



**MINUTES**

**of the meeting of the Quality and Standards Committee  
held on Wednesday 15 June 2016**

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**

Item 7: Igor Andronov - appointment of Chair.

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

The Chair signed the minutes of the meeting held on 22 March 2016 as a true record.

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

A. The Deputy Principal reported that attendance of 801 learners at Ludlow College did not include work based learners. A level students' attendance to each subject was recorded.

The Committee agreed: -

- To approve the minutes

**4. Student Outcomes and Student Experience**

The Deputy Principal presented the reports.

**I. Retention and attendance 2015/16**

Retention on long fundable courses was in line with expectations at 93.7%; marginally below the rate at the same period last year. The final outcome was anticipated to reduce by a further 0.5%. Achievement of c95% would be required to breakeven with last year. This was disappointing although remained positive compared with national comparisons. Members asked reasons which were outlined, particularly noting that there were more withdrawals on Level 1 programmes. The College was continuing to provide high levels of support to students. A Member asked about progression of level 1 students; this would be

**Action**

reported in the student destination report. Breakdowns by faculties were discussed and Members were pleased by the positive improvements in agriculture, animal care and health and social care. Some construction courses had lower retention which was disappointing as tutors work extremely hard to support students and maximise their achievement.

Attendance on full time programmes was good with cumulative attendance at 90%, comparable to last year. It was anticipated that this would remain at this level.

### **Applications 2016/17**

These were noted, with specific attention on full time applications as part time applications would continue to recruit later in the year. The Deputy Principal was discussing staffing requirements and timetables with Team Leaders. The College budget was being finalised based on this.

There would be a demographic downturn in 16-18 years over the next few years which was being reflected in the curriculum resource model. A Member asked how effective the Wraps were in the local press noting these generally targeted programmes with lower recruitment.

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

[Recorded in a confidential minute]

The Committee agreed: -

- To note retention (93.7%), attendance (89.97%) and 2016/17 full time and part time applications to date

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

### **Observation, Teaching and Learning Assessment (OTLA) 2015/16:**

156 lessons have been observed, which included re-observations of lessons which had been graded as 3 during the year. 31% were outstanding and 61% good, a slight improvement on the previous year. Actions taken to work with the few tutors who had delivered a second grade 3 lesson were discussed.

Lesson observation process had been moderated externally by Ofsted and Landex who had confirmed the teaching to be good. Student feedback also mirrored the profile.

The Committee agreed: -

- This was a positive profile showing 92% of lessons observed were judged as good or outstanding in 2015/16

## **6. Leadership and Management**

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

A summary of the Equality and Diversity Committee's meeting held on 8 June were outlined, these would be sent to Members once available. This covered judging individuals, arrangements for E&D week, discussion about the 2016/17 Single Equality Scheme, learner retention data review and higher needs learners.

Members scrutinised performance by the protected characteristics. There was a slight gap in retention by gender gap with lower

L Watkins

retention of boys, these were predominantly in the Faculty of Technology Studies with a majority of males aged 16-18 year. It was encouraging that retention of minority ethnic groups had improved which evidenced actions taken by tutors had been effective. There was very high retention of learning difficulty/disability, disadvantaged and LAC learners, which matched or exceeded that of all students.

Retention of vulnerable learners who are on the safeguarding log was slightly lower; many were on level 1 programmes. Strategies had been implemented to support them. Members acknowledged staffs' role to support students, some with challenging and complex issues. Students who leave College to take jobs during the year are tracked with outcomes recorded in the destination data.

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

- a. Safeguarding Report: Since the last report there had been 11 new safeguarding incidents which were summarised and a total of 101 new entries on the safeguarding log this academic year. Reporting would move to a database as the spreadsheet had expanded with over 600 students remaining on the log, some of whom had left College. These students however needed to remain on the log in case they returned to the College in the future.

The Prevent Sub Group would continue to operate for the next academic year. It ensured the College took necessary actions to meet the Prevent Duty. WRAP training would be available to complete online later in July. This had been provided by the Home Office. A small minority of Governors and staff needed to complete training and it was anticipated that everyone would be trained by the end of this academic year. Capacity and cost of embedding Prevent Agenda was noted, agreeing that it was crucial to maintain.

L Watkins/  
D Baldwin

- b. Minutes of the Safeguarding Meeting: 4 May 2016: Members' attention was drawn to the safeguarding action plan for 2016/17 covering British Values, tutorials on safeguarding subjects to ensure all students know how to get help and online WRAP training.

Disqualification by association had been discussed which would affect staff in the Nursery as working with children under 8 years. Nursery staff would be required to sign a form to confirm compliance confirming that they are not living with someone with a violent or sexual criminal record. If staff are not eligible, the College would consider whether it was able to continue to employ them.

- c. Minutes of Prevent Sub Group: 4 May 2016: These were issued for information evidencing practices embedded to meet the Prevent Agenda. There had been further discussion on lock down procedures and mechanisms at each campus in the event

of an incident. Prevent training had been arranged for next year's cohort of students.

**III. Quality (Presented by the Deputy Principal)**

- a. Self Assessment Report (SAR): Several items on the action plan had already been discussed during the meeting. There was specific discussion on progress to improve success rates for apprenticeships delivered by Ludlow College to 70%. These had improved significantly with a prediction of c65%. Management of apprenticeships and level 2 Certificate Adult learners at Ludlow College would be managed by County Training.

Predictions for GCSE A\*-C English and maths are positive following high attendance to exams. Early indications do not anticipate an improvement to Functional Skills compared with last year. Members asked reasons for this noting that maths level 2 was difficult for students requiring use of applied maths. Some students who had achieved a Level 1 initial assessment had been placed on Level 2 following a strong diagnostic assessment. This would be a harder course, although evidenced stretch and challenge. Next year initial assessments would set appropriate level for students.

Trackers have been introduced for full time students to improve the Value Added scores. The Deputy Principal would explain the importance of tracking Value Added as part of staff development.

The College was on track to ensure all appropriate 16-18 students complete at least one full week of external work experience.

- b. Curriculum changes: 19+ learner loans would be extended from 24+ learner loans in 2016/17. Students who had not achieved a level 3 programme would be given an entitlement for training. Level 3 qualifications are being reviewed to identify any changes to ensure that students who are entitled to Government funding are able to access this. Learners who are 18 years or above will need to be enrolled directly onto 2-year Extended Diplomas. The Admissions Team are ensuring students are notified where appropriate.

Changes were being introduced to GCSEs from September including removing the IGCSE for English. A specification of grades 9-1 (9 highest level) would be introduced. Staff were being trained.

The Committee agreed: -

- To note the equality and diversity report
- To note the safeguarding and child protection report
- To note the SAR action plan

**7. Annual item for Committee**

- I. Election of Chair 2016/17: 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 2016/17
- The Committee was effective and adequately met the requirements of its terms of reference
- No changes were required to the terms of reference

**8. Any other business**

The Chair commented that he enjoyed chairing the meeting this year and thanked everyone for their contribution, particularly Managers who had provided detailed and clear information.

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

The next meeting was arranged for Wednesday 23 November 2016 commencing at 3.30 pm.

**10. Process Review**

Ian Peake had conducted the process review which had met all indicators. There was a good ambience and the Chair had invited contribution from all Members during the meeting.