

## MINUTES

### *Quality and Standards Committee No. 44*

Date: *05/07/2016 (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), Ian Douglass, Marion Nuttall (Chairman), Megan Cook and Robert Robinson*

Attending: *Alison Robinson (Vice Principal)*

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

Apologies: *Ann Turner (Principal) and Steve Rigby*

## ***Public Minutes***

Item number:      Item description:  
(and category)

**15.16**

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

***Decision***

As agreed by Corporation, Committee membership had increased to six and following due process Corporation had appointed Ian Douglass to Quality & Standards Committee. Ian also served on Finance & Resources and was that Committee's current Chair. Members commented on a useful link between the Committees. Ian was welcomed to the meeting.

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

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

### **Resolved**

- I.      That Management staff attend the meeting.**
- II.     That the increase in Committee size be noted**

**16.16**

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

***Record***

Apologies for absence had been received from Ann Turner and Stephen Rigby. Student Governor, Megan Cook was not in attendance.

**17.16**

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

***Decision***

The minutes of meeting number 44 held on Tuesday 1 March 2016 were signed and agreed as a true and accurate representation of the meeting.

**18.16**

### ***Declarations of Interest***

***Record***

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

**19.16**

### ***Strategic Plan Progress Report 2015 / 2016***

***Consultation***

Members gave consideration to the Strategic Plan Progress Report relevant to the Quality and Standards Committee.

The report contained information on progress against the relevant Key Performance indicators. Members noted the report and would discuss throughout the meeting as they considered the more detailed reports.

**Resolved:**

**That the Strategic Plan Progress Report 2015 / 2016 be received.**

**20.16**

**Consultation**

***In Year Performance Data Further Education (FE) Report***

Quality And Standards Committee gave consideration to the In year FE Performance Report which provided an analysis of the FE provision in the College including GCSE and Functional Skills. The report provided an overview of the key strengths, areas of improvement, action taken to date with impact, and further actions planned with expected impact.

The Vice Principal responded to member questions and supported discussions.

Overall Attendance (95%), punctuality and retention (expected to hold at 95%) were high. Members noted significant improvements in attendance at the Merseyside Centre, a direct result of the series of impact measures put in place.

There had been Quality & Standards Committee attendance at some of the FE Boards which were sitting at the time of the meeting. There was a push to get results in as early as possible as the College expected an Ofsted inspection after the summer break and would also be going through the Area Review process commencing October 2016.

College was also accelerating the self-assessment process with the first draft timetabled for 20 September 2016.

Members were pleased to note the pass rate for GCSEs should be up as there was much improved attendance at the exams. There were fewer students on Functional Skills and these were mostly at the lower level, conversely numbers were higher for GCSEs and a high percentage of these required special exam access arrangements. Members asked for some context in how well the College applied activities in this area and how it looked at and linked to the capability of the learner. Mock Ofsteds with external inspectors had endorsed practice and commented that they had never seen such high attendance. All lessons were good and above. There was discussion around the necessary financial investment that had been required to support the mandatory delivery of GCSE qualifications in the College.

Across College staff costs as a percentage of income had increased from 56% to 60% which was within Skills Funding Guidelines but above the College target. In comparison with other land-based Colleges it was noted most did not deliver Foundation Learning or Level 1

programmes. Myerscough was at a high level on the social depravity chart for Land-based Colleges. In addition, Myerscough welcomes through its doors higher numbers of Foundation Learners than any other college in Lancashire.

The Value Added score for level 3 BTEC learners was positive indicating appropriate stretch and challenge.

Members looked in detail at the summary of the key areas for improvement. It was clear that analysis allowed staff to pinpoint exact pockets of concern and check if there were any indications of underperformance in protected characteristics.

As previously reported and in common with national findings mental health amongst students was an increasing concern. The impact on staff was considered and members heard that mindfulness training was being rolled out.

Members commented that 'the challenges from society were remarkable.' They also noted the Colleges mission to offer 'Opportunities for all to succeed' and that research showed that animal based courses did tend to attract a higher proportion of people on the mental health spectrum than other training.

Members noted actions were planned for monitoring procedures, intervention, destinations, entrepreneurship, wellbeing and safety initiatives in the further planned actions section.

**Resolved:**

**That the FE In-year Performance Report be received.**

**21.16**

***Consultation***

***In Year Performance Higher Education***

Quality & Standards Committee gave consideration to the In Year Performance Higher Education Report. The QAAs Higher Education Review table with further institutions added had been circulated with the papers for information. Members were pleased to see Myerscough remained the top performing Higher Education establishment under the monitoring criteria used. This process had now concluded with the final report due to be released in the next six weeks. The new quality monitoring process would be risk based.

Members noted good attendance and retention (97%) rates as at 1 June 2016. Members were pleased to be informed that achievement was up and anticipated a favourable success rate percentage. There were some

areas showing as 'red' for attendance, members received assurance that at this stage analysis was showing achievement was up for these too.

Quality & Standards Committee welcomed the additions to the HE Curriculum. The seven new degree programmes complimented other provision and were open to recruitment for 2017 / 2018.

Members noted there had been a good response, 71% to completing the important National Student Survey (NSS). Results were not yet available but would be used as the primary indicator of student experience in the higher education sector and provide key strategic targets for higher education.

Myerscough was taking part in the Association of Colleges project to develop a national framework for scholarly activity in College-based higher education.

Fewer research projects had been approved for this academic year which impacted on associated targets though research income was up. There had been increased activity to external funding for research. Initiatives were being taken forward which should lead to increased activity. The Deputy Principal Finance & Corporate Services had drawn on previous experience to support these initiatives.

Quality & Standards Committee noted a competitive HE market place and was pleased to learn of new recruitment strategies to support the College in engaging with potential applicants.

**Resolved:**

- I. **That the In Year Higher Education Report be received**
- II. **That the QAA Higher Education Review table be received**

**22.16**

***Consultation***

***Apprenticeship & Skills Performance Report Update 2015 / 2016***

Quality and Standards Committee gave consideration to the Apprenticeship & Skills Performance Report Update 2015 / 2016

Members had welcomed restructures which had aligned Apprenticeships & Skills with the FE and HE College delivery so lessening the risk of a silo approach and provide opportunities to share good practice.

The Committee's attention to reports, discussions and actual engagement gave assurance of successful strategies which would begin to yield targeted results.

Two members of the Committee had attended an Apprentices & Skills whole team training day. They commented on the complexity of current national developments, delivery, administrative complexities, and in managing the substantial risk to the College. It was felt the understanding of the Board was somewhat tenuous of what in some ways could be currently described as the most crucial area of development.

There was considerable detail in the report and members noted some strategies that had been developed to address concerns were now seen as strengths. There was still some residual withdrawal data present that would negatively affect the current year's success rates. Timely data, that is those completing within a 90 day time frame either side of expected end date, was also still affected as those out of funded time came to the end of their programme. These learners did still count as an overall success. Members looked forward to seeing the impact of strategies for 2016 / 2017 successes but did note there would still be small impact going through into this year. Information Advice & Guidance (IAG) had been improved to ensure the area recruits with integrity.

The programmes are roll on roll off with no set annual start date. Actual data is used in the report rather than predictions so the results can only go up.

The Apprentices SAR Grade had been at the lower end of 3 last year. The final outcome for 2015 / 2016 would depend on final analysis of the outturn data. There was significant growth in recruitment for construction industry training and other links established apprentice placement and training with high quality employers.

The achievement gap between females and males was reducing.

Members noted the actions planned section which included initial approach to the Apprenticeship Levy due to come into effect 1 April 2017. Official guidance was not yet available.

There would also be initiatives around the Colleges Short Courses programmes.

The PREVENT agenda and British Values were being rolled out to ensure all were aware of their responsibilities.

Overall Quality & Standards Committee expressed confidence in the top level management of the area and was pleased further new appointments both internal and external had been made at management level to build on and drive forward delivery. The

Committee was assured through the thorough and rigorous reporting systems it noted.

Quality & Standards Committee requested the Clerk arrange a Skills & Enterprises summary document or preferably training event to support Board knowledge.

**Resolved:**

**That the Apprentices & Skills Report be received.**

**23.16**

***Consultation***

***Learner Voice Report***

Quality and Standards Committee gave consideration to the report which included interim results from the Learner Surveys. The National student survey had received a 71% response. The internal student surveys were still live. Feed -back from course representative meetings and information on the Higher Education student led Golden Roses awards which rewarded staff via various categories were also reported.

Governors from Quality & Standards Committee had attended some course representative meetings and reported on respectful and effective meetings. Issues raised tended to be more resource based with little concern expressed regarding the teaching and learning aspect of the College experience. Members noted differences in responses from Apprentices & Skills and asked for explanations. They were assured that the differences were anticipated and related to timing of a focused roll out of the PREVENT agenda and that the induction process for Apprentices was not as strong as for FE.

Members sought satisfaction that the questions in the internal student surveys were fit for purpose and wondered how meaningful some targets were. Overall Governors considered there was a good meaningful rate of response to the various surveys which would provide valuable data to inform College of student opinions and lead to actions to be built into relevant SARS. It was confirmed there were questions on progression and employability skills.

Governors appreciated that the You said We Did poster for Croxteth had been shared with them'. They also noted that the Myerscough Students Union had showed some success in raising its profile.

**Resolved:**

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

**24.16**

***Employer Voice Report***

**Consultation** Quality and Standards Committee gave consideration to the Employer Survey Report.

The Skills Funding Agency Survey showed employer satisfaction results for workplace learning which included apprenticeships and industry short course training. This survey would benchmark Myerscough against other Colleges and form part of the publically accessible information that would be available on the new digital Apprenticeships website following its launch later in 2016.

At the time of the report 187 employers had completed the survey which was sufficient to provide a viable score. The employer Services Team would continue to actively promote the survey until its closure on 21 July 2016. The latest available data showed good satisfaction levels with an upward trend and good performance when benchmarked against other land-based colleges.

'Communicating Clearly' had previously been an area for improvement. It was on an upward trend with a good score but still the lowest scored of the questions asked.

The number of active businesses was 1201 which was below this year's target.

**Resolved:**

**That the Employer Survey be received**

**25.16** **Teaching, Learning and Assessment**

**Consultation** Quality and Standards Committee gave consideration to the Teaching, Learning and Assessment Report.

There was an increased percentage of staff achieving a Grade 1 or 2 (Outstanding and Good) lesson observation for both HE and FE. The number of Outstanding FE lessons had shown a significant rise.

There was good feedback from the external mock Ofsted. Members were pleased to note use of information technology, a previous area for improvement, was seen as a strength.

External audits for sixteen FE disciplines had resulted in 'no actions'. The quality Management review for BTec courses had confirmed 'robust quality assurance processes are in place'. There were no assessment blocks.

For Apprenticeships The Workplace Quality Co-ordinator was now aligned to the Quality Team following the restructure.

Members noted all areas were targeted to have at least 25% of teaching graded as Outstanding. They noted those areas not meeting this standard but commented on upward trends.

There had been Quality & Standards Committee representation at the recent Staff Training CPD day.

In response to member questions it was confirmed there was sharing of good practice but Management would like to see more. The Advanced Teaching Practitioners (ATPs) needed to go into other areas more. There was some buddying up but this was not formalised. The Vice Principal mentioned the Peer Triad approach which was more collaborative and reflective and would be rolled out to HE for the coming year.

New technical qualifications were being trialled in Equine.

The embedding of Maths and English, British Values and awareness of PREVENT continued.

Quality & Standards Committee noted there were still difficulties in recruiting and retaining staff to the Motorsports area largely due to favourable employment opportunities within the industry.

**Resolved:**

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

**26.16**

***Consultation***

***Quality Improvement Plan (QIP) 2015 / 2016 Update***

Quality and Standards Committee gave consideration to the update to the Quality Improvement Plan for 2015 / 2016.

Members made comment on the document.

The College investment in English and Maths was starting to translate to improved performance.

Equine was below target for Grade 1 lesson observations. This was explained through staff changes and a temporary short fall (The Equine ATP had been appointed Head of Teaching & Learning). Increased staffing was back in the area. This was also highlighted as an action in the previous item, the Teaching, Learning and Assessment Report.

It was anticipated the Foundation Learning Area SAR would move up to a Grade 2 for 2016 / 2017. Members asked what kind of feedback and

responses management receives from staff as this area had been under close scrutiny following feedback from its own Mock Ofsted last year. The response was that it was very much improved.

**Resolved:**

**That the Quality Improvement Plan be received.**

**27.16**

**Consultation**

***Equality Diversity Inclusion Report***

Quality & Standards Committee gave consideration to the Equality Diversity Inclusion Action Plan.

Members noted a lengthy Action Plan was required to support the Colleges aspirations to achieve the Leaders in Diversity standard.

Members noted some 'Stern questions' and asked if they should be concerned. The action Plan aimed to address some issues that had come to light in the previous staff survey. The latest staff survey from the Health & Safety Executive was showing some positives around staff wellbeing,

**Resolved**

**That the Equality, Diversity & Inclusion Action Plan be received**

**28.16**

**Consultation**

***Skills Funding Agency Dash Boards***

Quality & Standards Committee noted a letter received from the Skills Funding Agency regarding the production of College Dashboards and received the finance and quality graph style dashboards relating to Myerscough.

Finance & Resources Committee had also received the documents. Members agreed it was interesting to see performance summarised this way.

Members discussed the apprenticeship performance and in Further Education the Colleges move away from BTecs.

Members welcomed the benchmarking against other providers.

**Resolved:**

**That the College Dashboards be received.**

**29.16**

***Ofsted Inspection Frameworks***

**Consultation**

Quality & Standards Committee gave consideration to the report on Colleges inspected under the new Ofsted Inspection Framework since September 2015.

Ofsted had not been inspecting Outstanding Colleges but had been risk rating those to inspect. Of these there was a downward trend in performance with 42% of those having a full inspection judged 'Requires Improvement' and 10 judged as 'Inadequate'. Of those on the short inspection 32% 'Require Improvement' and 14% were 'Inadequate'.

Reports were showing that Destination data was crucial.

College was expecting an inspection early in the new academic year which would align to the scheduled Area Review process.

**Resolved:**

**That the report on those colleges inspected under the new Ofsted Framework be received.**

**30.16**

**Decision**

***Annual Cycle of Business***

Quality and Standards Committee gave consideration to the Cycle of Business for the coming year.

Some items from the 8 November Quality & Standards Committee meeting would be considered at the additional Corporation meeting in October 2016. The Safeguarding Report would be presented to the September Corporation meeting. The cycle of business would be amended to reflect the changes.

**Resolved:**

**That the Annual Cycle of Business for Quality & Standards Committee be received.**



Chairman: Marion Nuttall

Signed:

Date: