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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 62* | | | | | | |
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| Date: |  | *21/06/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *The Chair has agreed that the meeting will be held online via the Teams Platform.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allison Jones, Barbara Godby, Bryony-Grace Clark, Jane Booker, Kathryn Townsley and Louise Bell* | | | | |
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| Attending: |  | *Helen Eaton, Lisa Hartley, Paul McGrail, Paul Thompson, Steven Downham-Clarke (Vice Principal), Sue Keenan and Zulakha Desai* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Allan Foster* | | | | |
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| Apologies: |  | *Kevin Burke* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **18.22** | ***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.”  Members were pleased to welcome Kath Townsley to her first meeting of the Committee as a recently appointed Governor.  **Resolved:**  **That College Management staff attend the meeting.** |
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| **19.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Louise Bell and Kevin Burke.  Bryony Clark, Student Governor, was not in attendance.  The Committee were informed that Paul Thompson, Assistant Principal FE, was currently off sick and unable to attend the meeting.  This would have been the last occasion Paul would have attended prior to his retirement.  The Committee hoped that he would soon recover and thanked him for his work for the College and Committee over the years and wished him a long and happy retirement. |
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| **20.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 61 held on Tuesday 8 February 2022, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **21.22** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **22.22** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee considered the Strategic Plan Progress report 2021/2022.  Recruitment to FE was above target although with a higher number of subcontracted students than originally estimated.  Recruitment to Apprenticeships at this period indicated targets would be challenging. Overall, numbers on Higher Education programmes were below target.   Standards of teaching on FE and HE were meeting and exceeding expectations with walkthrough observations now at 82.4% but was expected to increase further. Student responses to the induction survey averaged over 95%, although some responses were slightly below target particularly in relation to digital learning.  Whilst overall retention was above target at 97.5% attendance figures were below the target of 91% at 85.2%.  **Resolved:**  **That the Strategic Plan Progress Report be received.** |
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| **23.22** | ***In Year Performance Data - Further Education*** |
| ***Decision*** | Quality & Standards Committee considered the In-Year Further Education Performance Report 2021/2022. This was presented by the Vice-Principal in the absence of the Assistant Principal, FE.  Recruitment was 1891 against a target of 1707 although this number included subcontracted students.  Attendance, retention and punctuality, precursors of success, were strong. Monitoring in all areas ensured that pockets of concern were identified and addressed.  Overall attendance was at 91.4%, against a College target of 95% (including authorised absences). This was an improvement on last year.  Punctuality was excellent across all centres at 98.4%.  Retention for all FE programmes (16 to 18 and 19 plus) was excellent at 97.7% above the College retention target of 95%. Continued high retention would remain a feature of performance.  Maths and English students had been divided this year between Functional Skills and GCSEs.  Retention for 14-16-year-old students was 91%.  The strategic change in the delivery of GCSE’s this year has made a significant impact. GCSE registrations last year saw 347 English and 320 Maths entries of which many were grade 2.  This year there were 247 English and 278 Maths registrations all at grade 3. All grade 2 were moved to Functional Skills.  At the time of writing the GCSE estimated grades were as follows:  Anticipated grades 9 - 4  GCSE English 49.2%  GCSE Mathematics 31.6%  GCSE Chemistry 96%  GCSE Biology 80%  These had been robust estimates and would hopefully be confirmed by the regulators.  To date recruitment via Furness College for Animal Care and Management was:  Level 2   9  Level 3   18 (1st and 2nd year students)  For Ullswater Community College:  Animal Care:Level 2   8  Level 3   20  Agriculture:  Level 2   4  Level 3   18  Arboriculture:  Level 2   3  Level 3   7  **Resolved:**  **That the Further Education Progress Report be received.** |
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| **24.22** | ***In Year Performance Data - Higher Education*** |
| ***Decision*** | Quality and Standards Committee considered the Higher Education Performance Report for 2021/2022.  The HE In Year performance paper reported high levels of HE student retention 97.5% (against a target of 97%). The key priority was to ensure continued high levels of retention for students across both full and part time courses.  Attendance was 85.2% against a target of 90%.  Whilst good progress had been made with the Fair Access and Participation Plan during 2020/2021 areas for continued improvement had been highlighted.  Overall, HE numbers were below target and this had had a knock-on effect on residential and catering income.  The report indicated a high response rate for the NSS survey of 70%, although the results would not be known until later in the year.  **Resolved:**  **That the Performance Report for Higher Education be received.** |
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| **25.22** | ***Office for Students - Update*** |
| ***Decision*** | The Committee also considered a report on the continued requirements from the Office for Students.  The College Access and Participation Plan 2020/2021 had been accepted by the Office for Students.  The report detailed the current OfS consultations, their Strategy for 2022-2025 and Regularity requirements. Following consultation earlier in the year the OfS had now introduced further regularity requirements.  It was confirmed that the College had and would continue to meet all the regularity requirements and deadlines.  **Resolved:**  **That the report be received.** |
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| **26.22** | ***In Year Performance Data - Apprenticeships and Skills*** |
| ***Decision*** | The Committee considered the in year report of Apprenticeship and Skills.  Enrolment remained positive with currently 539 starts against a target of 509.  Retention was 82.5% against a target of 78% and attendance at 97.8%.  Employer voice remained strong with 86% satisfaction.  There was now an increased requirement to produce a new performance dashboard.  Overall achievement for 2020/2021 was 84.5% against a target of 78% with current achievement standing at 75.3%  Governors commented on the excellent progress 16-18 year old apprentices were achieving in English and Maths with Level 1, best case 100% English and 80% Maths and Level 2 learners taking L2 Functional skills best case 72.4% English and 72.7% Math’s.  Recent awards included:            Shortlisted as national finalist: ‘Apprenticeship Provider of the  Year’ AAC2022.            Winner: ‘Agriculture, Environmental & Animal Care  Apprenticeship provider of the Year’ AAC2022.            Lancashire Apprenticeship Awards Winner – Intermediate  Apprentice of the Year – Cameron Barker.  Finance was ahead of the same point last year.  **Resolved:**  **That the report be received.** |
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| **27.22** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Quality and Standards Committee considered the report on Quality Performance and Standards.  The report identified recent academic recruitment and training provision supported by the Education and Training Foundation.  The College had a successful Pilot Ofsted Inspection from 15 – 18 March 2022 that unofficially confirmed that the College was still Grade 2 ‘Good’. Skills Inspectors spoke with nearly 60 employers/stakeholders/partners and concluded that ‘the college has a clear vision and strategy around land based, meeting regional needs across Lancashire and Cumbria and is a national specialist in many areas’.  Overall, Inspectors concluded that the Quality of Education offered was a ‘High quality curriculum with a direct line of sight to work’ and that ‘Students feel well supported by teachers.’  Regarding Governance, Inspectors concluded ‘Governors have an accurate understanding of the colleges strengths and weaknesses and the effectiveness of education and training. They have expertise in a wide range of areas and hold leaders and managers to account for the quality of the provision’ and that ‘Governors play a full and active role in college life’.  The Residential SCCIF inspection was highly successful and commented that students ‘recognise and value the way that the college has enabled them to follow their passions, exercise their independence and learn new skills to prepare them for their futures’.  The full Residential Ofsted report appears later in the agenda.  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.  Lesson observations were currently at 82.4% completion with 96.2% of lessons meeting expected standards.  The College was recently visited by representatives from the Department for Education and the Education and Training Foundation following our success in recruiting new staff from industry through the Taking Teaching Further programme.  The report highlighted those actions taken or in progress and those planned for the future.  **Resolved:**  **That the report be received.** |
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| **28.22** | ***Quality Improvement Plan 2021/2022*** |
| ***Decision*** | The Committee considered progress on the Quality Improvement Plan 2021/2022.  Whilst good progress was being made English and Maths remained high priorities.  **Resolved:**  **That the report be received.** |
| **29.22** | ***Landex Peer Review 2022*** |
| ***Decision*** | A two-day peer review for 2021/22 took place at Myerscough College on 25 & 26 January 2022.  A copy of the review report was circulated with the agenda. The tone of the review was supportive and concluded that the College membership of Landex should continue.  The report did highlight areas for further development by the College. The findings also helped with preparations for the Pilot Ofsted Inspection.  Governors welcomed the report.  **Resolved:**  **That the report be received.** |
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| **30.22** | ***Ofsted - Inspection of Residential Provision*** |
| ***Decision*** | The Committee considered the Ofsted Report on Residential Provision from 28 February to 2 March 2022. The finding from the Inspection were:  Overall experiences and progress of young people                     Good  How well young people are helped and protected                                                         Outstanding  The effectiveness of leaders and managers                                                      Good  The report went on the highlight their findings during the inspection.  The report would also be circulated at the next meeting of the Corporation.  **Resolved:**  **Governors welcomed the report and congratulated the officers on the findings particularly in relation to how well young people are helped and protected.** |
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| **31.22** | ***Residential Provision Update*** |
| ***Decision*** | The Committee considered a report from the Director of Student Support on current activities within the residential provision.  The report covered enrichment activities, consultation, disciplinary issues and health and safety incidents.  Currently there were 361 students in residencies plus 38 apprentices on block release.  **Resolved:**  **That the report be received.** |
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| **32.22** | ***Equality, Diversity and Inclusion (FREDIE) Report and Action Plan*** |
| ***Decision*** | The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Report and Action Plan for 2021/2022.  The Plan detailed all activities and improvements for 2021/22. Positive progress had been made with the only area outstanding being the implementation of the 10-point action plan of the Black Further Education Leadership Group.  **Resolved:**  **That the report be received.** |
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| **33.22** | ***Safeguarding In Year Report*** |
| ***Decision*** | The Committee considered an update report on Child Protection and Safeguarding andthe Action Plan.  The report highlighted the outstanding grading of Safeguarding in the recent Ofsted Residential Inspection and the positive comments on the subject from the Ofsted Pilot Inspection.  There continued to be a significant increase in safeguarding concerns this year, overdouble for the same period last year. The College was seeing a year on year increase in alerts. The reasons and concerns were widespread, with the majority concerning mental health issues.  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.** |
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| **34.22** | ***Learner Voice Report*** |
| ***Decision*** | The Committee considered the report on Learner Voice.  FE Choices Survey - the external survey issued by the DfE has been unavailable for completion this year again, due to Covid.  National Student Survey (NSS) - survey completed by HE final year students. The survey covers all universities and colleges across the country. NSS Response rate 2021/22 = 67.01% (69.96% in 2020/21). The OfS will publish the NSS 2022 data on its website on Wednesday 6 July.  Current completion figures for the End of Year Surveys:  FE = (54% response rate)  14-16 = (58% response rate)  Entry Level Foundation Learning = (97% response rate)  NSS (HE National Student Survey) = (67% response rate)  Results correct at time of writing (31.05.22)  Results of the induction surveys, which formed part of the Principal’s report earlier in the meeting, 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.  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 included a full list of current survey results.  **Resolved:**  **That the report be received.** |
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| **35.22** | ***Subcontracting Report*** |
| ***Decision*** | The Committee considered the report of the Assistant Principal, Partnerships, on the current subcontracting provision.  Walk-throughs had been completed with subcontractor staff teaching Myerscough College learners; some good sessions were observed with only a few action points to support continuous improvement identified. Visiting the classroom (physically and virtually) had also provided the opportunity to discuss the learning programme with students and positive feedback had been received.  Overall retention continued to be positive at 99.4% (an increase of 5.2%). This demonstrated that the support provided by the subcontractors in meeting the needs of a diverse group of learners from very challenging backgrounds remains effective.  The report included a summary of all subcontractors, student numbers and financial costs including the sums paid to subcontractors and those retained by the College.  **Resolved:**  **That the report be received.** |
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| **36.22** | ***Statutory Risk Register*** |
| ***Decision*** | The Committee considered the Statutory Risk Register noting the key 'inherent risks' and the actions taken to reduce them.  Against the resulting 'residual risks', assurance statements were provided.  Whilst Covid was a reducing risk, cyber security remained a major factor throughout the risk register.  The Deputy Principal pointed out that two of the top five risks now related to the provision of the curriculum.  **Resolved:**  **That the report be received.** |
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| **37.22** | ***Annual Cycle of Business for 2022/2023*** |
| ***Decision*** | The Clerk submitted a draft of the Committee's Annual Cycle of Business for 2022/2023.  **Resolved:**  **That the Committee's Annual Cycle of Business for 2022/2023 be agreed.** |
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