



MINUTES
of the meeting of the Quality and Standards Committee
held on Wednesday 22 November 2017

Present: - Mr Igor Andronov (Chair for the meeting)
Mrs Debbie Lambert
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)

In attendance: - Mrs Debra Baldwin (Director of Personnel)
Mrs Jo Ricketts (Deputy Principal)
Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as four Members were present. In absence of Chair, Igor Andronov was appointed to chair the meeting.

1. Apologies for Absence

Mrs Val Ainsworth

2. Declaration of Interests

Debbie Lambert: son applied to Ludlow College for 2018 entry.

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

Igor Andronov signed the minutes and confidential minutes of the meeting held on 14 June 2017 as true records.

II. Matters arising from the Minutes and Action List

The Director of Personnel was trialling the 'Citizen Aid' app to decide if this should be publicised to staff.

The Committee agreed: -

- To approve the minutes

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports.

I. Qualification and Achievement 2016/17:

- A. Overall achievement for all programmes excluding English and maths was 90.3%. GCSE English and maths grade 9-4 was lower than predicted at 26.6% and 24.7% respectively. This had been identified as an area for improvement in the SAR. Pass rates were high for grade 9-1; however, if a student does not achieve at least a grade 4, they are supported to further improve their outcome.

Achievement of long qualifications was 89.4%; these were

Action

presented in the format used by Ofsted showing qualifications by diploma, certificate, award and other for 16-18 and 19+ students. 16-18 overall achievement was 90.1% and 19+ 86.3%.

- B. Apprenticeships: Overall achievement was 75.6% and timely achievement 65.2%, an improvement compared to last year. A breakdown by Hereford, Ludlow College and County Training provision was noted. The reason the Faculty of Land-based Studies was lower was raised; this had been identified and related to a programme with actions implemented to improve.
- C. Graduate outcomes 2016/17: This provided a breakdown of HE programmes delivered at HLC and graduates' grades with HESA comparisons. Comparisons with Worcester University would be obtained.
- D. DLHE results 2015/16: This showed a breakdown of graduate destinations, employment and salaries for graduates from HE programmes (HNC Diploma in Business, HND Diploma in Computing and Diploma in Education and Training). Comparisons with Worcester University would be obtained.
- E. Value Added 2016/17: Value added is the measure of progress learners on level 3 programmes make whilst at College, these are A Level, A/S and BTEC performance. The College uses Alps data analysis service to measure value added. The report showed Ludlow College A Level courses achieved an Alps grade 3 in 2016/17 which was in the top 25% of performance nationally. A breakdown of individual courses was provided with comparisons made with the previous year. A/S grade score had decreased since last year to a grade 5; reasons could include the impact of the new specifications. BTEC performance at both Hereford and Ludlow College had improved year on year since 2015. Robust quality procedures have been embedded including a greater focus on stretch and challenge. Some A Level courses have small group sizes which affected scores. A Level Computer Science was no longer offered at Ludlow College with a BTEC offered as an alternative.
- F. Courses identified in serious concern
The Principal and Deputy Principal will meet to agree courses for to be identified in serious concern based on value added, performance, progress data and quality summits.
- G. National Student Survey
The overall satisfaction grade was 89.66% showing an improvement on last year which exceeded the national score for HE institutions. There was some dissatisfaction with learning resources which had scored below the national score. Learning resources included IT, library and course specific resources. In addition to the NSS survey, HLC was ranked 13th in the FE choices national survey. These were pleasing results and would be publicised appropriately.

D Lambert/
J Ricketts

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J Ricketts

The Committee agreed: -

- To note the reports

**5. Teaching, Learning and Assessment (Presented by the Deputy Principal)
Observation, Teaching and Learning Assessment (OTLA) 2016/17:**

- I. OTLA 2016/17: The Deputy Principal reported that 173 teachers had been observed last year with 65% good and 31% outstanding teaching. This had been correlated with student feedback and was very similar.

Assistant Principals and Team Leaders conduct learning walks. This is a less formal process with brief visits into lessons and feedback. Governors will be invited to see learning walks during the year. The Clerk would send dates to Governors.

- II. OTLA Guidelines: The policy being changed to introduce improvements to observations.

- III. OTLA 2017/18 progress to date: 197 staff are in scope to be observed this year with 22 observations undertaken to date. Landex had completed an external observation of English and maths to provide an independent view which had been used to inform future planning.

The Committee agreed: -

- To note the report on lesson observations for 2016/17, new guidelines and observations completed to date

6. Leadership and Management

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

- A. Equality and Diversity Annual Report 2016/17: This included County Training with a breakdown of staff on the Equality and Diversity Committee. Achievement of students by the protected characteristics for all level programmes was provided and discussed. It was noted that some areas represented low numbers of students. It was noted that some students in groups have significant issues to overcome who have achieved similar good results. This evidenced the level of support the College had embedded. Vulnerable students had achieved 87% compared to other students who achieved 88% which was extremely encouraging.
- B. Single Equality Scheme: This evidenced that the College fulfilled its duties under the Equality Duty, including the Prevent Duty and British Values. Data about the protected characteristics for staff and students were provided. Applicants to jobs showed that no non-white British applicants had been appointed which the Director of Personnel was analysing; this was similar to last year. There was a question about the learner profile and the comparison of numbers of males to females. The SAR confirmed that this was affected by enrolments on short courses. The equality objectives action plan was regularly monitored by the E&D Committee.
- C. Minutes of E&D Committee: 26 June and 11 October 2017: Noted.

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

- a. Child Protection and Safeguarding Annual Report 2016/17: This outlined the Committee's membership and key areas addressed.

L Watkins

The Prevent Sub Group had been amalgamated with the Safeguarding Committee. 'My Concern' software was demonstrated in December with a view to introducing it to record and monitor safeguarding incidents across the whole of the organisation.

- b. Minutes of the Safeguarding Meeting: 4 October 2017: These showed the main issues discussed by the Safeguarding Committee including a breakdown of safeguarding incidents with 3-year comparisons. Suicide, self-harm, mental health and home issues were key areas of concern for College students this year. Vulnerable students are given a vulnerable learner flag which will be on the QL record.
- c. Safeguarding Action Plan 2017/18: Noted.
- d. Prevent Strategy Action Plan 2017/18 and 2018/19: Noted.
- e. Prevent Risk Assessment 2017/18 and 2018/19: This was originally initiated by the Home Office and had been RAG rated. The Director of Personnel confirmed that actions were in place to address.

The Principal commented that the safeguarding role had expanded significantly which needed additional management capacity.

III. Student Discipline and Complaints 2016/17

The Committee agreed: -

- To note the student discipline and complaints annual report

IV. Quality (Presented by the Deputy Principal)

- a. Self Assessment Report (SAR) and Quality Improvement Plan (QIP): Data had been amended since issuing the report following changes identified on ProAchieve. The summary of grades were outlined:-

- Leadership and management: good
- Teaching, learning and assessment: good
- Personal development, behaviour and welfare of learners: outstanding
- Outcomes of learners: good

The SAR provided both narrative and supporting evidence in each area to validate the grade awarded. Governors agreed that there was clear performance data to provide evidence.

Specific attention was given to areas to improve further which were incorporated in the QIP with actions assigned to individuals and dates for completion. This would be monitored.

- b. HEFCE Annual Provider Review: An annual dashboard was provided in March and a follow up review arranged with HEFCE. There were no issues to report.

- c. HE Self Evaluation Document (SED): The draft had been prepared following the Annual Provider Review. The SED drew together annual monitoring reports, module reviews, external examiner reports and statistical information relating to programme design and development, recruitment, learning and teaching, enabling student development and achievement and assessment. The final SED would be available on Moodle for Governors information.
- d. It was agreed that the Principal could sign the Annual Quality Assessment Assurance Statement on behalf of the governing body for the 2016/17 academic year.
- e. Teaching Excellence Framework (TEF) core metrics: The (TEF) assesses the quality of teaching in higher education providers and differentiates quality over and above the baseline set by quality assurance. Ratings of gold, silver or bronze are awarded. Its purpose is to better inform students' choices about what and where to study, raise esteem for teaching and recognise and reward excellent teaching, and better meet the needs of employers. The Deputy Principal advised that, based on the metrics, the College could anticipate a silver award which would be in place for 3 years. Data was provided which would be used to support the application which would be submitted in January 2018.

The Committee agreed: -

- To note the equality and diversity annual report evidencing effective practices
- To note the safeguarding and child protection annual report, prevent strategy action plan, risk assessment and committee minutes
- To recommend the Board approve the Single Equality Scheme
- To note the student discipline and complaints annual report
- To recommend the Board approve the SAR and QIP
- To note the draft SED
- To task the Principal to sign the APR Quality Assurance Statement for submission to HEFCE by 1 December 2017 based on evidence of effective quality processes
- To note that the College would make an application to the TEF in January 2018

7. Any other business

No items

8. Date and time of next meeting

The next meeting was arranged for Wednesday 21 November 2018 commencing at 3.30 pm.

9. Process Review

Liz Patrick had conducted the process review confirmed that this had been an effective meeting which had met all indicators. With excellent reports and thorough discussion.

Signed as a true record of proceedings

Chair: **Date:**