



MINUTES

**of the meeting of the Quality and Standards Committee
held on Wednesday 22 March 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 of the meeting held on 23 November 2016 as a true record.

II. Matters arising from the Minutes and Action List

The Director of Personnel informed Members that there were 23 non-white British applicants for jobs who had not been appointed. Investigation showed that some of these had confused Herefordshire with Hertfordshire, some lived abroad and did not wish to attend for interview and some were foreign nationals. In future applications and their suitability to jobs would be monitored ensuring that managers shortlist applicants against the shortlisting criteria.

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports.

I. Retention and Attendance 2016/17: This was very positive with long course retention 97.1% showing an improvement compared to last year. Learners on courses at Ludlow College who had withdrawn who were studying A Levels showed a withdrawal for each A Level.

Short course retention was 98.6% marginally lower than the previous year due to The Skills Network contract starting earlier. It was encouraging that the majority of faculties had improved overall retention this year.

Action

Attendance data mirrors retention data with 92% full-time attendance a 1% increase compared to last year.

II. Applications 2017/18: To date there were 1216 applications, a 3% increase from last year. Ludlow College applications had increased by 23% compared to the previous year. There was challenge about reasons for the decrease in the Faculty of Technology Studies; this was a 6% decrease in construction and carpentry which was likely to increase as interviews take place in blocks. Applications to plumbing had increased. A Governor asked about applications for County Training; these take place throughout the year on a roll on roll off system.

III. Learner Voice 2016/17: There were 2619 respondents to the questionnaire. The report included benchmarks which had been exceeded. Distance travelled was positive to the majority of questions which was extremely good. A Governor asked how the learner voice feedback is shared with learners. In addition to the top level summary, faculty and course reports are provided so that the Assistant Principals can ensure issues are addressed with groups in their faculties. These are also fed back to learners in focus groups at course level and with 'you said we did' generic posters and details in the prospectus.

Clarification was requested about the question 'my course developed my English skills' as this had not scored so high in some areas. In response, learners often confused this question with GCSE or Functional Skills which is compulsory to some learners who do not enjoy this generally. Regardless of this, the response was positive at 88%.

In addition, the learner voice feedback is used by the College for marketing purposes.

It was clear that learners value their programmes based on their feedback.

IV. Value Added DfE Data Report

DfE introduced a range of new progress measures to monitor the progress learners make in relation to their starting point. These are value added measures divided into specific categories to report for A Levels, academic, applied general, tech level and English and maths; definitions of these were provided in the paper. This measures the progress of learners on graded level 3 programmes whilst at College. Progress is measured at the end of Key Stage 5 when learners leave.

DfE scores were presented of each component showing that in some areas the College's performance was below benchmark. There was a large discrepancy in English at 0.68. Reasons were that the College had entered learners for an IGCSE and the IGCSE code had not been counted by DfE. The College had calculated this as 0.17. Governors were reminded that this year the new GCSE with levels 9-1 was being introduced. Results are untested and unknown in the sector.

Average grades were outlined comparing HLC to the GFEC (General Further Education Colleges) and 6th Forms showing that the College was comparable with GFEC averages. A Governor asked if these were published; these are published and available for Ofsted.

V. Courses identified in serious concern

[Recorded in a confidential minute]

The Committee agreed: -

- To note the retention, attendance and application report and MIS reports
- To commend CMT and staff for the positive learner voice feedback evidencing high levels of learner satisfaction; this would be issued to Governors
- To note the Value Added DfE report

L Watkins

5. Teaching, Learning and Assessment

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

The Deputy Principal reported that 172 teachers targeted for observation with 117 completed. To date there were 32% grade 1 and 63% grade 2 lessons this year. Tutors who have continued to consistently deliver outstanding lessons are invited to join the mentoring team. Governors asked if staff could be rewarded agreeing they should be given a restaurant voucher for two people.

Mentoring is provided for tutors who deliver grade 3 lessons with a re-observation arranged to assess progress. There were two lessons that were grade 4 delivered by one tutor who was being managed using the capability procedure.

The profile of strengths and weaknesses was encouraging which had improved following support and development. Staff development had been arranged for behaviour management.

Team Leaders have been asked to conduct a learning walk each week in English and maths lessons. Governors have been invited to participate in learning walks with feedback from their experience to be reported to the Board.

The mentoring team has been transferred to the Team Leader for Initial Teacher Training which has proved to be effective.

The Committee agreed: -

- To note the report on lesson observations for 2016/17 showing 95% of lessons were judged as good or outstanding to date

6. Leadership and Management

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

- a. Equality and Diversity Report: A College wide Equality and Diversity week was being planned. Learner performance by protected groups was presented showing that this was mainly positive with the exception of ethnicity; this was a very small cohort of learners. Governors were encouraged by performance of learners in the socio-economic background (disadvantaged uplift), looked after children and vulnerable learners who were equal to other students.

A report would be provided to give an analysis of gender pay

gaps which would need to be published as per recent legislation changes. Part-time hourly paid staff are predominantly female who are paid a lower rate than full-time staff due to the differences in duties between hourly paid and substantive teaching roles.

- b. Minutes of the Equality and Diversity Meeting: 25 January 2017: These were issued for information. OTL data showed the proportions of Equality and diversity delivered in lessons which had already been discussed in item 5.

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

- a. Child Protection and Safeguarding Report: This had included discussion on using a database instead of a spreadsheet to log incidents. Initially this was being piloted at Ludlow College.

There had been 132 new entries onto the safeguarding log since the date of the last meeting.

There was discussion about actions to embed Prevent noting that training sessions continue to be held for learners; with questioning on how successful these are. Contribution from learners was mixed and these would be delivered by levels next year so that sessions could be more appropriate. The lockdown procedure is being embedded using a public information video 'run, hide and tell' which would also be shown at a future Governors' Workshop. A suggestion to ask AoC for advice on a suitable lockdown procedure was suggested as this is a national issue.

- b. Minutes of the Safeguarding Meeting: 11 January 2017: These were issued for information.
- c. Minutes of Prevent Sub Group: 11 January 2017: These were noted.

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

- a. Self Assessment Report (SAR) Actions Update: Governors agreed that this was a comprehensive report.
- b. Sub-Contracting Provision 2016/17: The Board had approved sub-contracting £600,000 in July. Governors were reminded that the Board had approved sub-contracting totalling £600,000 to The Skills Network in three separate contracts this year. The quality profile showed c.91% success was anticipated by the year-end. This was a substantial contact with regular meetings to monitor provision. The Skills Network documentation was audited including checking marking and learner feedback, observed induction and telephone surveys to learners. SFA had commissioned an internal audit of sub-contracting which was being completed by RSM internal auditors. A Governor asked how provision is delivered noting that this was distance learning delivered in the West Midlands. Provider must be on the register of training organisations.

The Deaf Direct contact was £2,500 with approximately fewer than ten learners each year. Learners and their families gain qualifications in sign language. A lesson observation would be arranged which would include a member of staff who could sign.

The College was honouring minor contracts from County Training. These were low financial levels which would not continue once the current cohort of learners had completed this year.

The Committee agreed: -

- To note the equality and diversity report and committee minutes evidencing this is being monitored effectively
- To note the safeguarding and child protection report and committee minutes showing the immense work undertaken to safeguard learners and staff
- To note positive progress to implement the SAR
- To note the sub-contracting report evidencing that there were robust procedures to monitor the provision

7. Any other business

- I. It was agreed that curriculum development would be added as a standing item for future agendas.
- II. The Principal outlined new programmes being offered from September including a Top up Foundation Degree validated by the University of Worcester and an FE Agricultural Engineering Level 2 programme which had been requested by Heineken.
- III. An update on the Post-16 Skills Plan would be presented at the Board meeting including a policy paper outlining the timeline for implementation.

L Watkins

I Peake

8. Date and time of next meeting

The next meeting was arranged for Wednesday 14 June 2017 commencing at 3.30 pm.

9. Process Review

Val Ainsworth 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:**