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| **MINUTES** | | | | | | |
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| *Quality & Standards Committee No 68* | | | | | | |
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| Date: |  | *18/06/2024 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Present: |  | *Andrew Massey, Barbara Godby (Vice Chair), Jane Booker, Kathryn Townsley, Simon Gerrard and Wes Johnson (Principal)* | | | | |
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| Attending: |  | *Damian Stewart (Deputy Principal), Helen Eaton (Assistant Principal), Lisa Hartley, Mark Moren, Paul McGrail 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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| **17.24** | ***Attendance of College Management*** |
| ***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.”The Vice Principal, Deputy Principal, Resources, Interim Deputy Principals FE and HE and Assistant Principals of Higher Education and Apprenticeships & Skills and the Director of Quality & Performance were in attendance to present papers and support discussions.  **Resolved: That College Management staff attend the meeting.** |
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| **18.24** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Allison Jones and Joanne Sherrington, the Vice Principal. Matthew Chesterman was not in attendance. |
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| **19.24** | ***Minutes of Previous Meetings*** |
| ***Decision*** | The public minutes of meeting number 66 held on Tuesday 5 March 2024, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **20.24** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **21.24** | ***Curriculum Planning*** |
| ***Decision*** | The Deputy Principal, Education, gave a verbal update to the Committee on progress with  regard to curriculum planning for the 2024/2025 academic year. He had previously given the same update to the Corporation meeting on 11 June 2024.The update covered both FE and HE, course arrangements, staffing, student numbers and the proposed budget consequences which would be report to the next Finance and Resources Committee and Corporation.The Deputy Principal confirmed that Photography and Floristry would be dropped from the curriculum for 2024/2025 although Floristry would have a 'follow on' provision for the existing students to complete their courses.It was also reported that the vacancy of Director of Curriculum, Land, had just been filled by Louise Fletcher, the current Curriculum Area Manager, Cumbria. The appointment was welcomed and it gave Management the opportunity to review the Cumbria staffing  arrangements.Governors sought clarification on a number of points to which the Principal and Deputy Principal responded.  **Resolved: That the report be received.** |
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| **22.24** | ***In Year FE performance report 2023/2024*** |
| ***Decision*** | The Committee considered a report on the in-year performance in Further Education which was presented by the Director of Curriculum, Sport.FE retention was 93.5% (target 95%) with 119 individuals having left the College after the 42 day period. Last year's retention was 91.9%. Overall attendance was 80.1%, although 88.1% with authorised absences. GCSE attendance for English was 91.4% and for Maths was 90.6%.The new curriculum planning model was targeting key areas highlighted by Ofsted.Implementation of OneGrade was on track.The T Level 'Accelerated Implementation Plan' was now established.A new attendance action plan was now in place for the start of the academic year in September 2024. A breakdown of all the above figures was included in the report.Governors asked a number of questions in relation to the data contained in the report, particularly with regard to performances in English and Maths. The Deputy Principal reported with regard to the increased focus on English and Maths for next year.  **Resolved: That the report be received.** |
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| **23.24** | ***In Year HE Performance Report 2023/2024*** |
| ***Decision*** | The Committee considered an updated report on Higher Education presented by the Assistant Principal, Partnerships and Centres. The report confirmed consultations had been held with the Partnership Team at UCLan including connections with schools and support services. Support had also been received from an external consultant.Work had commenced, and was continuing, on staff utilisation together with a review of course viability for 2024/2025. There were 22 courses with no or very few student applications which  would be removed from the curriculum. The College was working with UCLan to ensure the correct processes were being followed in removing these courses and that advice was being given to any current or potential student applicants.At present full time HE applications for 2024/2025 were 461 (347 in 2023/2024)  and part time 242 (321 in 2023/2024).    Figures showed retention was 97.1% against a target of 97%, with overall levels of attendance standing at 87.7%.Governors raised a number of questions on the report but in particular the actions being taken to ensure an increase in HE numbers.  It was recognised that the reduction in HE numbers was reflected nationally.  **Resolved: That the report be received.** |
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| **24.24** | ***Adult Education Budget - End of Year Report*** |
| ***Decision*** | The Committee considered the report of the Assistant Principal, Partnership and Centres, on the Adult Education Budget for both the Preston and Liverpool Centres.The report highlighted the strengths and areas for improvement at both centres and the actions taken to date.Full cost recovery to the end of June was £329,849 against an overall target of £366,560 a difference of £36,711.  **Resolved: That the report be received.** |
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| **25.24** | ***In Year Performance Report Apprenticeship and Skills 2023/2024*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress for 2023/2024.Enrolment remained positive with an average of more than 10 applicants per week. At the beginning of May 2024 there were 446 against a profile target of 487. There were a further 29 with visit 1 completed, a further 94 awaiting visit 1 and 190 applications not allocated.The Assistant Principal, Apprenticeship and Skills, reported that the enrolment process was complex and it was taking too long to register new students which impacted on the above enrolment numbers.Retention was at 84.9% with attendance at 97%. This figure was impacted by the sustainability of employers.Growth areas existed in Engineering, Arboriculture and Sportsturf. Areas for recruitment focused on Horticulture, Animal Care and Agriculture.Latest achievement rates were all above both College and the Department for Education targets. Overall achievements were at 78.8%, an increase of 10.6% on the same period last year.The end of year financial target was likely to be met.  The report listed strengths and areas for improvement with employer voice remaining strong. Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends.  **Resolved: That the report be received.** |
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| **26.24** | ***Meeting Skills Needs - Audit Report - Agriculture*** |
| ***Decision*** | The Committee considered a report on the recent audit of the Agriculture curriculum area recently carried out.The audit indicated that actions from the previous audit had still not been carried out and therefore the evidence showed limited contribution to meeting the skills needs.The overall judgement was Limited Progress.Whilst Governors expressed concern with the findings in the report they were pleased to see that the audits in relation to 'Meeting Skills Needs' were taking place.  **Resolved: That the report be received.** |
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| **27.24** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Committee considered the Quality Performance and Standards Report. The Ofsted findings had now been built into the Quality Improvement Plan.  English and Maths remained key priorities.   The report stated that all FE staff had undertaken additional training on a number of topics, CPD for pedagogy had been delivered to all teams and a more rigorous implementation of the observation process had been addressed.Detailed metrics have been developed for 2024/2025 which will provide evidence-based methodology for identifying poorly performing courses, expectations for teaching and learning and classroom behaviour.An HE monitoring review was taking place with UCLan as referred to in the HE report presented earlier in the meeting.'Deep Dives' of curriculum areas had been taking place over recent weeks, occasionally attended by Governors.  The report also listed the key strengths, areas for improvement and actions taken to date.Governors asked a number of questions in relation to the report and various officers responded.  **Resolved: That the report be received.** |
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| **28.24** | ***Quality Improvement Plan 2023/2024*** |
| ***Decision*** | The Committee considered progress on the Quality Improvement Plan 2023/2024. English and Maths remained high priorities together with improvements following the Ofsted report.  **Resolved:** **That the Quality Improvement Plan 2023/2024 be received.** |
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| **29.24** | ***Equality, Diversity and Inclusion (FREDIE) Action Plan 2023/2024*** |
| ***Decision*** | The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2023/2024.The Plan detailed all activities and improvements for 2023/2024.  **Resolved: That the report be received.** |
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| **30.24** | ***Safeguarding In Year Report*** |
| ***Decision*** | The Committee considered an update report on Child Protection and Safeguarding and the Action Plan.It was emphasised that there was a dedicated, experienced and knowledgeable team supporting safeguarding issues.Safeguarding incidents remained at a high level. The reasons and concerns were widespread with the majority concerning mental health issues but they also covered all aspects of safeguarding. The structure of the safeguarding team had been reviewed to ensure that there was a robust caseload management in place. Both the Internal Audit Assurance Review of Safeguarding and the Ofsted Inspection reported that students felt safe and commended the effective safeguarding arrangements of the College.The report also covered safer recruitment, safeguarding audit, sexual harassment and sexual violence, campus security and online safety.Governors echoed the comments made at previous meetings, when concerns were expressed at the large number of safeguarding alerts, the ability of staff to respond and the well-being of the staff concerned.  **Resolved: That the report be received.** |
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| **31.24** | ***Strategic Risk Register*** |
| ***Decision*** | The Committee considered the Curriculum Risk Register noting the key ''inherent risks'' and the actions taken to reduce them.  Assurance statements were provided against the resulting ''residual risks''.The top five risks had now been reordered and were:1. Failure to provide quality improvements following the Ofsted report2. Reputational damage, 3. Failure to deliver financial stability 4. Failure of the Myerscough/UCLan partnership 5. Cyber security.  **Resolved: That the report be received.** |
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| **32.24** | ***Annual Cycle of Business 2024/2025*** |
| ***Decision*** | The Clerk submitted a draft of the Annual Cycle of Business for the Committee for 2024/2025.He pointed out that the meeting originally planned for February 2025 had moved forward to March as in the current year.  **Resolved: That the Annual Cycle of Business for 2024/2025 be agreed.** |
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