



MINUTES

**of the meeting of the Quality and Standards Committee
held on Wednesday 14 June 2017**

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

No apologies.

2. Declaration of Interests

None declared.

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

The Chair signed the minutes and confidential minutes of the meeting held on 22 March 2017 as true records.

II. Matters arising from the Minutes and Action List

It was confirmed that all matters arising had been actioned.

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports.

- I. Retention, Achievement and Attendance 2016/17:** This was positive with 95.8% long course retention, 1.04% higher than the same point last year. There had been a slight dip last year but this year compared equally to 2014/15 which was 0.4% better.

Short course retention was anticipated to be c.96%, in line with the previous year. The majority of courses were being delivered in the workplace by The Skills Network. A Governor asked if this was a reflection of The Skills Network practices; this year's contract started at an earlier point in the year (August). This means that retention is lower at this stage of the year than in previous years.

A breakdown of apprenticeship overall achievement rates was provided

Action

with a narrative summary. The Deputy Principal was working with staff and assessors to ensure the maximum number of apprentices are achieved this year following merger with County Training.

Attendance rates remained high on full-time and part-time provision at 92%.

II. Applications 2017/18: There are 190 fewer applications to date; however, interviews are continuing and there are applications from progressing learners. These showed an overall 5% increase in applications with 100+ applications to full-time courses. Reasons for the delay had been that paperwork was issued to staff slightly later this year. There was fluctuation in applications to some courses which was usual practice. This was encouraging at this stage of the year particularly as demographics of school leavers had declined.

III. Courses identified in serious concern

[Recorded in a confidential minute]

The Committee agreed: -

- To note the retention, attendance and application report and supporting MIS reports

5. Teaching, Learning and Assessment

I. Observation, Teaching and Learning Assessment (OTLA):

The Deputy Principal reported on observations stating that 153 teachers had been observed which represented 84% of the whole anticipating that 100% will be completed by the end of the year. Observations have been introduced for County Training using the College's OTLA. Overall there was a reduction in the percentage of 'grade 3 – requires improvement' recorded.

Governors challenged the Deputy Principal about staff who deliver grade 3 or 4 lessons noting that there were fewer grade 3 lessons reflected in the profile of outstanding and good lessons; support is provided to enable teachers to improve their teaching. The profile also matched learner feedback.

OTL training had been provided to ensure observers only record exceptional practices as strengths and not expected good practice which was shown in earlier years.

The Committee agreed: -

- To note the report on lesson observations for 2016/17 showing 96% of lessons were judged as good or outstanding to date

6. Leadership and Management

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

Retention by protected groups was outlined which remained extremely positive with minimal gaps in retention compared with learners not within that group. Governors commented that the disadvantage uplift, looked after children and vulnerable learners' retention rates were exceptional and a credit to support that teachers provided.

Practices to embed equality and diversity in the College include holding an E&D week in October. The observation of teaching and learning process has been changed to observe how E&D was being incorporated in lessons.

- II. Safeguarding and Child Protection Report** (Presented by the Director of Personnel).
- a. Child Protection and Safeguarding Report: The Team Leader at Ludlow College was deputising for the Head of Ludlow College whose role had been extended to manage County Training meaning that he was off-site more frequently. Drugs awareness training had been arranged to assist some staff in their roles to support learners. There had been anonymous discussion about learners who had been added to the safeguarding log noting that cases referred to social care had not always been taken forward. The Director of Personnel confirmed that she followed up all cases with social care and the MASH team. The Chair mentioned an app for smart phones 'Citizen Aid'. Consideration would be given as to whether to publish to staff and students.
 - b. Minutes of the Safeguarding Meeting: 18 May 2017: These were issued for information showing the main issues discussed by the Safeguarding Panel.
 - c. Minutes of Prevent Sub Group: 18 May 2017: These were noted. This group's remit would be absorbed into the Safeguarding Panel with immediate effect. The Sub Group had been formed to give focus to the Prevent Agenda but it was felt that policies and procedures had been implemented.

D Baldwin

- III. Quality** (Presented by the Deputy Principal)
- a. Self Assessment Report (SAR) Actions Update: Governors noted the report showing progress to date. The QIP had incorporated County Training; all corporate services had been amalgamated into HLC. This year County Training would follow the same quality processes as the College to prepare the SAR.
 - b. Curriculum Developments: These were discussed showing that the College was gradually moving to Apprenticeship Standards instead of the Frameworks. Learner agreements and contracts are being changed using the AoC model contract. Systems for levy paying employers are in the process of being established. There are different requirements for apprentices working in Wales which the College was addressing by establishing a sub-contracting arrangement with a lead provider (Pembrokeshire College Consortium). There was a question about the number of apprentices affected; there are c.115 apprentices.

Changes to the curriculum at Ludlow College included the withdrawal of some AS levels in Art and Design with the introduction of linear A Levels.

Changes at Hereford Campus included restructuring the management of some courses in Community Studies in response to staff changes and learner need.

County Training developments included expansion of the 'Advance' programme, a study programme with work experience, English and maths elements.

The Committee agreed: -

- To note the equality and diversity report evidencing effective practices
- To note the safeguarding and child protection report and committee minutes
- To note reports on quality specifically measuring progress of the SAR and curriculum developments

7. Annual item for Committee

- I. Election of Chair 2017/18: The Committee agreed to appoint Val Ainsworth 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.
- III. Terms of reference: agreed subject to changes proposed by the Clerk next year

The Committee agreed: -

- To appoint Val Ainsworth as Chair of the Committee for 2017/18
- The Committee was effective and adequately met the requirements of its terms of reference
- No changes were suggested from Governors to the terms of reference which the Clerk would thoroughly review during the summer

8. Identification of key risks

This item had been added to all committee agenda to enable committees to focus on potential risks and to request additional risks to be added to the risk register.

The Committee agreed: -

- No additional risks were identified to add to the risk register which also included several risks covering areas discussed by the Committee

9. Any other business

This was David Williams last Committee before he took up the post of Principal at Halesowen College. Appreciation was recorded from Governors for contribution and guidance on curriculum and standards to the Committee and the Board. Governors wished him success in the future.

10. Date and time of next meeting

The next meeting was arranged for Wednesday 22 November 2017 commencing at 3.30 pm.

11. Process Review

Liz Patrick had conducted the process review confirmed that this had been an effective meeting which had met all indicators.

Signed as a true record of proceedings

Chair: **Date:**