



MINUTES

**of the meeting of the Quality and Standards Committee
held on Wednesday 11 March 2015**

Present: - Mr Igor Andronov (Chair)
Mrs Val Ainsworth
Mrs Debbie Lambert
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)

In attendance: - Mrs Debra Baldwin (Director of Personnel)
Mr David Williams (Deputy Principal)
Mrs Linda Watkins (Clerk to the Corporation)
Ms Maggie Galliers (AoC National Leader of Governance)

The meeting was quorate as five Members were present. The Chair introduced Maggie Galliers, AoC National Leader of Governance, who would observe the meeting and provide feedback.

	Action
<p>1. Apologies for Absence No apologies.</p>	
<p>2. Declaration of Interests Debbie Lambert: Daughter has an interview for course at Ludlow College.</p>	
<p>3. I. Approval of the Minutes of the last Meeting The Chair signed the minutes of the meeting held on 5 November 2014 as a true record.</p> <p>II. Matters arising from the Minutes</p> <ul style="list-style-type: none">a. Updates to further improve the quality of information on the VLE have commenced.b. Capturing students' views about the effectiveness of the VLE will be included in student focus groups.c. The Head of Ludlow College had joined the Safeguarding Panel.d. The Deputy Principal thanked Governors who had inputted into the SAR moderation and taking part in learning walks.e. The Clerk was progressing Governors' access to Board papers via Moodle.	
<p>4. Student Outcomes and Student Experience</p> <p>I. Retention and Withdrawals Overall retention was good at 97.5% showing a 0.6% reduction</p>	

in long courses compared to last year. Ludlow College retention had improved by 0.5% to 99.1% from last year. There was discussion on specific courses with lower retention with Members asking the Deputy Principal reasons. These were outlined including actions to address and monitor retention. Discussion followed about staff absence, its impact on courses and how this could be mitigated against. The Deputy Principal confirmed that staffing issues had settled with adequate cover for lessons.

II. Attendance

Cumulative attendance was 92.5%. Land Based Studies attendance had decreased to 90% and the Deputy Principal reassured Members he was working with Team Leaders whilst there was a vacancy for a senior manager at Holme Lacy Campus. Attendance data for English and Maths was reported separately showing slightly lower attendance which would be addressed.

III. Applications

These were marginally lower than the previous year, but continue to steadily increase. It was anticipated that applications would reach similar levels to last year. Figures were not comparable to last year as some courses had moved to different faculties. A Member asked about the notable dip in applications to Agriculture. Marketing was continuing for the course with an open evening which had a high level of interest, but low conversion to application. There are a higher proportion of 19+ learners and the campus who have been affected by recent changes in funding policy. Last year recruitment to agriculture had been exceptionally high. A Member asked if there were any quality issues with the course and it was confirmed that the College delivered high-quality provision but it was important to deliver courses with a motivational and inspiring approach. Members asked how management would seek to further improve agriculture courses. It was confirmed that a change in structure will result in one of the existing Assistant Principals being located at Holme Lacy Campus for part of their time. Student feedback was less positive at Holme Lacy Campus but being addressed by management.

A Member asked about application levels to Ludlow College noting that these had increased by 20 applications to date with more applications anticipated following liaison in schools. A new interview process is being piloted in the Faculty of Technology Studies hosting bespoke events. This would be rolled out to other faculties if successful.

IV. Courses identified in serious concern

[Recorded in a confidential minute]

V. Learner voice survey

Results were noted showing positive student feedback and year on year improvements in most areas. CMT had discussed

feedback, Assistant Principals address under-performance and triangulate feedback at course level. Assistant Principals are required to report the actions taken to CMT. A Member asked about the frequency of the survey which is completed once a year.

The results from the survey are considered alongside other information such as lesson observations, learning walks and feedback from any courses in serious concerns to assess in-year quality. Common issues identified are used to inform staff development. Results by Faculty showed differences, particularly in relation to Holme lacy and Health and Social Care. Members discussed if completing the survey annually was sufficient. They concluded that the high return rate provided qualitative data and an annual snapshot allowed immediate action to address issues on specific courses or faculties. The survey is completed in November with immediate action taken to address findings. Members discussed what actions were taken. Student focus groups are linked to the responses from the survey allowing manager to gain a deeper understanding of the issues. Senior staff are charged with auctioning areas of concern and reporting their work to CMT. Student reps are trained to ensure that they understand their responsibilities and work effectively on behalf of their fellow students. Quality Summits are used to discuss issues and monitor progress. Members noted the low response rate for apprentices and asked the Deputy Principal to address this in coming years.

VI. Qualification Success Rate – Classroom Based Learning

SFA had changed the method to report Qualification Success Rates (QSR) which would have a negative impact on headline College performance. A detailed paper was noted by Members.

Members discussed delivery of GCSE English and maths requesting assurance that the College was prepared to deliver these. This was confirmed with management of GCSEs moving to the Assistant Principal Community Studies who would ensure sufficient staff capability to deliver the GCSE curriculum.

Members requested a report on GCSE requirements and how the College would deliver these at the next meeting. It was agreed that fundamentally the College should support all students to work towards achieving GCSE English and maths to ensure better progression, raise expectations and achievement. A Member asked how students would know about the change in emphasis about GCSEs. Staff and students are informed of the new policy based on entry requirements for courses. The Director of Personnel confirmed that staff development had commenced with further sessions about embedding English and maths into lessons.

D Williams/
L Watkins

The Committee agreed: -

- To note the report

5. Teaching, Learning and Assessment

I. Lesson Observations and Learning Walks 2014/15:

A breakdown of the grade profile by department was presented with 110/191 lesson observations completed. 88% of lessons were judged as 'good' or 'outstanding'. Learning Walks continue to be held; several Governors had attended these with more themed walks underway this term.

II. Annual Report on Teaching and Learning 2013/14

This provided a record of the previous year. In future this would be presented in the first term, including a key. Members agreed that this was a good document providing a clear snapshot.

III. External Reports (if applicable)

A visit was arranged by an Ofsted HMI to conduct a national thematic review of apprenticeships. The report would be published in September 2015. It was anticipated that this would provide useful feedback which would also be reported to the Committee.

D Williams

The Committee agreed: -

- To note progress of teaching and learning observations and the annual report on teaching and learning 2013/14
- To note the College was having a national thematic review of apprentices and employers. Feedback would be reported to the Committee

6. Leadership and Management

- I. **Equality and Diversity Report** (Presented by the Director of Personnel). Progress by protected groups showed 5% difference in performance by ethnicity which was being following up with Assistant Principals. It was noted that ethnicity equated to low numbers. Retention for looked after children was excellent and commended. The next report would include vulnerable learners who were listed on the safeguarding log.

D Baldwin

The Equality and Diversity Committee minutes were noted providing a record of issues addressed by the Committee. Membership had been extended to include the Head of Ludlow College, some members of teaching staff and the Student Governors. Action plans against objectives had been reviewed with discussion about embedding E&D into the curriculum offer and providing training for staff. Staff development would focus on embedding E&D.

- II. **Safeguarding and Child Protection Report** (Presented by the Director of Personnel). Members noted the report with specific discussion about the Prevent agenda. The safeguarding log had 75 new entries since the last meeting. Child sexual exploitation (CSE) was a major focus in Hereford with the College notified of 23 students at risk. Members asked what action the College takes if a

student is placed on the risk register. This was outlined including students understanding that the College knows that they are high risk. Social workers assigned to students are known to the College. High risk students are given support with groups discretely targeted. This ensures that students individually know that support is available and how to disclose. Staff development ensures staff understand how they can support students. The College has already been notified of some students on the register who will commence in 2015/16. Reasons for the increase were discussed noting that there had been a withdrawal of external support funding and the College was becoming more involved and informed as agencies were working together more closely.

- a. *Safeguarding Policy*: This was presented highlighting changes to the revised draft policy to ensure that the College met current legislation, including the Prevent agenda, and guidance from the Police and other agencies. The Director of Personnel had sent the policy to Herefordshire Safeguarding Children Board and the Adult Safeguarding Board for comments.
- b. *Prevent Strategy*: Arrangements to meet requirements for the Prevent agenda were outlined including training events for staff and Governors. The Safeguarding Committee and E&D Committee will monitor the action plan to ensure the College meets the Prevent agenda.

II. **Quality** (Reports presented by the Deputy Principal)

- a. *Self Assessment Report action plan*: key actions were presented with progress to date reported.
- b. *Update on Ofsted preparation*: The College is prepared for an Ofsted Inspection this year. The new Ofsted framework commences in September 2015. An update would be presented at the next meeting.

D Williams/
L Watkins

The Committee agreed: -

- To note reports
- To recommend the Board approve the Safeguarding Policy subject to amendment by HSCB
- An update on the new Ofsted framework would be presented at the next meeting

7. **Any other business**

None

8. **Date and Time of next Meeting**

The next meeting was arranged for Wednesday 17 June 2015 commencing at 3.30 pm.

9. **Process Review**

Debbie Lambert had conducted the process review which had met all indicators.

10. Feedback from Maggie Galliers, AoC National Leader of Governance

- Extremely positive meeting and discussion with very good rapport between Members and management in an open and transparent meeting. Meeting focussed on right issues with constructive and high levels of challenge.
- Good practice – process reviews.
- Aware of imminent Ofsted, particularly in light of new framework. Sense of Ludlow College and Hereford Campus differences, but understanding that the College is judged as one.
- Pack needs to be sequenced in line with agenda. Difficult to identify priorities from narrative paper, need to signpost Members. Option to use heading sheet to papers with executive summary and link to staffing, finance and E&D implications.
- Presentation of papers – Suggested use of charts and RAG rating to enable information to be identified quickly. (Some reports standard from MIS).
- Assume Members have read papers to allow more time for questioning/dealing with important issues.
- Minutes – option to introduce a paper showing ‘matters arising’ with actions, responsible officer and /timescale
- Table in minutes – not necessarily effective (Agreed to remove).
- Headings in E&D paper– queried category ‘non-white British’ (Agreed to re-word)
- Progression emphasis – student surveys don’t show this positively.