

MINUTES

Quality & Standards Committee No 42

Date: *10/11/2015 (Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business Centre*

Committee: *Quality and Standards*

Notes: *Refreshments will be available from 5.30pm.*

Present: *Allan Foster (Vice Chairman), Marion Nuttall (Chairman), Naveed Sharif (Co-opted Member) and Steve Rigby*

Attending: *Alison Robinson (Vice Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

Apologies: *Ann Turner (Principal), Megan Cook and Robert Robinson*

Public Minutes

Item number: Item description:
(and category)

- 30.15** ***Attendance of College 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.”
Quality & Standards Committee is asked to confirm whether or not it wishes College Management staff to attend the meeting.
- Resolved:**
- That College Management staff attend the meeting.**
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- 31.15** ***Apologies for Absence***
Record Apologies for absence were received from Megan Cook, Robert Robinson and Ann Turner. Naveed Sharif had previously requested a period of absence from meetings and was not in attendance.
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- 32.15** ***Appointment of Chair and Vice Chair for the Academic year 2015 / 2016***
Decision Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2015 / 2016.
- Following due process it was agreed that the previous Chair and Vice Chair remain in office.
- Resolved:**
- I. That Marion Nuttall be appointed Chair of Quality & Standards Committee for the academic year 2015 / 2016
 - II. That Allan Foster be appointed Vice Chair of Quality & Standards Committee for the academic year 2015 / 2016
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- 33.15** ***Minutes of Previous Meeting***
Decision The minutes of meeting number 41 held on Tuesday 7 July were agreed and signed as a true and accurate record.
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- 34.15** ***Declarations of Interest***

Record There were no declarations of interest made in respect of items on the public agenda.

35.15 Strategic Plan Progress Report

Decision Quality & Standards Committee gave consideration to the final report of 2014 / 2015 and the key performance indicators for 2015 / 2016.

Strategic Planning Final Report 2014 / 2015 – The updated information, as anticipated, showed a downward trend in the Employer Responsive success rates (Apprenticeship and Skills) which were 64% overall and 55% timely and also in overall FE success which was 81%.

There was still some data to be processed which would not impact on the reported figures. Members deferred discussion until later in the meeting where the more detailed reports and analysis provided further insight into the results and associated actions.

Targets for 2015 / 2016 - members gave consideration to the proposed targets and noted some differences from the previous year.

The headline Strategic Targets remained the same:

We will continue to build and enhance our brand and reputation for excellence within the land-based and Sports sectors - Key performance indicators related to employer satisfaction rates and research matters.

We will provide an outstanding teaching and learning experience - Key performance indicators mainly related to student survey responses with additional targets in place to allow monitoring of HE Apprentice and 14 – 16 student satisfaction. This was particularly important in light of the new measures for success, which include Maths and English in headline data. To be realistic but without compromising high standards some targets were less than actual 2014 / 2015 results with the intention to maintain high levels of satisfaction. It was confirmed that all students were invited to complete satisfaction surveys which was not standard throughout the sector with many institutions taking samples. Response rates at Myerscough were above sector averages.

We will create opportunities for all to succeed - Key performance indicators related to retention and success rates.

It was confirmed that Maths and English GCSEs presented a significant challenge to the College in common with others in the sector as results were included in overall success rates. Good practice was recognised as was the dedication of the staff who in addition to teaching were setting up drop-in workshops and providing training for staff in the evenings. Issues included the motivation of those students required to

take the exam and ensuring they actually sit the exam. To support management of the numbers, adequate staffing, resources and support being achieved including CPD.

Quality & Standards Committee supported the target of 50% A-C grades but noted it as aspirational.

It was confirmed that targets fed into performance enhancement meetings.

Resolved:

- i. **That the 2014 / 2014 Strategic Plan Report be received.**
- ii. **That the performance indicators for 2015 / 2016 be agreed.**

36.15

Consultation

Performance Reports Further Education (FE)

Quality & Standards Committee was asked to consider the FE Performance Report which contains details of 2014 / 2015 data and in Year Performance 2015 / 2016.

Achievement was directly affected by the BTEC Assessment rule changes, some poorer performance at Croxteth and Crow Wood (now closed) and the inclusion of Maths and English in the overall success figures.

Quality & Standards Committee expressed confidence in the detail presented in the report, which clearly indicated the strengths and key areas for improvement, the actions taken to date and impact and the further actions planned. Quality & Standards Committee did note that it needed to be convinced of remedial actions and their followed discussions around the key areas identified for improvement. Staff had benefited from a years experience with the new BTEC framework, which eased preparations. There was a move towards delivery of City & Guilds instead of BTEC. Quality & Standards Committee was assured that these qualifications were worth as much as BTEC in UCAS tariffs and indeed were preferred by employers with their stronger links to industry.

The majority of students were taking the preferred route of GCSE Maths and English rather than Functional Skills. It was essential candidates attended their exams to prevent a negative effect on success rates. There was increased management focus on the Croxteth campus through improved attendance monitoring, student motivational strategies, strong performance management of staff, probationary monitoring of students in the first six weeks and adjustments to individual offers and pre-course advice and guidance.

The change to City & Guilds did cause an issue in measuring the value added element, that is the distance travelled from a student's starting point on entry at Myerscough. Alternative comparison / measuring systems were being explored.

The withdrawals at the end of the 42 day probationary period were as expected and in future would be reported as a percentage.

Recruitment for FE 16-18 was below target despite an increase in applications. Partnership enrolments were due to be processed. The drop did map the fall in population of 16-18 year olds.

Myerscough is the first College in Lancashire to achieve the new 14-16 Personalised Extended Curriculum Standard (PECS) for the quality of 14 - 16 curriculum and student support. The standard was achieved at its highest level of 'Enhanced' in all aspects.

Resolved:

That the Further Education Performance Report be received

37.15

Consultation

Performance Reports Higher Education (HE)

Quality & Standards wished to acknowledge the success of the previous year with all targets exceeded and trends positive.

Quality & Standards Committee gave consideration to the In Year Performance Report 2015 / 2016.

Recruitment would exceed the previous years total. There were proposals for five new higher education programmes which would compliment other provision and support both full and part time recruitment for 2016 / 2017.

College was participating in an HEFCE funded project to develop a national framework for scholarly activity in College based Higher Education. A staff appointment had been made to manage the project. Quality & Standards Committee were pleased to note that Myerscough College remained at the top of the QAA Higher Education Review table.

Resolved:

That the HE In year Performance Report be received

38.15

Performance Report Apprenticeship & Skills

Consultation

Quality and Standards Committee gave consideration to the Apprenticeship & Skills Performance Report which included 2014 / 2015 end of year data and 2015 / 2016 in-year data. This was the first report from the recently appointed Assistant Principal, Apprenticeships & Skills, Heather Cadman-Marks. Quality & Standards Committee expressed appreciation of the style and clarity of the report.

As documented at Audit & Governance and Corporation meetings management had initiated an audit of withdrawals in the area having found some inaccuracies. The 2014 / 2015 withdrawals had now been completed within the year. There would be no claw back of funds and the amount affected was not material to the financial accounts. However, this had lowered success rates. Overall success was 64% and timely 54.6%, which were around the national average.

Members noted good employer links, a diverse training offer in keeping with industry and government priorities with significant growth reported in the area of Construction Plant Maintenance.

Procedures around performance managing, CPD and learner monitoring had been reviewed and tightened.

Resolved:

That the Apprenticeship & Skills Performance Report be received.

39.15

Teaching Learning and Assessment Report

Consultation

Quality and Standards Committee gave consideration to the Teaching Learning and Assessment Report

The programme of lesson observations had begun and CPD events had taken place for lesson observers who were using the updated documentation which was aligned to the requirements of the new Ofsted framework.

Assessor training and Internal Verifier training programmes have been identified and rolled out to improve effectiveness in these areas.

A more robust Internal Quality Assurance Strategy was being developed to support performance.

Resolved:

That the Teaching Learning and Assessment Report be received.

40.15

Research Report

Consultation

Quality and Standards Committee gave consideration to the Annual Research Report.

A new Research Strategy for 2016 -19 had been developed and focused on high level collaborative research.

Research activities had been focused towards relevant external funding opportunities and project outputs that lead to high level publications registering on Scopus.

A number of additional senior lecture appointments were made in 2014 / 2015, which supported the retention of high quality staff with significant industrial, commercial and / or research experience. Members noted the departure from the College, mainly through retirement, of some active research staff and asked if there was a system where those who do not take up a post elsewhere may continue to be linked to Myerscough.

Further discussions are to be held to strengthen research links with UCLAN.

It was considered that the returns from research investment in Myerscough were good and of importance providing external focus and reputation.

The Chair of Quality & Standards Committee had attended the recent Research Conference and reported on a good event with strong student engagement. She reported that the aspirations of the students was impressive.

Resolved:

That the Research Report be received.

41.15

Equality Diversity & Inclusion Annual Report 2014 / 2015

Decision

Quality and Standards Committee gave consideration to the Draft Equality Diversity & Inclusion Annual Report. The final report will be published on the College website in January 2016.

Members made comment on the content and asked questions of the Vice Principal.

The College was liaising with UCLAN for an HE funded project concerning recruitment. In addition, there had been active engagement with local communities and schools in Preston.

Student satisfaction levels were high across all programmes. Those levels below 90% were categorised.

Offending background and socio economic background had been added to the standard list of protected characteristics for College monitoring purposes.

Resolved:

That the draft Equality Diversity & Inclusion Annual Report be approved

42.15

Consultation

Quality Improvement Plans 2014 / 2015 Final Update

Quality & Standards Committee gave consideration to the final update on the 2014 / 2015 Quality Improvement Plan (QIP).

There were seven areas where actions were carried forward. Quality & Standards Committee questioned the target setting. In the context of others in the sector the College QIP was detailed, ambitious and rigorously monitored to promote the College's ambition to reach 'Outstanding'. Some targets had been aspirational. The report is used throughout College as a working tool. Managers have confidence to respond to ongoing targets. The Myerscough score card and MELD action planning and monitoring is seen as sector leading.

Resolved:

That the Quality Improvement Plan 2014 / 2015 final update be received

43.15

Decision

Constitution and Terms of Reference Quality & Standards Committee

During this cycle of meetings, in accordance with the Code of Good Governance, all Committees were asked to review their Terms of Reference to ensure that they remain fit for purpose and the Committee was fulfilling its responsibilities.

Resolved:

That the Quality & Standards Committee Constitution and Terms of Reference remains fit for purpose

Confidential Minutes (no items available)

Strictly Confidential Minutes (no items available)

Chairman: Marion Nuttall

Signed:

Date: