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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 57* | | | | | | |
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| Date: |  | *17/11/2020 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *The meeting will be held via a video conference* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster, Allison Jones, Barbara Godby, Jane Booker, Kevin Burke and Louise Bell* | | | | |
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| Attending: |  | *Helen Eaton, Lisa Hartley, Mick Cottam, Paul McGrail, Paul Thompson, Steven Downham-Clarke (Vice Principal) and Sue Keenan* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **35.20** | ***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, Paul McGrail - Apprenticeships and Skills, 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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| **36.20** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Barbara Godby. |
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| **37.20** | ***Appointment of Chair and Vice-Chair for the Academic Year 2020/2021*** |
| ***Decision*** | Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2020/2021.  Following due process it was:  **Resolved:**  **1. That Allison Jones be elected Chair of the Quality & Standards**  **Committee for the academic year 2020/2021.**  **2. That Barbara Godby be elected Vice Chair of Quality &**  **Standards Committee for the academic year 2020/2021.** |
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| **38.20** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 56 held on Tuesday 30 June 2020, published on the Extranet, were agreed and signed as a true and correct record of the meeting. |
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| **39.20** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **40.20** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The report was now based on the revised Strategic Plan for 2020/21 and related to the first strategic goal of Learning.  Retention and learning across all FE, HE and Apprenticeships were strong and above target. The only area of reduced performance was walkthrough observations, which had been restricted due to the Covid guidelines.  **Resolved:**  **That the report be received.** |
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| **41.20** | ***In Year Performance Data - Further Education*** |
| ***Decision*** | The Committee were pleased to learn that current FE numbers were above the target of 1727 standing at 1738, with the addition of the partnership enrolments still to be added.  The subcontracted provision allowed the College to broaden its offer and deliver to communities it was not otherwise able to reach.  Governors enquired if this was a national trend to which the Principal replied that it appeared to be a mixed picture with some colleges showing a similar increase to Myerscough and others with a reduced number on previous years.  The 42-day probationary period had passed with 101 students withdrawing from their courses (118 in 2019/20). Of these 61 had at least one registration mark and 40 did not arrive. The College had issued 40 letters of concern to students and all remained on their courses. Only one student was asked to leave with the subsequent appeal rejected. Students within the 101 were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect future success rates.  High needs funded students were at 134 and were expected to increase to target.  Overall, with authorised absences, attendance was 95.4% against a target of 95%.  English and Maths remained priorities.  **Resolved:**  **That the report be received.** |
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| **42.20** | ***In Year Performance Data - Higher Education*** |
| ***Decision*** | The Committee considered an update relating to Higher Education.  HE enrolment was likely to be in line with strategic plan targets with full time students on target and part time slightly down on target.  Only 4 full time and 6 part time students had withdrawn during the first six weeks.  Retention and attendance at this stage were above the target of 90%.  The new Zoology course did not recruit well with only 5 students.  Attendance in only one area, Animal Studies, was below 90%. The Strategic Plan target was 87.5%.  NSS outcomes for overall satisfaction in 2020 were low at 78%. The OfS were undertaking a full review of the NSS in 2020-21. The 2021 NSS was still expected to take place but the OfS have advised providers that they are no longer required to promote the survey internally to students to reduce the administrative burden.  There was considerable work being undertaken around recruitment to improve progression from FE courses.  There was an additional report providing an update on the Office for Student registration together with a copy of the Risk Register to ensure continued membership.  During the Covid period the OfS paused all existing consultations and routine information requests to help reduce the burden on providers as they dealt with the coronavirus pandemic. The OfS had introduced a new time-limited condition of registration (condition Z3). This condition allows the OfS to take action against higher education providers that engaged in conduct which are not in the interests of students and the wider higher education sector during these exceptional circumstances (eg unconditional offers). This has been added to the OfS Risk Register.  The DfE originally issued a student numbers cap to help support stability within the sector. However, the numbers cap was removed as part of the response to the ‘A’ level results issues.  DfE was also working with the OfS to reduce unnecessary bureaucracy for higher education with a focus on the following areas:   * Large scale reduction in enhanced monitoring * Suspension of random sampling * Review of National Student Survey * Review the requirements for student transfer arrangements * Review of transparency condition * Review of OfS registration fees- reduce fee by10 per cent in two years   OfS were also reviewing the baseline requirements for Condition B3 (continuation rates, degree outcomes and graduate outcomes baselines). It was reported that the OfS had just released a consultation paper, the contents of which were still being reviewed. Responses were not required until the new year.  **Resolved:**  **That the reports be received.** |
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| **43.20** | ***In Year Performance Data - Apprenticeships and Skills*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress.  Enrolment remained positive although at a reduced level due to Covid and the lockdown. This had also resulted in a significant number of apprentices leaving the programme for various reasons.  Governors noted the strong performance of the apprenticeship provision, which appeared to be out performing national trends.  In terms of finance for 2019/2020 the service had exceeded the revised forecast of £2.9m by over £150k.  **Resolved:**  **That the report be received.** |
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| **44.20** | ***Subcontracting Report 2019/2020 and 2020/2021*** |
| ***Decision*** | Quality and Standards Committee gave consideration to the Subcontracting Report for 2019/2020 and proposals for 2020/2021 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 processes were 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, which indicated a significant reduction in student numbers and the introduction of Traineeships.  **Resolved:**  **That the Subcontracting Reports for 2019/2020 and 2020/2021 be received.** |
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| **45.20** | ***FREDIE Annual Report*** |
| ***Decision*** | The Committee considered an annual report on FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement). The report also detailed activities and outcomes for 2019/20.  The Committee noted correspondence from the Black Further Education Leadership Group, signatory of an Open letter and commitment to the positive engagement with the BFELG 10 Point Plan. Details were circulated with the report. The Principal confirmed that she had responded positively to the invitation and this would be monitored via the FREDIE Quality Improvement Plan in the future.  It had been difficult to retrieve all EDI data due to restricted access following the cyber-attack.  **Resolved:**  **That the report be noted and that the Committee welcomed the engagement with the Black Further Education Group.** |
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| **46.20** | ***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.  Teaching and Learning across the college had responded to the challenge of the Covid 19 pandemic by ensuring that provision in 2020/21 was being delivered using a blended learning approach with students both attending college and accessing more learning online.  The interim FE student induction survey results (as at 17.11.20) indicated that:   * 97.7% of students felt welcome during their first week at college * 96.4% of students feel safe at college * 84.9% of students know their targets for their programme of study * 96.1% of students enjoyed their first six weeks at college * 96.3% of students say that their teachers are enthusiastic and knowledgeably and that lessons were enjoyable * 86% of students say that the IT resources onsite and online have supported their learning   The interim HE student induction survey results (as at 26.10.20) results indicate that:   * 99.4% of students felt welcome during their first week of college * 96.4% of students feel safe at college * 91.9% agree that staff made the subject interesting * 88.7% agree the course is well organised and running smoothly * 91.3% of students agree that the IT resources and facilitates have supported their learning   Final Lesson Observations Data for 2019/20 is as follows:   * 97% FE lessons met expected standards * 100% HE lessons met expected standards * 98% A&S lessons met expected standards * Overall 98% of lessons met expected standards * 100% of Sub-contractors and partnerships lessons met expected standards   There needed to be an increase in the number of walkthrough observations completed in 2020/21 to achieve 100% compliance. This had reduced considerably in 2019/20 due to the impact of Covid and the lockdown.  The Landex Peer Review in February 2020 highlighted a lack of preparedness for Ofsted style deep dives. The next review was scheduled for 24 and 25 November 2021 when it was hoped to see a significant improvement.  **Resolved:**  **That the report be received.** |
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| **47.20** | ***Quality Improvement Plan 2019/2020 - Final Update*** |
| ***Decision*** | |  | | --- | | The Committee considered the final update of the Quality Improvement Plan for 2019/2020 noting progress made.  There had been several good achievements to report. Non-achievements and partial achievements were linked to recurring discussions throughout the year.  The Plan had been impacted by Covid and the lockdown.  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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| **48.20** | ***Landex Membership*** |
| ***Decision*** | The Committee considered a letter from the Chief Executive of Landex which confirmed, following a Peer Review in February and various staff engagements with the organisation, that Myerscough continued to meet the requirements of ‘Designated Specialist Land Based Provider’ and qualified to continue its full Membership of Landex.  **Resolved:**  **That continued Membership of Landex be noted.** |
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| **49.20** | ***Curriculum Risk Register*** |
| ***Decision*** | The Committee considered the Curriculum Risk Register noting the key 'inherent risks' and actions taken to reduce them.  Against the resulting 'residual risks', assurance statements were provided.  Covid measures and lockdown, together with the recent cyber-attack, now appeared as major factors throughout the risk register.  **Resolved:**  **That the report be received.** |
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| **50.20** | ***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.** |
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