



MINUTES

**of the meeting of the Quality and Standards Committee
held on Wednesday 17 June 2015**

Present: - Mr Igor Andronov (Chair)
Mrs Val Ainsworth
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)

The meeting was quorate as four Members were present.

- | | Action |
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| <p>1. Apologies for Absence
Mrs Debbie Lambert.</p> | |
| <p>2. Declaration of Interests
Item 8: Igor Andronov – reappointment of Chair.</p> | |
| <p>3. I. Approval of the Minutes of the last Meeting
The Chair signed the minutes of the meeting held on 11 March 2015 as a true record.</p> <p>II. Matters arising from the Minutes and Action List
The action list was noted, there were no matters arising.</p> | |
| <p>4. Student Outcomes and Student Experience</p> <p>I. Retention and Withdrawals
Overall retention was good at 94.7% showing a marginal increase in long courses compared to last year. Retention is slightly lower in-year at Holme Lacy Campus when compared to the previous year. Ludlow College's retention had improved by 0.5% to 99.1% from the same period last year. Changes had been made to the management of Work Based Learning which was now managed by the Assistant Principal Technology and Head of Ludlow College. Systems were being implemented to measure attendance and track progress of apprentices. There are no concerns with the performance on apprentices, however, it was more difficult to track as apprentices roll on and roll off courses over a number of years.</p> <p>II. Attendance
Cumulative attendance was 91% which exceeded the target of</p> | |

90%. Land Based Studies Faculty was slightly lower, particularly in agriculture, where the Team Leader had been absent for several months. The College had appointed a new Team Leader who would start in September. Part time attendance is good

III. Applications

These were broadly in line with the previous year. Not all courses offered were comparable with last year as some different programmes are being offered. A rapid enrolment process had been implemented for students progressing internally. A Member asked reasons why recruitment at Ludlow College had increased. Students progressing to their second year had applied at an earlier stage in the year. Reasons for the decline in hair and beauty applicants were requested noting that there were less job opportunities in beauty.

IV. Courses identified in serious concern

[Recorded in a confidential minute]

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 178/185 lesson observations completed. The College was working to observe some part time staff who are contracted to teach very few hours. The grade profile showed 25% outstanding and 57% good lessons. A Member asked what action is taken for staff who teach lessons which are judged as requires improvement or inadequate. Mentoring is implemented with a second observation completed within six weeks for teachers who deliver grade 3 and 4 lessons.

Learning walks are ongoing focusing on English and maths as well as other themes. Governors would be invited to these at the start of next term.

D Williams/
L Watkins

II. External Reports (if applicable)

External reviews included Matrix re-accreditation for advice and guidance, Ofsted thematic review of apprenticeship provision, Ofsted inspection of Warwickshire University's Initial Teacher Training provision and a Landex Review. The Deputy Principal confirmed that all reports were positive.

The Committee agreed: -

- To note lesson observations to date showing 82% of lessons were judged as good or outstanding
- To note external reports which were positive

6. Leadership and Management

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

Members noted the minutes from the E&D Committee and actions. Members scrutinised learner performance by the

protected characteristics and were particularly encouraged by the exceptional progress of disadvantaged and LAC learners which matched that of all students.

The Director of Personnel highlighted differences in progress of vulnerable learners (males level 1 and 3 and females level 2) and was investigating if there were any trends or reasons. Ensuring vulnerable learners achieve positive outcomes remains a priority for both the E&D Committee and Safeguarding Committee.

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

Members noted the minutes from the Safeguarding Committee evidencing that the Prevent Duty was a key priority. Steps to progress implementation of the Prevent agenda included training sessions for students, staff and Governors were outlined.

Since the last report there had been 13 safeguarding incidents which were summarised.

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

- a. *Self Assessment Report action plan*: The timetables showing key actions and progress to date was reported.
- b. *Ofsted preparation and the new framework*: The College had been prepared for an Ofsted Inspection this year. The new Ofsted framework would commence in September 2015. This regime would be a 2-day no notice inspection which would confirm grades against College SARs. Significant risks, such as a decline in data or a new Principal could trigger a full inspection instigated within 15 days. The Deputy Principal would provide a briefing on the new framework at the Board meeting.
- c. *Report on requirements for delivery of GCSE English and maths*: All learners without GCSE grade C in English or maths would be required to complete the GCSE programme. This year students had been enrolled on GCSE or Functional Skills Level 2 courses. From September it would be compulsory for all learners to complete GCSE English and maths who achieve D grades in order to meet conditions of funding. Students with E grades could be enrolled on suitable programmes at the discretion of staff. Students taking Level 1 and 2 Functional Skills would need to take GCSE programmes. Course timetabling and staffing for 2015/16 had been estimated using grades of 2014/15 cohort of learners. The College would create an English and maths department for learners to attend away from their course areas.
- d. *Sub-contracting*: The report discussed by the Audit Committee was noted showing detailed levels of controls in place. The Audit Committee had asked if short notice unannounced visits would be undertaken. The Deputy Principal would arrange.

D Williams

D Williams

The Committee agreed: -

- To note reports

7. Report from Maggie Galliers, AoC National Leader of Governance

Members noted the report and suggestions for improvements to meetings. Several suggestions had been implemented which had improved the process and paper flow of the meeting.

The Committee agreed: -

- To note the report and subsequent positive actions taken

8. Annual item for Committee

- I. Election of Chair 2015/16: The Committee agreed to re-appoint Igor Andronov as Chair.
- II. Committee's self assessment: Members assessed the Committee's performance against its terms of reference. The Clerk had compiled evidence of effectiveness. This would be used to prepare the Governors' component of the College's self assessment report.
- III. Terms of reference: reviewed noting no changes were required.

The Committee agreed: -

- To re-appoint Igor Andronov as Chair of the Committee for 2015/16
- The Committee was effective and adequately met the requirements of its terms of reference
- No changes were required to the terms of reference

9. Date and Time of next Meeting

The next meeting was arranged for Wednesday 18 November 2015 commencing at 3.30 pm. The Clerk would change the date which clashed with AoC's annual conference.

L Watkins

10. Process Review

Liz Patrick had conducted the process review which had met all indicators. The Chair thanked Members for their attendance and contributions during his first year as Chair which had been a learning experience.

Signed as a true record of proceedings

Chair: **Date:**