



MINUTES
of the meeting of the Quality and Standards Committee
held on Wednesday 21 March 2018

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. The Clerk reported that Val Ainsworth had resigned from the Board due to her increasing other commitments. Governors recorded their appreciation. It was agreed that Igor Andronov would chair the Committee for the remainder of the academic year.

1. Apologies for Absence

2. Declaration of Interests

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

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

The Chair signed the minutes of the meeting held on 22 November 2017 as a true record.

II. Matters arising from the Minutes and Action List

- A. Comparisons of graduate outcomes 2016/17 with the University of Worcester were broadly comparable to the College.
- B. Graduate destinations from the DLHE 2015/16 results showed no distinct differences compared to the University of Worcester.

The Committee agreed: -

- To approve the minutes

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports.

- I. Retention 2017/18 was 97% for all courses based on 6414 enrolments. This was a marginal improvement on the previous year. A breakdown by faculties showed slight improvements in the majority of faculties.
- II. Attendance was 90.82% and 90.93% for full-time and part-time courses respectively which has marginally less than last year. There was a question if the heavy snowfall and flu virus might have affected

Action

this. Attendance in the Faculty of Land-based Studies appeared lower. Reasons included individual students with lower attendance and the variation in cultures at campuses. The requirement for good attendance had been reinforced to students and some stage 1 disciplinary sanctions has been issued. English and maths attendance remained lower with strategies embedded which, to date, had a minimal impact. Courses and individuals with lower attendance will be targeted after Easter with additional GCSE revision classes provided.

- III. Applications for 2018/19 are broadly similar to the same period last year and evenly spread across courses. It was possible that the closure of Robert Owen Academy and sixth form provision at the Hereford Academy and Lady Hawkins at the end of the academic year could increase applications.
- IV. The learner voice 2017/18 questionnaire had been live between October and January. An early indication of student satisfaction by faculty was provided which was positive overall. It was encouraging that the positive feedback about teaching correlated with College's observation of teaching and learning.
- V. Ofsted Inspection Data Summary identified that English is a key area for improvement. The report gave comparisons of students' average prior achievement compared to national cohorts. The Deputy Principal used the data, along with ALPs data, to identify key areas for improvement. It was noted that A Level disadvantaged students had improved significantly this year which was in the 2nd quintile. Male and female performance for A Levels was equal and A/S males had made better academic progress. Applied general level 3 courses were out-performing the national average. Technical levels were also out-performing the national average with students who had achieved a majority of A or B grades in GCSEs. The College has done significant work on value added to embed the process including providing support for tutors. English progress showed only 5% of students with a grade D had improved their grade compared to 35% nationally and 19% at grade E improved. 19% of disadvantaged students had improved their grade. GCSE maths performance is stronger than English.
- VI. Performance Tables Headlines are published by DofE to compare performance of schools.
- VII. The Deputy Principal had met with Team Leaders of courses identified in serious concern with action plans developed and further monitoring meeting arranged after Easter. Specific courses were outlined with questions about strategies used and progress made to date.

The Committee agreed: -

- To note the reports

5. **Teaching, Learning and Assessment** (Presented by the Deputy Principal)
73% of observations have been completed with 93% graded as good or outstanding which is a marginal improvement on last year.

The Committee agreed: -

- To note the positive report on lesson observations completed to date

6. **Leadership and Management**

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

- A. The equality and diversity report gave breakdowns of learner retention by the protected groups which Governors agreed was positive overall. Specific questions were duly answered. It was very encouraging to note high retention of LAC, socio-economic background and vulnerable students.

Gender pay gap analysis data was provided which had also been discussed by the F&E Committee. The College is required to upload this onto the Government's website. The College employs more females in lower paid and hourly paid jobs; however, all staff are paid based on job evaluation with the same opportunities for promotion for all staff. The Director of Personnel was tasked to identify if there are any anomalies in the finding to ensure consistency.

D Baldwin

- B. Minutes of E&D Committee: 24 January 2018: Noted showing the main issues discussed by the Committee.

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

- a. Child Protection and Safeguarding Report: The College had made an internal appointment of a Safeguarding Officer to support the DSL and Director of Personnel. MyConcern software was being implemented and would work effectively as a standalone system. Staff development is being delivered on MyConcern. 112 new students have been logged on the safeguarding log since the last meeting.
- b. Minutes of the Safeguarding Meeting: 28 February 2018: Noted.

III. Quality (Presented by the Deputy Principal)

- a. A progress report of the Quality Improvement Plan (QIP) as at March 2018 was presented. Some objectives, progress and actions had already been discussed as part of the meeting.
- b. The College has two sub-contractors; The Skills Network and Deaf Direct. Provision was outlined in the paper noting that robust quality measures have been established with good retention, pass rates and achievement by learners.

The Committee agreed: -

- To note the reports

7. Any other business

- I. The Director of Personnel reported on a national issue 'punish a Muslim' which had been promoted by extreme groups in flyers and on social media. The Police are addressing this and staff have been briefed to report any concerns.
- II. The Clerk mentioned that the Search and Governance Committee had agreed that Governors should participate in E&D week in October.

L Watkins

8. Date and time of next meeting

The next meeting was arranged for Wednesday 13 June 2018 commencing at 3.30 pm.

9. Process Review

Debbie Lambert 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:**