|  |
| --- |
| **MINUTES**  |
|   |
| *Quality and Standards Committee No 61*  |

 Date: *08/02/2022 (Tuesday)* Time: *18:00–20:00*

#  Venue: Via Teams Committee: Quality and Standards

Notes: *The meeting will be held via video conference and the invitation to join the*

 *Team Platform will be sent out nearer the date of the meeting.*

Present: *Alison Robinson (Principal), Allan Foster, Allison Jones, Barbara Godby,*

*Bryony-Grace Clark, Jane Booker, Kevin Burke and Louise Bell*

Attending: *Helen Eaton, Lisa Hartley, Paul McGrail, Paul Thompson, Steven*

 *DownhamClarke (Vice Principal), Sue Keenan and Zulakha Desai*

# Clerks: Ron Matthews (Clerk)

***Public* Minutes**

|  |  |
| --- | --- |
|   |  |
| Item number:  | Item description:  |
| (and category)   |   |
| **01.22**  | ***Attendance of College Management Staff***  |
| ***Decision***   | Section 8.2 of the current Constitution and Terms of Reference for the Quality & Standards Committee states:  *“Consultants or members of staff may attend meetings by invitation in an advisory capacity.”* The Vice Principal and Assistant Principal's Higher Education, Further Education, Apprenticeships & Skills and the Directors of Quality & Performance and Student Support and Welfare were in attendance to present papers and support discussions.  **Resolved:**  **That College Management staff attend the meeting.**  |
| **02.22**  | ***Apologies for Absence***  |
| ***Record***   | Apologies had been received from Kevin Burke. Student Governor Bryony Clark was not in attendance.  |
| **03.22**  | ***Minutes of Previous Meeting***  |
| ***Decision***   | The public minutes of meeting number 60 held on Tuesday 16 November 2020, published on the Extranet, were agreed and signed as a true and correct representation of the meeting.  |
| **04.22**  | ***Declarations of Interest***  |
| ***Record***   | There were no declarations of interest made in respect of items on the public agenda.  |
| **05.22**  | ***Correspondence***  |
| ***Decision***  | The Committee considered two letters of correspondence received since the last meeting.  |

The first was a letter from the Department for Education regarding T

Levels and Reform of Level 3 Qualifications together with a short Power Point presentation. Jackie Hough, the College lead on T Level development, gave a short introduction on progress and responded to questions from Governors.

The Chair thanked Jackie for her update on the introduction of T Levels.

The second was from Michelle Donelan, MP, Minister of State for Higher and Further Education, regarding Access and Participation and Examination Arrangements.

The Assistant Principal, Higher Education, explained that all current requirements for Access and Participation were being complied with.

**Resolved:**

**That the correspondence be noted and the Officers be thanked for their informative contributions.**

# 06.22 Strategic Plan Progress Report

***Decision*** The Committee considered the Strategic Plan Progress report 2021/2202.

Recruitment to FE was exceeding target.

Recruitment to Apprenticeships at this mid-point period indicated targets would be challenging in terms of student numbers but finances were close to meeting target.

Overall, numbers on Higher Education programmes were below target which had an impact on the agreed budget.

Standards of teaching in FE and HE were meeting and exceeding expectations with walkthrough observations now at 52.6%.

Student responses to the Induction Survey were averaging over 95%s, although some responses slightly below target.

Retention and attendance figures were high for both Further Education and Higher Education.

Details would be explored in greater depth in the individual reports later on the agenda.

**Resolved:**

**That the Strategic Plan Progress Report be received.**

# 07.22 In Year Performance Data - Further Education

***Decision*** The Committee considered the In-Year Further Education Performance Report 2021/2022:

Recruitment was exceeding target.

Attendance, retention and punctuality, precursors of success were strong with monitoring in all areas ensuring pockets of concern were identified and addressed. Attendance at Preston and Liverpool were lower than anticipated due to the impact of Covid-19.

Overall attendance was at 91.4%, against a College target of 95%

(including authorised absences). Attendance at GCSE/Functional Skills English and Maths classes currently stood at 78% for English and 80% for Maths, with a greater incidence of unauthorised absence. This was being monitored across all sites in Performance Monitoring Meetings.

Students whose attendance fell below 75% would result in a written warning.

Punctuality was excellent across all centres at 99%.

Current retention for all FE programmes was excellent at 97.6%. This currently exceeds the College retention KPI of 95%. Continued high retention would be a feature of performance.

Governors again expressed concern regarding the performances of English and Maths.

**Resolved:**

**That the Further Education Progress Report be received.**

# 08.22 In Year Performance Data - Higher Education

***Decision*** The Committee considered an update relating to Higher Education.

HE enrolment was below target and unlikely to achieve the financial target.

Retention was 99.1% with attendance at 87.9%. Attention was focused on those areas below target.

There was considerable work being undertaken around recruitment to improve progression from FE courses.

Applications for the next academic year were below previous years and indicative of the current climate of uncertainty that remains among students progressing into higher education.

The NSS survey was currently operational.

Also included with the agenda was a report detailing an update on the Office for Students. The College, in partnership with Teeside University, had submitted a bid to the OfS for a project on the delivery of online learning.

The report also detailed current OfS consultations, their Strategy for 2022-2025 and Regularity requirements.

**Resolved:**

**That the report be received.**

# 09.22 In Year Performance Data - Apprenticeships and Skills

***Decision*** The Committee considered the report on Apprenticeship and Skills progress.

Enrolment remained positive with currently 390 starts against an estimate of 509.

Retention was 88.4% against a target of 78% and attendance at 97%.

Employer voice remained strong with 86% satisfaction.

The College was shortlisted as national finalist: ‘Apprenticeship Provider of the year’ AAC2022.

It was also shortlisted as national finalist: ‘Agriculture, Environmental & Animal Care Apprenticeship provider of the year’ AAC2022.

The Turf Business 2020 ‘Turf’s Top Influencer’ – Myerscough College came 3rd in a prestigious line up of the best in the turf industry. This award process recognises the industry’s most influential people and organisations. This is an improvement on the 4th position attained last year.

Finance was ahead of the same point last year.

Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends.

**Resolved:**

**That the report be received.**

## 10.22 Quality Performance and Standards Report

***Decision*** The Committee considered the Quality Performance and Standards Report, which provided an overview of academic data and received responses to their questions.

The report identified recent academic recruitment and training provision supported by the Education and Training Foundation.

The SAR process identified some poorly performing provision in 2020/21, particularly in Functional Skills. This department has been issued a Notice to Improve (NTI), which will be monitored by the

Assistant Principal for FE and the Director of Quality & Performance.

The English and Maths Team was being supported by Nelson and Colne College.

The College needed to thoroughly prepare for an Ofsted pilot inspection to be held between 15-18th March 2022. An action plan will be implemented and deep dives put in place to ensure the College is ready for the inspection.

The report highlighted those actions taken to date or in progress and those planned for the future.

A Teaching and Learning Fair would take place on Friday 11 March 2022.

An appendix to the report indicated the outcomes of lesson observations undertaken to date.

**Resolved:**

**That the report be received.**

## 11.22 Quality Improvement Plan 2021/2022

***Decision*** The Committee considered progress on the Quality Improvement Plan 2021/2022.

English and Maths remained high priorities.

**Resolved:**

**That the Quality Improvement Plan 2021/2022 be received.**

## 12.22 STEM Assurance Validation

***Decision*** The Committee received a STEM Assurance Validation Report together with a copy of the Certificate which showed that the College had met the STEM Assurance standard for industry-relevant STEM education and training.

The report listed the highlights and context of their visit, which contained 19 commendations and 11 recommendations and suggestions.

Jackie Hough had taken the lead on the validation process and responded to Governors questions.

**Resolved:**

**That the Stem Assurance Validation be welcomed and that Jackie Hough be congratulated on her work in achieving this award.**

## 13.22 Learner Voice

***Decision*** The Committee considered the report on Learner Voice, which focused on the Student Induction Surveys.

Results remained strong with 98% of FE, 98% of HE and 96% of Apprenticeships & Skills students indicating that they felt welcomed during their first week in College.

Response rates for FE stood at 90%, with HE at 84% as were those of the 14-16 age group, with Foundation Learning at 100%. It was clear that opportunities to seek a better response rate from FE students than the previous year had worked.

Other results indicated that 98% of HE learners and 97% of FE learners said that they felt safe whilst on campus as did the 14-16 age group whilst 100% of Foundation learners felt safe at College.

The report also detailed recent Course Representative meetings and the results of the MyStar and Golden Rose Awards.

**Resolved:**

**That the report be received.**

## 14.22 Safeguarding Update

***Decision*** The Committee considered an update report on Child Protection and Safeguarding, and the Action Plan.

There continued to be a significant increase in safeguarding concerns this year, over double for the same period last year. The College was seeing a year on year increase in alerts. The reasons and concerns are widespread, with the majority concerning mental health issues but also covered all aspects of safeguarding. The structure of the safeguarding team had been reviewed to ensure the caseload was suitably managed.

The report also covered safer recruitment, safeguarding audit, sexual harassment and sexual violence, campus security and online safety.

Governors echoed the comments made at previous meetings, which expressed concerns at the large increase in the number of safeguarding alerts, the ability of staff to respond and the well-being of the staff concerned.

**Resolved:**

**That the report be received.**

## 15.22 FREDIE Action Plan 2021/2022

***Decision*** The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2021/2022.The Plan detailed all activities and improvements for 2021/22.

**Resolved:**

**That the report be received.**

## 16.22 Curriculum Risk Register

***Decision*** The Committee considered the Curriculum Risk Register noting the key 'inherent risks' and the actions taken to reduce them. Against the resulting 'residual risks', assurance statements were provided.

Covid, together with cyber security, now appeared as major factors throughout the risk register.

**Resolved:**

**That the report be received.**

## 17.22 Landex Peer Review

***Decision*** The Landex Peer Review took place on 25 and 26 January 2022.

Officers were able to report verbally on the feedback given at the end of the review but would await the final report, which would be included on the agenda for the next meeting.

The Chair of Corporation and the Chair of the Committee were also present at the feedback meeting and added their comments.

**Resolved:**

**That the report be received.**