students failed to engage in learning during covid-19 despite English and maths tutors working extremely hard to continue to deliver teaching and learning during the pandemic. Strategies have been embedded to improve outcomes with face to face teaching delivered from September.

- IV. Apprenticeships 2020/21 overall achievement is anticipated to be 71.3% which is comparable with last year. There will be an impact on timely achievement due to the pandemic resulting in some apprentices being furloughed; there were also issues with some trackers not completed; this has been addressed. It is likely that the pandemic will have an impact on achievement rates nationally.
- V. 3-year application comparisons (NSC and HLC) were noted showing that overall applications have decreased marginally this year; however, applications to the Faculty of Technology Studies, Oswestry and Walford Campuses have increased. There are fewer ESOL applications. A Governor asked the reasons for the increase in applications at Oswestry and Walford Campuses. There has been more engagement with feeder schools, online activities and improved student satisfaction which enhanced its reputation. Increases have been even across courses.

The Committee agreed: -

- To note the comprehensive reports and data
- To thank CMT and tutors for working hard to support students, particularly English and maths tutors.

## 5. **Observation of Teaching, Learning and Assessment**

- I. The Deputy Principal presented the report, guidelines and recommendations for 2021/22 summarising that this was a developmental ungraded approach which would include observations, unseen and peer observations and learning walks.
- II. Summer 2021 awarding during the pandemic was outlined. Awarding bodies have different practices with Teacher Assessed Grades (TAGs) for C&G, BTEC, GCSE and A Levels for submission by 18 June. Practical delivery and assessment could not take place from January to March with alternative processes instigated for submission by 5 July. Awarding bodies issued a sampling list requesting providers to submit documentation within 48 hours of receipt. GCSE and A Level results will be issued earlier in August this year. An appeals process will open thereafter. Staff have embraced requirements with data and grades submitted on time.

The Committee agreed: -

- To note the observation of teaching, learning and assessment report
- To note update on awarding grades and record appreciation to the Deputy Principal and all staff involved in teaching and learning

## 6. **Quality**

The Deputy Principal presented the reports.

- I. The Quality Improvement Plan showed progress of actions to address findings in the Self Assessment Report to date.
- II. The 2020/21 Enhancement Action Plan (SED) related to HE programmes and the University of Worcester Foundation Degrees. Less progress has been made because some students were unable to attend face to face classes until May.

The Committee agreed: -

- To note the Quality Improvement Plan (FE)
- To note the 2020/21 Enhancement Action Plan (SED) for HE

## 7. **Equality and Diversity**

The Director of Personnel presented the report with appreciation recorded to the Deputy Principal for providing the data.

It was encouraging that there were no major anomalies in retention of students with protected characteristics. Governors were pleased to see that LAC and learners with learning disabilities have better retention than other learners evidencing high levels of support from staff. The 'vulnerable students' category covers a wide cohort including students who receive ongoing pastoral support.

The ethnic group showed higher retention rates amongst students within the Black/African/Caribbean/Black British and within the 'other' category. There are lower retention rates within mixed/multiple ethnic and white British

groups. Small cohorts of students in these groups needed to be taken into account.

The Committee agreed: -

- To note the equality and diversity report
- Retention was outstanding during the lockdown and pandemic which was a testament to staffs' hard work
- In future a 3-year comparison trend analysis should be included in the annual report

D Baldwin

## **8. Safeguarding and Child Protection**

The Director of Personnel presented the reports.

- I. The Child Protection and Safeguarding Report had been prepared by the Head of Student Services. Positive measures to maintain contact with students and provide support during the pandemic were outlined. A Governor commented that there was a higher percentage of LAC at Walford and Oswestry Campuses; these were not specific to any courses. 207 concerns were recorded on MyConcern with a summary of categories provided. Functionality of the EBS system and linking it to MyConcern is being explored. Training and awareness about peer on peer abuse will be provided for staff and students in September. The College has worked effectively with safeguarding partnership boards remotely during lockdown; meetings may be retained online which had improved attendance and consistency to support young people in the counties. This model has also been beneficial to families who have commented that online meetings have been less stressful.
- II. The College has been awarded the Leaders in Safeguarding standard. An action plan has been prepared showing significant progress has been made to address recommendations. A safeguarding conference has been arranged for the safeguarding team. Site security is being reviewed at each campus to identify any further actions.
- III. The safeguarding auditing role will be overseen by the Director of Personnel. There was a question if there will be any engagement by Governors agreeing that this would be useful and was a two-way process.

The Committee agreed: -

- To note the reports evidencing effective safeguarding measures

## **9. Annual item for Committee**

The Committee agreed: -

- To appoint Laura Johnston as Chair of the Committee for 2021/22
- The Committee self assessed its performance concluding that it was effective and adequately met the requirements of its terms of reference. There are excellent levels of engagement with CMT with high-level reports
- No changes were proposed to the terms of reference

## **10. Any other business and comments**

Alan Layng thanked the Committee for allowing him to observe the meeting which had been very informative.

## **11. Date and time of next meeting**

The next meeting was arranged for Wednesday 24 November 2021 commencing at 3.15 pm.