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| **MINUTES** |
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| *Quality and Standards Committee No 54* |
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|   |
| Date: |   | *12/11/2019 (Tuesday)* |   | Time: |   | *18:00–20:00* |
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| Venue: |   | *Rural Business Centre* |   | Committee: |   | *Quality and Standards* |
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| Notes: |   | *A voucher will be distributed with the notification of the meeting to enable refreshments to be obtained from the College restaurant prior to the meeting. Tea and Coffee will be available in the meeting.* |
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| Present: |   | *Alison Robinson (Principal), Allan Foster (Chairman), Ashleigh Mawdsley, Jane Booker, Louise Bell and Ryan Clusky* |
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| Attending: |   | *Steven Downham-Clarke (Vice Principal)* |
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| Clerks: |   | *Ron Matthews (Clerk)* |
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| Apologies: |   | *Allison Jones and Debbie Clayton* |
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| ***Public* Minutes** |
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| Item number: | Item description: |
| (and category) |   |
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| **38.19** | ***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 the Assistant Principals, Mick Cottam - Higher Education, Paul Thompson - FE, Helen Eaton - Partnerships & Development and Lisa Hartley - Director of Student Support to present reports.   **Resolved:****That College Management staff attend the meeting.** |
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| **39.19** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Ryan Clusky, Steven Downham-Clarke, Vice Principal  and Paul McGrail, Assistant Principal, Apprenticeship and Skills. |
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| **40.19** | ***Appointment of Chair and Vice Chair for the Academic Year 2019 - 2020*** |
| ***Decision*** | Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2019/2020. Following due process Allan Foster was re-elected Chair from year 2019/20. **Resolved:****1. That Allan Foster be appointed Chair of Quality & Standards Committee for the academic year 2019/2020.****2. A Vice Chair of Quality & Standards Committee be appointed for the academic year 2019/2020 at the next meeting.** |
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| **41.19** | ***Minutes of the Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 53 held on Tuesday 9 July 2019, published on the Extranet were agreed and signed as a true and correct record of the meeting.  |
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| **42.19** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **43.19** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee gave consideration to the Strategic Plan Progress Report 2019/2020.**We will continue to build and enhance our brand and reputation for excellence within the land-based & sports sectors**Members were pleased to note recruitment for 16-18 year olds was expected to meet target once the subcontracted student numbers were added and would meet the financial plan.For higher education, it was anticipated that the overall full time equivalent recruitment would be close to the target in the business plan once the semester 2 numbers were included.Apprentices (all ages) recruitment was behind target as at the beginning of November.**We will provide an outstanding teaching and learning experience** There had been insufficient recording of lesson observations to date to formally report on. Quality & Standards Committee noted a pleasing start to the year and wished to congratulate those responsible for recruitment in the College.**Resolved:****That the Strategic Plan Progress Report be received.** |
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| **44.19** | ***In Year Performance Data Further Education*** |
| ***Decision*** | Quality and Standards Committee considered the Further Education performance report.The Committee were pleased to learn that with the addition of a reduced number of  partnership enrolments, FE numbers would be on target.  The subcontracted provision allowed the College to broaden its offer and deliver to outreach communities. The 42 day probationary period had passed with 118 students withdrawing from their courses (149 in 2018/19), although not all were ESFA funded students.  This number included those enrolling who were a 'no show'. The College had issued 85 letters of concern to students with 31 asked to leave, 11 of which were residential students. There were 10 appeals with 7 being rejected. Students included in the 118 were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect future success rates. High needs funded students were at 125.With regard to attendance several areas which fell below the 95% target required attention. Overall with authorised absences attendance was 93.85%.English and maths remained a priority.**Resolved:****That the FE Performance Report be received.** |
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| **45.19** | ***In Year Performance Data Higher Education*** |
| ***Decision*** | The Committee considered the in year performance report for Higher Education.Full time year 1 HE recruitment was slightly up on last year but remained a key concern due to the significant drop in previous years. However, when full time and part-time HE numbers were taken, together with the second semester total recruitment would be around target. The Number of non-starters was low at 14, as was withdrawals at 13.Retention and attendance at this stage were above the target of 90%. Two new programmes, Zoology and Football Coaching had been approved and set for recruitment in September 2020. Two further programmes, Vet Nursing & Motorcycle, were being put forward for approval with recruitment in 2020 and 2021 respectively. Actions for this year included an emphasis on recruitment, retention and attendance, together with progression events from FE to HE.There was considerable work being undertaken with regard to recruitment. Issues under consideration were the non-take up of places, review external marketing, engaging with the recruitment action plan, developing unique selling points, arranging subject marketing meetings and the development of the enquiries process.Attention would also be focused on the guidance from the recently established Office for Students to ensure the College complies with all requirements. Circulated with the agenda were two papers considered at the last Corporation meeting from the Minister Gavin Williamson to the OfS and one from the OfS on compliance. Both letters confirmed their requirements to comply with their strategic guidance.**Resolved:****That the HE Performance Report be received.** |
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| **46.19** | ***In Year Performance Data for Apprenticeships and Skills*** |
| ***Decision*** | The Committee considered the in year performance for Apprenticeships and Skills.So far 283 apprentices, aged 16-19, were on course together with 643 adults. These numbers were slightly down on the same period last year. Satisfaction of both apprentices and employers remained high. Recruitment remains the main focus and to enhance the numbers of levy apprentices/employers.**Resolved:****That the In Year Performance Report for Apprenticeships and Skills be received.** |
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| **47.19** | ***Subcontracting Reports for 2018 - 2019 and 2019 - 2020*** |
| ***Decision*** | Quality and Standards Committee gave consideration to the Subcontracting Report for 2018/2019 and proposals for 2019/2020 presented by Helen Eaton.The work carried out by subcontractors enabled the College to deliver education and training programmes to learners who would not otherwise be enrolled at Myerscough College, due to either geography or the specialist nature of the support they required. The College was very selective when working with subcontractors and a rigorous due diligence and monitoring process is followed. Members were updated on existing arrangements and those coming to an end.  Achievement amongst all subcontractors for last year was strong.Allocations for the current year were also detailed indicating new partners but also giving details of those we would not be working with in the future for various reasons.**Resolved:****That the Subcontracting Reports for 2018/2019 and 2019/2020 be received.** |
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| **48.19** | ***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. A new staffing structure had been implemented providing capacity for effective operational management. Data for 2018/2019 was very positive with 94% of unannounced walkthrough observations meeting ‘expected standards’.The introduction of the new learner management system, Pro-monitor, was providing improved data and reporting systems. The Performance Boards were due to take place shortly and the self-assessment process had been reviewed.**Resolved:****That the Quality, Performance and Standards Report be received.** |
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| **49.19** | ***Quality Improvement Plan 2018 - 2019 Final Update*** |
| ***Decision*** | The Committee considered the final update of the Quality Improvement Plan for 2018/2019 noting progress made.  There had been several good achievements to report. Non-achievements and partial achievements were linked to recurring discussions throughout the year. These included Animal Studies and aged plus 24 apprenticeships.Those improvements not achieved in the last year would be carried over into the current year.**Resolved:****That the Quality Improvement Plan be received.** |
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| **50.19** | ***Curriculum Risk Register*** |
| ***Decision*** | Quality & Standards Committee considered the Curriculum Risk Register.The summary form was positively received.The risk ''Failure to establish a robust, audit proof and financially viable apprenticeship platform to facilitate delivery targets'' had been increased with mitigation continuing to reduce the risk.**Resolved:****That the curriculum risk register be received.** |
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| **51.19** | ***Safeguarding Interim Report*** |
| ***Decision*** | The Committee considered an interim report on Safeguarding The report focused on current activities and priority areas, which included mental health issues. The report also included details of issues raised by students at the present time.Members received the report and welcomed the additional data on current issues.**Resolved:****That the interim report on Safeguarding be received.** |
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| **52.19** | ***Quality and Standards Committee Terms of Reference*** |
| ***Decision*** | Quality & Standards Committee considered the Terms of Reference document and judged that it remained fit for purpose.**Resolved:****That the Quality & Standards Committee Terms of Reference be approved as submitted.** |
|  Signed:Chair Allan Foster11 February 2020 |

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| ***Confidential* Minutes** (no items available) |

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| ***Strictly Confidential* Minutes** (no items available) |

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| Chairman: |   | Allan Foster |
| Signed: |   |   |
| Date: |   |   |