



MINUTES
of the meeting of the Quality and Standards Committee
held on Wednesday 22 November 2018

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

In attendance: - Mrs Debra Baldwin (Director of Personnel) arrived during the meeting
Mrs Jo Ricketts (Deputy Principal)
Mrs Linda Watkins (Clerk to the Corporation)
Mr Jeremy Nicholls (Governor)

The meeting was quorate as five Members were present.

1. Apologies for Absence

2. Declaration of Interests

Debbie Lambert: son student at Ludlow College.

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

The Chair signed the minutes of the meeting held on 13 June 2018 as a true record.

II. Matters arising from the Minutes

Actions had been completed including Governors participating in learning walks.

The Committee agreed: -

- To approve the minutes

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports explaining that since issuing the data report it had been revised to include up to date data.

I. Qualification and Achievement 2017/18:

- A. Overall achievement by HLC, NSC and the merged College was outlined for all programmes achieving all qualifications. These were presented excluding GCSE English and maths, and Functional Skills, and without exclusions. Where available, national comparators were provided. Retention, pass and achievement rates were discussed which exceeded the national comparator. These were also presented by long, short, very short and course

Action

level in addition to by faculty with some discussion on the differing achievement rates.

In summary overall achievement was slightly lower for HLC but had improved slightly at NSC. Overall achievement across all qualifications was 86.9% above the national achievement comparator of 84.4%. Long course achievement for levels 1-3 retention, achievement and pass rates are above the national comparators at HLC. NSC achievement on level 3 courses needs to improve with actions in place to address this.

There was a marginal decrease in some level 3 achievement impacted by changes to the assessment with the introduction of synoptic exams, specifically animal care and AAT, this was a national issue. A Governor raised ICT level 2 and 3's lower achievement noting that this was being addressed.

GCSE English and maths grade 9-4 is lower than the national comparators. GCSE progress requires improvement by one grade for 16-18 year olds. There was discussion about plans to improve progress acknowledging that this is a challenging area. English and maths are being separated and managed by a Head of English and a Head of Maths. There is improved attendance reporting to tackle non-attendance and class groups to teach students in similar areas to deliver contextual learning. Best practice from NSC is being reviewed including reviewing online packages and ensuring teaching and learning is engaging. A Governor asked if the faculties own English and maths which had been challenged at the SAR moderation.

Destination data was encouraging showing in excess of 63% remain in education, 24% securing employment and 6.5% progressing to apprenticeships. Governors were encouraged that the majority of students remain in education or progress to employment. There was a question if comparisons with competitors are available; these were not available.

- B. Overall apprenticeship achievement rates were 74.5% at HLC and 59.4% at NSC with a combined overall achievement of 62.5%. A breakdown by Herefordshire, Ludlow College and County Training provision was noted.
- C. Graduate outcomes 2017/18: This gave a breakdown of HE programmes delivered at HLC and graduates' grades showing an improvement in the number of students who have graduated with a first or 2:1. There was a significant improvement in the number of Merits compared to Passes which was encouraging which had improved with the introduction of several new HNC courses.
- D. Courses identified in serious concern for 2017/18 were reported which showed significant improvement in the majority of programmes.

2018/19 programmes have been identified in serious concern with progress to be reported to the Committee.

- E. National Student Survey (NSS) 2018 covered HE students on degree programmes delivered in partnership with the University of Worcester, HND and HNC qualifications. The overall satisfaction grade was very good at 93.65%. Learning resources had scored the lowest at 76.72% with requests from learners responded to, including access to IT during half term.

The Committee agreed: -

- To note the comprehensive reports

5. **Teaching, Learning and Assessment** (Presented by the Deputy Principal)
Observation, Teaching and Learning Assessment (OTLA) 2017/18:
Guidance on the teaching and learning observation cycle had been updated to enable observers to adjust observation to their own workload and patterns. Consultation of the guidelines with NSC had commenced with an objection from the Unions regarding the nature of the graded lessons. In view of this, it is likely that the guidelines would not be implemented until after Christmas.

HLC progress of observations to date showed 83% of lessons observed were good or outstanding.

The Committee agreed: -

- To note the report on teaching and learning observations

6. **Leadership and Management**

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

- A. Equality and Diversity Annual Report 2017/18: In addition to HLC, the report included County Training. Membership to the Equality and Diversity Committee was noted particularly the consideration to merge it with the safeguarding panel as there is significant overlap in membership and discussion. The College held a successful E&D week in October. Achievement of students by the protected characteristics for all level programmes was provided and discussed. There was a variation in male and female success rates for level 3 which related to short and very short courses. Age showed some variation which was not related to specific courses, patterns or themes. Performance by ethnicity did not have any significant issues. ESOL students take Functional Skills in reading, speaking and writing with some students only achieving some areas. To address this programmes are being broken down to smaller areas next year. Asian learners achieving level 3 related to 7 enrolments for sub contracted provision which had an achievement rate of 58%. Sub contracting provision is primarily delivered by distance learning. Learning difficulty, disability or health problems showed 1% variance which was excellent, likewise socio-economic background learners. Looked after children (LAC) showed a variance of 8% predominantly for levels 1 and 2 with better progress in level 3. Vulnerable learners had a variance of 6% which was good considering the severity of some of the issues this group of learners' experience. It was agreed that progress by categories evidenced high levels of support for individual students.

- B. Single Equality Scheme: This was being prepared and would be published on the College's website. The SES will be presented to the Board in December.
- C. Minutes of E&D Committee: 27 June and 24 October 2018: Noted.

II. Safeguarding and Child Protection Report (Presented by the Director of Personnel).

- a. Child Protection and Safeguarding Annual Report 2017/18: This outlined the Committee's membership and key areas addressed during the year. All staff complete an online course in Prevent with an external trainer delivered training to students each year.

A Safeguarding Officer was appointed in February 2018 to support staff as some external support services have been withdrawn. Recorded incidents in the last 3 years showed an increase of incidents which were of a more serious nature than last year. Minor prevent incidents have been addressed with support from the Prevent Officer. In future the category of 'home issues' would be broken down further in reports. The 'missing' category had increased significantly this year. The Committee acknowledged that it was time consuming to address issues and incurred an additional cost, however, it agreed it is vital to provide this service to learners. County Training incidents were provided separately.

It was reported that NSC have similar issues to HLC which will be incorporated into the report next year. My Concern will be rolled out to all campuses. Students with criminal convictions are risk assessed with appropriate decisions made. HSCB and SSCB are used for training. Deputy Designated Safeguarding Leads have been appointed at each campus.

- b. Minutes of the Safeguarding Meeting: 6 June and 24 October 2018: Noted.
- c. Safeguarding Annual Plan 2018/19: This showed progress to date including the introduction of My Concern and an action to display photographs of safeguarding leads on posters. Cards of external agencies and contact details will be produced and included in safeguarding staffs' ID badges for quick reference. An external speaker's policy is in place requiring written information to be provided to speakers to concur that they have read and understand the policy. The open access campus was raised including access to the College restaurant and hair salon. CMT had previously discussed this with staff encouraged to be vigilant and students encouraged to raise any issues of concern.
- d. Safeguarding and Child Protection Policy
Changes made to the policy were outlined which reflected Keeping Children Safe in Education. Policies from HLC and NSC will be merged in future to create a single policy which will be brought to the Board for approval. There was discussion about methods to notify parents, carers, students and vulnerable adults about safeguarding which is included as part of student

induction and by approaching parents or carers if appropriate.

- e. Recruitment and Selection of Staff Policy: Changes were outlined relating to substantive and hourly paid staff without DBS checks which would require risk assessments. The Clerk was asked to ensure that the requirement for Governors to have DBS checks was included in the Corporation's Standing Orders.
- f. Prevent Strategy Action Plan 2017/18 and 2018/19: This document was originally initiated by the Home Office updated showing all actions had been completed last year. The strategy will be followed for this year. Reference to working with Channel Panel in Herefordshire would be extended to include Shropshire Channel Panel.
- g. Prevent Risk Assessment 2017/18 and 2018/19: This was originally initiated by the Home Office and had been RAG rated showing all areas were positive and rated 'green'. Laura Johnston and Igor Andronov are the Designated Safeguarding Governors.

L Watkins

D Baldwin

III. Student Discipline and Complaints 2017/18 (HLC)

The report showed very few complaints reached level 5 during the year which were investigated by the Deputy Principal.

There are more complaints received at NSC which are addressed using a different complaints policy. The policy is being amended in with consultation with staff. Investigation levels are being amended so that level 5 complaints are addressed by Assistant Principals with the removal of level 6 which is currently investigated by the Chair of the Corporation. A suggestion was made to identify how to work to improve the operation of the organisation following investigation and outcomes of any complaints.

IV. Quality (Presented by the Deputy Principal)

a. Self Assessment Report (SAR) and Quality Improvement Plan (QIP): Data had been amended since issuing the report incorporating feedback provided by CMT. The summary of grades was outlined:-

- Leadership and management: good
- Teaching, learning and assessment: good. A Governor had questioned if this was acceptable based on English and maths results concluding that the majority of teaching and learning is good
- Personal development, behaviour and welfare of learners: good
- Outcomes of learners: good

The SAR provided both narrative and supporting evidence in each area to validate the above grades awarded. Specific attention was given to areas to improve further which were incorporated in the QIP with actions assigned to individuals and dates for completion.

b. OfS annual assurance statement is a requirement from OfS

requesting the governing body to confirm the quality of its higher education provision.

- c. HE Self Evaluation Document (SED): The draft had been prepared to show that the College's HE provision meets OfS quality requirements. The SED drew together annual monitoring reports, module reviews, external examiner reports and statistical information relating to programme design and development, recruitment, learning and teaching, enabling student development and achievement and assessment.

The Committee agreed: -

- To note the equality and diversity annual report evidencing effective practices
- To note the safeguarding and child protection annual report, prevent strategy action plan, risk assessment and committee minutes
- The Single Equality Scheme would be presented to the Board for approval
- To note the student discipline and complaints annual report
- To recommend the Board approve the concise SAR and QIP
- To note the draft SED and provide any comments to the Deputy Principal by email
- To task the Principal to sign the APR Quality Assurance Statement for submission to OfS by 1 December 2018 based on evidence of effective quality processes

7. Any other business and comments

No items

8. Date and time of next meeting

The next meeting was arranged for Wednesday 27 March 2019 commencing at 3.30 pm. The Chair would not be available; the Clerk would investigate moving the meeting to after 3 April 2019.

L Watkins

Signed as a true record of proceedings

Chair: **Date:**