

MINUTES

Quality & Standards Committee No 46

Date: *28/02/2017*
(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 (Chairman), Ann Turner (Principal), Julie Hughes, Robert Robinson and Steve Rigby*

Attending: *Alison Robinson (Vice Principal)*

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

Apologies: *Ian Douglass and Rebecca Fitzsimmons*

Public Minutes

| Item number: (and category) | Item description: |
|---------------------------------|--|
| 01.17 <i>Decision</i> | <p><i>Attendance of College Management Staff</i></p> <p>Section 8.2 of the current Constitution and Terms of Reference for the Quality and Standards Committee states:</p> <p><i>"Consultants or members of staff may attend meetings by invitation in an advisory capacity".</i></p> <p><i>Resolved:</i></p> <p><i>That College Management staff attend the meeting.</i></p> |
| 02.17 <i>Record</i> | <p><i>Apologies for Absence</i></p> <p>Apologies for absence were received from Ian Douglass and Rebecca Fitzsimmons</p> |
| 03.17 <i>Decision</i> | <p><i>Appointment of Vice-Chair</i></p> <p>Quality and Standards Committee was asked to appoint a Vice Chair for the remainder of the 2016 / 2017 academic year following the retirement of Marion Nuttall.</p> <p>Following due process it was</p> <p><i>Resolved:</i></p> <p><i>That Julie Hughes be elected as Vice Chair for the remainder of the academic year.</i></p> |
| 04.17 <i>Decision</i> | <p><i>Minutes of the Previous Meeting</i></p> <p>The public minutes of meeting number 45 held on Tuesday 8 November 2016, published on the Governors extranet, were signed and agreed as a true and correct record of the meeting.</p> |
| 05.17 <i>Record</i> | <p><i>Declarations of Interest</i></p> <p>There were no declarations of interests made in respect of items on the public agenda.</p> |

06.17

Strategic Plan Progress Report

Decision

Quality and Standards Committee gave consideration to the Strategic Plan Progress Report for 2016 / 2017.

We will continue to build and enhance our brand and reputation for excellence within the land-based and sports sectors.

Performance against key performance indicators for research appeared lower than expected but Management indicated that activities were running to plan and was confident targets would be achieved.

We will provide an outstanding teaching & learning experience

A high number, 81%, of lesson observations had been undertaken with good results in terms of numbers of Good and Outstanding lessons observed. The aim was for 100% compliance.

Student Survey feedback was included and showed positive responses to questions around the knowledge and enthusiasm of teachers and assessment methods and standards expected.

We will create opportunities for all to succeed

The key performance indicators were around retention and attendance data and targets were being met and exceeded for HE and FE. The apprenticeship success figures recorded under 'Employer Responsive fell short of target in some categories but the trends were upwards.

The detail around the key performance indicators would be picked up later in the meeting as items were given consideration.

Resolved:

That the Strategic Plan Report be received.

07.17

In Year Performance Data Further Education

Decision

The report provided information on, attendance, retention and performance, and outlined strengths, actions taken and their impact along with further actions planned and the expected impact, There was also information on staff support and promotion of equality, diversity and inclusion in the FE curriculum delivery.

The Vice Principal spoke to the report and Quality & Standards Committee asked questions on aspects of the reports as detailed below.

Attendance was at high levels, 96% across all Centres, and much improved at Croxteth, 94%, which indicated strategies were successful. Attendance at maths and English classes was only slightly lower and was closely monitored.

Retention averaged at 96% across all Centres and punctuality was 99%.

A new system was in place to ensure communications between staff from the

main subject area and the General Education Department (maths and English) were effective.

November resits clearly indicated improved grades in English and Maths from those sitting the exam. Work is ongoing to maximise results.

Staff from General Education had undertaken external visits and had successfully implemented new strategies in the College. Scrutiny and tracking was improved so early interventions were quickly identified and put into place.

It was clarified that the Veterinary Nursing retention figures reflected the roll on roll off programme of study.

Members noted a shift from EDEXCEL (BTEC) qualifications to City and Guilds. There would be significant CPD and engagement with City and Guilds to prepare for new technical qualifications being implemented from September 2017.

Quality and Standards Committee expressed satisfaction with the report.

Resolved:

That the FE In Year Report be received.

08.17 *Decision*

In Year Performance Data Higher Education and TEF Report

Quality and Standards Committee gave consideration to the in year performance report for Higher Education and the TEF Report Submission and metrics.

Higher Education In Year Report

Retention was high at 99% with attendance at 90%.

Higher Education programmes - Two new programmes, MSc Animal Science and FdSc Strength and Conditioning were due to go through the University course approval process. The new programmes would complement other provision and support both full and part time recruitment for 2018 / 2019.

Research and Scholarship - College was leading an AoC project funded by HEFCE to develop a national framework and kite mark for scholarly activity in college based higher education. From the project new initiatives had led to establishment of teaching and learning communities and student research projects. The Research Strategy was being revised to incorporate wider scholarship activity and would be re-launched as the Research and Scholarship Strategy.

Recruitment - Strong for Animal Studies and Veterinary Nursing but a decrease in applications for Agriculture, Equine and Sport meaning overall recruitment was down. Falling recruitment in HE was a trend that was common across the sector. Members recalled the presentation on recruitment at the January Corporation meeting and noted the actions that were being taken. They were

pleased to hear that there had been high attendance at the last FE / HE Open Morning and linked their discussions to the College Capital Development Plan.

Teaching Excellence Framework (TEF) The metrics indicated an initial rating of silver but, as previously reported, should veterinary nursing positions (25% of College HE provision) be regarded as a graduate profession a more true reflection of Performance would be Gold. College continued to lobby with relevant organisations for this recognition. Members were informed the expectation of silver was a strength, sent out a message concerning the quality of provision, was useful publicity and a good marketing tool.

The report showed that Management continued to monitor and address areas of concern and implement actions.

Resolved:

That the HE In year Performance report be received.

09.17
Decision

In Year Performance Data Apprenticeship and Skills

Quality & Standards Committee gave consideration to the Work-Place Learning Report which provided a summary of strengths, areas for improvement and actions taken and their impact.

In year data illustrated a positive move with overall and timely success higher when compared to the same period last year, though there was still considerable work required to meet the College target of 65% timely achievement. The national benchmark was calculated from data from 2014 / 2015, members learned that the new national benchmark figures for 2015 / 2016 would be lower.

Recruitment - enrolment figures indicated growth, though College was experiencing problems recruiting staff for Sportsturf particularly in the south east. It was confirmed that College did maintain contact with its alumni as potential future employees.

The further actions section included attention to achievement gaps and attention to the Agriculture area.

Members noted strong performance and strong management. Numbers of apprentices who were out of funding had dropped significantly placing the College in a stronger position to achieve its success targets.

Resolved:

That the Workplace Learning Performance Report be received.

10.17 Teaching, Learning and Assessment Report

Decision

Quality and Standards Committee gave consideration to the Teaching, Learning and Assessment report which provided an overview of academic data and analysis of teaching, learning and assessment in line with the College strategic aim to provide an outstanding teaching and learning experience.

Members commented on the detailed report with the Vice Principal supporting discussions and answering questions.

Lesson Observations - 81% of staff had been observed. Members were pleased to note that to date 95% of lessons were graded as 1 or 2.

A positive culture was noted at Croxteth with FE staff engaging with the teaching and learning communities initiative. At Preston take up for this initiative was mainly from the HE staff.

Members noted teaching staff engagement with the strong CPD programme, the Teaching and Learning Fair activities and sharing of best practice with input from all areas.

Advanced Teaching Practitioners (ATPs) were in place in all areas with one member of staff acting as ATP for cross College Projects.

Quality Assurance - There had been eight visits to date all of which had been positive with external verifiers identifying many strengths. There was support for areas delivering new technical qualifications.

Learner Voice - At the time of the report 550 FE and Apprenticeship & Skills students had completed the Ofsted Survey which had been live since September 2016. With the announcement of the Ofsted inspection for 1 and 2 March responses had increased to 641. Performance on the survey remained strong with all answers falling between a range of 92 to 97% satisfaction.

Resolved:

That the Teaching, Learning and Assessment Report be received.

11.17 Quality Improvement Plan 2016/2017 - Update

Decision

Quality and Standards Committee gave consideration to the update on the 2016 / 2017 Quality Improvement Plan.

At this stage in the academic year items remained open as actions were ongoing. Updates were highlighted so members could track progress.

Members noted the attention given to English and maths, delivery of which was a funding obligation. Members shared management concern over the area, This concern matched trends in the sector.

There was close monitoring of Equality Diversity and Inclusion and the report indicated that there were no significant achievement gaps.

Resolved:

That the Quality Improvement Plan Update be received.

12.17

Learner Voice

Decision

Quality and Standards Committee gave consideration to the report on the various Learner Voice surveys and initiatives which served to collect learner views, their perception of the college and involve learners in decision making.

Overall feedback was positive. Actions were fed back to students by various means including 'You Said We Did' posters.

Learner Voice data was regularly reviewed at the Curriculum Quality Group and the Quality Monitoring Strategy Meeting and feeds into academic and support self-assessment reports.

Resolved:

That the Learner Voice Report be received.

13.17

Equality and Diversity Improvement Plan - Update

Decision

Quality and Standards Committee gave consideration to the Equality and Diversity Improvement Plan update and noted significant progress.

The College had been assessed for the Award, Leaders in Diversity and awaited the report to confirm the judgement. In the meantime College had received three nominations for national diversity awards. Winners would be announced at a gala dinner 'Diversity Grand Awards' in March 2017. The nomination recognised the contributions of two members of staff and acknowledged the College as potentially the provider who had made most progress.

Resolved:

1. **That the Equality, Diversity and Inclusion Plan update be received.**
2. **That the assessment visit to award Leaders in Diversity be noted.**

14.17

Landex Peer Review

Information

The Landex Peer Review Report was carried out in September 2016 and had been specifically planned in order to test the judgements of the overall College self-

assessment and aid in preparation for an Ofsted inspection.

It had been reported at the November meeting of Quality & Standards Committee where

Actions required were noted as:

- a. Address issues in equine
- b. Measure the impact of the 'towards outstanding programme'
- c. Provide multi-faith facilities on all sites
- d. Firm up 'You said, we did'
- e. Continue to realise the improvements in apprenticeships
- f. Continue to develop strategies to improve maths and English
- g. Review opportunities for increasing Traineeships and supported internships

Quality & Standards Committee was pleased to be updated on successful progress of these actions which boded well for the forthcoming Ofsted inspection and the recent Leaders in Diversity Assessment.

Members noted the value of benchmarking and external reviews.

Resolved:

That the Landex Peer Review be received.

15.17

Decision

Strategic Risk Register

Audit & Governance Committee had endorsed a new approach for how Governors monitor risk. This approach had been proposed and presented to Governors by the Deputy Principal Finance & Corporate Services. The structure allowed strategic risks to be managed at Board level with operational risks overseen by the relevant Committees.

Quality & Standards gave consideration to the report containing the risks should monitor. There followed dialogue with the Vice Principal who responded to questions and gave further explanations. Quality & Standards Committee endorsed the approach, noted that the document remained live for regular review and noted the risks. Members were asked to feed back to the Vice Principal with any post meeting comments.

Resolved:

That the Strategic risk Register be endorsed.

16.17

Information

Date of Next Meeting

Members noted the next meeting of the Quality and Standards Committee would be held on Tuesday 4 July 2017.