



**MINUTES**

**of the meeting of the Quality and Standards Committee  
held on Wednesday 25 November 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)

The meeting was quorate as five Members were present.

**1. Apologies for Absence**

**2. Declaration of Interests**

Debbie Lambert: parent of student at Ludlow College.

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

The Chair signed the minutes of the meeting held on 17 June 2015 as a true record.

**II. Matters arising from the Minutes and Action List**

There were checks for sub contracted provision last year including short notice to request learners' information from Skills Network; however, no visits were made.

**4. Student Outcomes and Student Experience**

The Deputy Principal presented the reports.

**I. College Success Rates 2014/15**

The Skills Funding Agency's (SFA) methodology for calculating and benchmarking college success rates changed significantly last year. Previously, the success rates for 'long' courses (more than 24 weeks) and 'short' courses (less than 24 weeks) were used as key performance measures. This allowed colleges to accurately benchmark the performance of different types of provision against national sector averages. Functional Skills were separated from the learners' main programmes. The new methodology brings together all lengths of programmes and includes Functional Skills. Provision is separated by qualification type (A Levels, GCSEs, Diplomas, Certificates, Awards etc.). Individual Subject Specialist Areas (SSAs) and qualification sizes are

**Action**

above national averages with the exception of a minority of low number areas.

It was anticipated that the College's results would meet the national average which will be published in January 2016. The overall success rate was 80.1%, (16-18: 78.2% and 19+: 83.3% which were marginally below provider group comparisons). Calculations using the old methodology were presented showing a slight decline of overall success from 88% to 86.9% (excluding Functional Skills).

There was discussion about the different types of provision and results which were presented in the report. Some qualification aims were below benchmark; these related to small numbers of learners. A Member asked if provision delivered by County Training would be included; this was confirmed. The College had a mix of provision which was different to a number of providers which it was benchmarked against, therefore, benchmarks were not comparing similar institutions.

Discussion moved to curriculum areas with low success rates asking how these would be addressed. The Deputy Principal would address this as part of the SAR moderation process. Further breakdowns by faculties and curriculum areas with below benchmark results were outlined along with actions implemented to address these. Members discussed these noting that these cross-referenced to courses in concern.

## **II. Value Added 2014/15**

The Chair commented that this provided a clear explanation of value added, Alps and performance of A level, A/S level and Extended Diplomas at Ludlow College and Hereford. It provided an overview of how targets are set for individual learners using their GCSE profile.

This was encouraging showing high levels of value added for A/S and A Levels and very good performance of BTECs and Ludlow and Hereford Campus. There was weak value added for 90 credits in Hereford. A Member asked if comparisons were made between value added, success rates and teaching and learning observations. This was confirmed noting that staff development has been provided in value added.

## **III. Enrolments 2015/16**

Reported to Governors at the Board meeting in November.

## **IV. Courses identified in serious concern**

[Recorded in a confidential minute]

The Committee agreed: -

- To note the report

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

### **Observation, Teaching and Learning Assessment (OTLA) Review 2014/15:**

There had been 183 graded observations of teaching staff and assessors conducted by eleven observers. 84.7% (155) lessons were judged as good or outstanding. The Deputy Principal assured Members that he was in dialogue with the observation team to ensure lessons were fairly graded. CMT review observation reports and agree action for lessons graded as

requires improvement or inadequate. This is correlated with data, outcomes and value added. Observations judge one lesson during the year which is only part of the process to assess teaching and learning. The Deputy Principal drew Members' attention to the summary of strengths and areas for development. Staff development activities were focussed on areas for development, mentoring was provided for staff observed with grade 3 and 4 lessons. A Member asked what happens to support staff to improve from good to outstanding lessons. This was addressed at part of staff development.

The Committee agreed: -

- To note the report on lesson observations for 2014/15 showing 84.7% of lessons were judged as good or outstanding

## **6. Leadership and Management**

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

- a. Equality and Diversity Annual Report 2014/15: The E&D Committee monitor student performance by the protected characteristics to identify any gaps in learning and remedial actions to address. Ethnicity showed a shortfall in white non-British success by 7%, strategies taken to address this were outlined. Members were encouraged by the performance of learners from a socio-economic background and looked after children as some of these learners have challenging issues. Members commended staff on the high achievements for these groups of learners and the E&D focus on the website and in the prospectus.
- b. Single Equality Scheme 2015/16: The College met its Equality Duty ensuring that no unlawful discrimination was shown to individuals within the nine protected characteristics. The College addresses this within the Single Equality Scheme (SES) for staff and students. The equality duty action plan was monitored by the E&D Committee.
- c. Minutes of the Equality and Diversity Meeting: 7 October 2015: These were issued for information.

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

- a. Child Protection and Safeguarding Annual Report 2014/15: The breakdown of student issues showed the severity of some issues experienced by students. Support from external agencies has decreased placing more demands on the College which is not adequately resourced to address some of these issues. The Director of Personnel was meeting the Director for Children's Wellbeing at Herefordshire Council to discuss support available from agencies. Students on Educational Health Care Plans have additional funding and support.
- b. Safeguarding Annual Plan 2015/16: Prevent actions were highlighted in red. The Safeguarding Panel would review these at each meeting.
- c. Minutes of the Safeguarding Meeting: 23 September 2015: These were issued for information.
- d. Prevent Agenda Strategy, Action Plan and Risk Assessment:

- This was updated in November 2015 showing the RAG ratings had decreased with only amber or green actions. Members agreed that this was encouraging. The Internal Auditors would audit progress to embed the Prevent Strategy on 7 December.
- e. Minutes of Prevent Sub Group: 21 September 2015: Members were reminded that this was a temporary group established to embed the Prevent strategy. Issues of potential extremism were added to the safeguarding log. To date, three issues have been recorded.
  - f. The following policies were presented which had been approved and embedded in the College: -
    - External Speakers Policy
    - Leaflet Distribution Policy
    - Freedom of Speech Policy
    - Lockdown Policy
- III.** Student Discipline Annual Report 2014/15 (Presented by the Deputy Principal). A summary of the student discipline policy was presented along with disciplinaries, stages these were addressed, number of students and outcomes. A breakdown by curriculum areas and the nature of the disciplinary was presented. The College Management Team discusses incidents at least once a term noting patterns and agreeing applicable action.
- IV.** Student Complaints (Presented by the Deputy Principal)
- a. Student Complaints Policy: The government has set up the Office of Independent Adjudication (OIA) in response to the increase of learners paying fees to study higher education courses. OIA's role is to support students who are unable to resolve disputes with their higher education institution. Best practice guidance had been issued to Members, the policy, would be approved as Chair's action.
  - b. Complaints Annual Report 2014/15: Members noted the complaints log including complaints from learners, employers and the general public. The log showed two outstanding complaints, with all others resolved. The Deputy Principal updated Members that all complaints had now been resolved.
- V. Quality** (Presented by the Deputy Principal)
- a. Self Assessment Report (SAR): The SAR was being moderated; Members were invited to attend. This process would identify courses or areas of concern. Judgements in curriculum areas included value added (VA), progress, English and maths. The executive summary would be presented at the Board meeting for approval. This would be loaded onto the Skills Funding Agency's gateway and was a key document used by Ofsted Inspectors.
  - b. Ofsted preparation: The College anticipated an Ofsted Inspection imminently. The College Nursery had an Ofsted which a positive outcome. A thematic review of apprenticeships had acknowledged some best practice in the College.

I Andronov

The Committee agreed: -

- To note informative reports

## 7. Any other business

**8. Date and time of next meeting**

The next meeting was arranged for Wednesday 9 March 2016 commencing at 3.30 pm.

**9. Process Review**

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

**Signed as a true record of proceedings**

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