

## MINUTES

### *Quality & Standards Committee No 41*

Date: *07/07/2015 (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), Ann Turner (Principal), James Hodgkinson, Marion Nuttall (Chairman), Robert Robinson and Steve Rigby*

Attending: *Alison Robinson (Vice Principal)*

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

Apologies: *Naveed Sharif (Co-opted Member)*

## ***Public Minutes***

Item number:  
(and category)

Item description:

**15.15**

***Decision***

### ***Attendance of College Staff***

Section 8.2 of the current Constitution and Terms of Reference for the Quality and Standards Committee states:

*College management and / or Consultants may attend meetings by invitation in an advisory capacity.*

#### **Resolved:**

That College Management be invited to attend the meeting.

**16.15**

***Record***

### ***Apologies for Absence***

Apologies for absence were received from James Hodgkinson and Naveed Sharif.

**17.15**

***Decision***

### ***Minutes of Previous Meeting***

The minutes for meeting number 40 held on 3 March 2015 were signed as a true and correct **record**.

**18.15**

***Record***

### ***Declaration of Interests***

There were no declarations of interest.

**19.15**

***Consultation***

### ***Strategic Plan Progress Report 2014 / 2015***

Consideration was given to the Strategic Plan Progress Report which provided a summary of the key performance indicators (KPIs) relevant to the delivery of those elements of the Strategic Plan monitored by the Quality and Standards Committee.

There were downward trends in FE retention, although still at sector high levels, scores were 93% and above and attendance remained on target.

HE retention was up to 96% with attendance down at 87%.

Though there were upward trends in the Key Performance Indicators for timely achievement under the Employer Responsive section all areas were missing target.

The performance indicators related to top level targets around teaching and learning and research and were picked up in more detail throughout the meeting.

**Resolved:**

**Quality & Standards Committee received the Strategic Plan Progress Report.**

**20.15  
Consultation**

***In Year Performance Data Further Education (FE) Reports.*  
FE Attendance and Retention Report**

Quality & Standards Committee gave thorough consideration to the report which provided performance data against a range of criteria. The parameters included analysis by the length of course, the age / gender / ethnicity of the students, the learning area, and the learning centre with trends measured over a three year period.

A summary report, which Quality & Standards Committee asked various questions around, gave an overview against strategic objectives and summarised key strengths, areas for improvement, actions taken and impact and further actions planned with expected impact.

There was some extended questioning around attendance issues which could impact on retention and then success at the Merseyside Centre at Croxteth. Measures in place went further than addressing individual procedures. Through the Assistant Principal who managed the Centre a joined up approach was actively engaging staff, many of whom were recently appointed, and learners to higher aspirations and so work on promoting a culture of opportunity, high achievement and progression.

Overall College FE retention was expected to hold at 93%. 16-18 exceptional entrants' retention rate was 85.4%, 19 plus retention was 100%.

Quality & Standards Committee received assurance on the reasons for closure of the Crow Wood Centre where FE Equine courses were delivered to a small number of students and learned of the measures in place to support those affected and to respond to any concerns from the community.

The good results from Mechanisation and Motorsports received positive comment as this was an area where staff appointment and retention continued to prove difficult, mainly due to other employment opportunities in the industry.

Overall value added results had improved in Sport, though College would work on further strategies to drive this through all the Sport areas.

Members noted an external training event had been held to support the delivery of Maths and English GCSE qualifications. There had been good 'buy in' from staff at this well received event. Delivery of these qualifications was in line with the statutory obligations brought about through Government policy. Members were informed of the criteria for delivery and that results would be included with overall success rates.

Staff had received in-house training on the new inspection framework from the head of Equine who is an approved Ofsted Inspector.

The detailed information over many parameters provided Quality & Standards Committee assurance that concerns and good practice were being identified and acted on.

**Resolved:**

**That the In Year Performance Data FE Report dated June 2014 be received.**

## **21.15**

### ***Consultation***

#### ***Work-place Learning Performance Report 2014 / 2015***

Quality and Standards Committee gave consideration to the Work-place Learning Performance Report which provided information to consider in year and forecasted end of year performance using data to the end of May, Period 10. The report focused specifically on apprenticeships, identifying strengths, areas of improvements, actions and impacts aligned to College strategic targets and the 2014 / 2015 work-place learning quality improvement plan.

The overall achievement of 16-18 apprentices at period 10 was 75% overall and 60% timely with forecasts indicating final results would fall short of College targets though still above national averages. The improved retention over the current year would manifest in the 2015 / 2016 and 2016 / 2017 success rates.

Employer engagement was positive with high satisfaction rates and increased number of active businesses engaged.

Members noted the subject areas that were achieving at or above strategic target. Increased use of day release and monthly 'off the job' workshops was having a positive impact on Animal Care results and was in place for Arboriculture where there were also concerns.

Members noted predominantly good teaching, learning and assessment in the area amongst a team where 22% of staff were in their first year with the College. In response to questions there were challenges around recruitment, were sometimes single subject staff were employed which did have risk attached.

Members asked questions around emerging national issues in the sector concerning apprenticeships and were briefed on Management's activities in this area.

It was acknowledged that at College and nationally there were challenges within the area aligned to external influences including government policy, the economy and its impact on the job market.

**Resolved:**

**That the Work-place Learning Performance Report, Period 10 to 31 May 2015 be received.**

**22.15**

***Consultation***

***Learner Voice***

Quality and Standards Committee considered the results of the four mid-year FE Surveys together with some of the key outcomes from Course Reps Meetings and a report from the recent Golden Roses Higher Education Teaching Awards.

The Foundation Learning survey had a 100% response rate with high satisfaction rates but lower results for catering and the Library.

14-16 survey indicated high levels of satisfaction and an improved response rate of 74% against 35% last year although below the 2012 / 2013 level of 91%. Quality & Standards Committee made reference to continuing failure to increase student satisfaction on the photography course for 14 - 16 students and received some explanations and assurance that action was being taken.

The FE Full Time Student survey maintained high levels of satisfaction around teaching and health and safety and good satisfaction round the new teaching and learning questions. The response rate was slightly up on last year 78% (77%) but again lower than the 96% return rate of 2012/2013.

Quality & Standards Committee noted lower satisfaction at Croxteth and Manchester Old Trafford on some key questions and made reference to their discussion around the review taking place at Croxteth concerning overall culture, minute 20.15 refers. The Vice Principal expanded on

actions which included rigour in the first 42 days of term, standard setting, the balance of care against ambition, and aspiration to realise the long term vision.

Work Placed Learning showed high levels of satisfaction around teaching and learning with having positive impact on their studies. A response rate of 55% was below last year at 58% and the previous year at 78%.

The Course Representatives meetings, with Governor representatives in attendance, produced some good feedback around teaching and learning and the work of tutors.

The Golden Rose Awards were well received with Louise Bell (animal studies) not only winning the 'Most *Innovative Teacher of the Year*' award at Myerscough but going on to win the award across the whole of UClan.

The Vice Principal explained actions taken, and to be put in place as a result of the feedback.

**Resolved:**

**That the Learner Voice Report be received.**

### **23.15**

#### **Consultation**

#### ***In Year Performance Data Higher Education***

Quality and Standards Committee gave consideration to the Higher Education Retention / Withdrawals report dated May 2015.

Reports made comparisons of performance data over a three year period using a variety of parameters to identify specific areas of strengths and areas where there could be improvement.

Overall retention was at 96%, above last year (93%) and 2012 / 2013 (93%).

Research income was above target for the year to date. It was noted that once a researcher had left the College citations from their publications would not be credited to Myerscough.

Three new Masters Degrees had been approved and would commence in September 2015. Members noted two of these would be delivered on-line. A further eight new programmes required validation for commencement in September 2016. In response to questions around sustainability it was noted there would be some specialist modules but most modules were shared.

Greater use of in-module reassessment had led to a 3% reduction in the number of summer reassessments.

The College had secured HEFCE funding to be one of 15 pilot Colleges in a national project to develop scholarly activity within College based HE.

Myerscough still featured at the top of the QAA Inspections of Higher Education list having the most number of elements of good practice combined with two commendations and no recommendations for action. The Vice Principal had presented on QAA externally to laudable feedback so contributing to the Colleges external reputation.

**Resolved:**

**That the Higher Education Withdrawal and Retention Report dated May 2015 be received.**

#### **24.15**

##### ***Consultation***

##### ***Teaching, Learning and Assessment***

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

The overall results indicated a score of 92% for 'good teaching' (observations Graded 1 or 2) which was 2% up on last year. Grade 1 teaching was up in HE but down in FE compared to last year.

The report also provided information on a wider variety of other initiatives and projects which included the recent Teaching and Learning Fair which had been attended by the Chair of Quality & Standards Committee, Staff training, the Improving Teacher Programme, a review of on-line modules, awarding body audits and the College's virtual learning environment (BLOOM). In addition the results of the Ofsted through the lens peer review project endorsed College self-assessment processes.

14 -16 provision – Myerscough College has the most home educated under 16 students of all Lancashire Colleges and provides an alternative provision for 70 plus learners on top of other 14-16 initiatives. With growth in numbers and the new focus on 14-16 in the new Ofsted framework from June 2015, Myerscough has opted to join the North West pilot to gain a kite mark, (PECS2) 'personalised extended curriculum standard', through an assessment tool for evaluating the quality of provision for students following an appropriate curriculum offer not delivered wholly in their school.

Due to the College's high proportion of high grades (distinctions) the College had been selected by BTEC for a process; Enhanced Confirmation Sampling (ECS), which involved a rigorous and highly in depth review of all assessment processes, much more so than previously experienced. The outcomes had resulted in a number of blocks on certification. These blocks had all been released after second and third sampling. It was recognised that this had been a stressful time for staff and the effort they had had to go to was appreciated. This was a key area for improvement and an action plan had been produced.

**Resolved:**

**That the Teaching, Learning and Assessment report be received.**

**25.15**

**Consultation**

***Quality Improvement Plans (QIP) 2013 / 2014 Update.***

Quality and Standards Committee gave consideration to the Quality Improvement Plans (QIP) 2014 / 2015 update which showed progress against targets. Most elements of the Plan had been achieved and progress continued on the remainder.

**Resolved:**

**That the Quality Improvement Plan 2013 / 2014 update be received.**

**26.15**

**Consultation**

***Landex Peer Review Report***

Quality & Standards Committee gave detailed consideration to the Landex Peer Review Report on their Peer Review following the visit to Myerscough during March 2015.

Building on a model of quality improvement, Landex completes over 60 site visits to member Colleges each year as part of its membership requirements. The report identified key findings and areas for improvement.

Overall the object of the reviews was to shape good practice amongst members and guide quality improvement initiatives. Peer Review, linked to structured improvement plans, continues to be the main method of effectively sharing good practice and forming shared views of the required standards.

The Landex Review focussed on English and Maths, Foundation Learning, Workplace Learning and Equine. This ensured that areas not included in the Ofsted through the lens Project where Myerscough had linked with



Reaseheath College were scrutinised.

Two reciprocal visits by Myerscough staff were also carried out within this academic year at Hartpury College and CAFRE (College of Agriculture, Food and Rural Enterprise) in Northern Ireland.

The report outlined the main recommendations arising out of the review and actions already taken and the further actions proposed to address the recommendations.

**Resolved:**

**Landex Peer Review Report be received.**

**27.15**

***Consultation***

***Equality and Diversity Action Plan - Update***

Quality and Standards Committee gave consideration to the report which indicated that the majority of actions had been achieved within the target date and only those actions not yet due remained to be completed.

College continued to work towards being recognised as 'Leaders in Diversity' and as part of this journey expected to achieve the standard, 'Investors in Diversity Stage 2' by the end of the first academic term.

**Resolved:**

**That the update on the Equality and Diversity Action Plan be received.**

**28.15**

***Information***

***College Self-Assessment Report (SAR) Validation***

Quality & Standards Committee gave consideration to the involvement of Governors in the validation of the College's Self-Assessment Report.

The process was outlined and it was agreed that the Chairman of the Quality and Standards Committee would attend the validation day with College Management for the full SAR. Following this a training session would be utilised to provide opportunity for the full Board to consider the top level SAR before submission to Corporation in December for final approval.

**Resolved:**

**That the governor involvement in the SAR validation process be agreed as outlined.**

**29.15**

***Annual Cycle of Business***

***Decision***

Quality and Standards Committee gave consideration to the Annual Cycle of Business.

Following discussion some amendments were agreed which included addition of Qualification Success Report (QSR) for the March meeting, and Landex Peer Review Report for the July meeting.

**Resolved:**

**That the Annual Cycle of Business be approved subject to the above recommendations.**

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

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

Chairman: Marion Nuttall

Signed:

Date: