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| **MINUTES** |
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| *Quality and Standards Committee No 55* |
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| Date: |   | *11/02/2020 (Tuesday)* |   | Time: |   | *18:00–20:00* |
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| Venue: |   | *Rural Business Centre* |   | Committee: |   | *Quality and Standards* |
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| Notes: |   | *Vouchers will be issued 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), Allison Jones, Ashleigh Mawdsley, Debbie Clayton, Jane Booker, Kevin Burke and Louise Bell* |
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| Attending: |   | *Steven Downham-Clarke (Vice Principal)* |
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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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| **01.20** | ***Attendance of College 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.”The Vice Principal and Assistant Principals' Higher Education, Further Education, Quality & Apprenticeships 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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| **01.20** | ***Apologies for Absence*** |
| ***Record*** | The Clerk reported that Ashleigh Mawdsley had recently resigned as FE Student Governor otherwise all members were present. |
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| **02.20** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **03.20** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 54 held on Tuesday 12 November 2019, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **04.20** | ***Appointment of Vice Chair*** |
| ***Decision*** | The Committee considered the appointment of a Vice Chair for the remainder of the academic year.Following due process it was**Resolved:****That Allison Jones be appointed Vice Chair for the remainder of the academic year.** |
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| **05.20** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee considered the Strategic Plan Progress report 2019/2020.Recruitment to FE was meeting target.Recruitment to Apprenticeships at this mid-point period indicated targets would be challenging. Overall, numbers on Higher Education programmes should reach target following recruitment at Semester 2.  Standards of teaching on FE and HE were meeting and exceeding expectations with walkthrough observations now at 57.8%.     Student responses to the induction survey indicated in the high 90% meeting targets. Retention and attendance figures were high for both Further Education and Higher Education.Details would be explored in greater depth in the individual reports on the agenda. **Resolved:****That the Strategic Plan Progress Report be received.** |
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| **06.20** | ***In-Year Performance Data - Further Education*** |
| ***Decision*** | Quality & Standards Committee considered the In-Year Further Education Performance Report 2019/2020.Recruitment was 1704 against a target of 1636.Preston AEB 19 plus income was on target and Liverpool/Manchester was on profile for the period.   Attendance, retention and punctuality, precursors of success were strong with monitoring in all areas ensuring pockets of concern were identified and addressed.Overall attendance was at 92.41%, against a College target of 95% (including authorised absences).  Attendance at GCSE/Functional Skills English and Maths classes was currently 87% for English and 84% for Maths, with a greater incidence of unauthorised absence which was being monitored across all sites in Performance Monitoring Meetings.  Punctuality was excellent across all centres at 99%.   Retention for all FE programmes (16 to 18 and 19 plus) was excellent at 99% and this exceeded the College retention target of 95%. Continued high retention would be a feature of performance. Retention for 14 to 16 year old students was 89% overall. **Resolved:****That the Further Education Progress Report be received.** |
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| **07.20** | ***In-Year Performance Data - Higher Education*** |
| ***Decision*** | Quality and Standards Committee considered the Higher Education Performance Report for 2019/2020.The HE In-Year performance paper reported high levels of HE student retention (98.7%), progression to year 2 (90.6%) and attendance (89%). The key priority was to ensure continued high levels of retention for students across both full and part time courses for the remainder of the year.  The following new courses were being developed for 2021:  * BSc (Hons) Competition Motorcycle Technology Top-up
* BSc (Hons) Top-up/Graduate Certificate Veterinary Nursing
* FdSc/BSc (Hons) Top-up Animals and Horticulture as Therapy

HE applications for September 2020 entry were currently down compared with the same period last year and it was more important than ever to maximise the conversion of applicants to enrolments. Emphasis remained on increasing recruitment.**Resolved:****That the Performance Report for Higher Education be received.** |
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| **08.20** | ***Office for Students - Progress Update*** |
| ***Decision*** | The Quality and Standards Committee considered a report on the continued requirements from the Office for Students.The paper indicated that the College had continued to meet all the requirements and deadlines of the Office for Students.The Access & Participation Plan has now been approved by the Office for Students but their approval included a number of areas for improvement. These were to reduce gaps in performance for the following groups: * Recruitment to full time programmes for students from different ethnicities, mature students and students from POLAR 4 group 1 (the most disadvantaged areas).
* Gaps in achievement or degree outcomes for students with a learning difficulty or disability and students from POLAR 4 group 1.
* Gaps in progression to highly skilled employment for students from POLAR 4 group 1

**Resolved:****That the report be received.** |
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| **09.20** | ***In-Year Performance Data - Apprenticeship and Skills*** |
| ***Decision*** | The Quality and Standards Committee considered the In-Year Performance Report for Apprenticeship and Skills.Current achievement was at 47.8% with a best case scenario of 79.5% which would be above College target.  Timely was at 19.3% with a best case of 72.9%, again above College target.The budgeted income target of £3.2m would be challenging. A total of 203 observations of 37 staff had taken place with 97.6% meeting expected standards.The College has now reached the maximum level available in terms of its non-levy apprenticeship contract and, until March, would be accessing the new non-levy DAS contract. This requires SMEs to create a digital account linking PAYE to their government account to reserve funding.  This was likely to be challenging for some employers and the Employer Services Team was offering support in this new initiative.    The Advanced Golf Greenkeeping Standard has now been approved, which is anticipated to bring about significant growth.  Work was now underway to develop the delivery model, assignments and VLE content.  The A&S communal area in the RBC has been developed to provide open plan office space to bring together the Employer Services team and the Project team’s Business Development Officers to promote and enhance cross-working and provide better business outcomes. **Resolved:****That the Performance Data Report for Apprenticeship and Skills be received.** |
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| **10.20** | ***Quality Improvement Plan 2019/2020 Progress Report*** |
| ***Decision*** | Quality and Standards Committee considered progress on the Quality Improvement Plan 2019/2020. English and Maths remained high priority.The Clerk also expanded on the improvements in the Governors Engagement Programme.  **Resolved:****That the Quality Improvement Plan 2019/2020 be received.** |
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| **11.20** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Quality and Standards Committee considered the report on Quality Performance and Standards.The report included details of sixteen successful External Verification visits that had taken place so far this academic year. Preparations for an imminent Ofsted visit were underway.A Landex Peer Review was scheduled for the 12/13 February 2020 and a Teaching and Learning Fair was to be held on 14 February 2020.Details of all Walkthrough Observations were included in the report.**Resolved:****That the Quality Performance and Standards Report be received.** |
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| **12.20** | ***Equality, Diversity and Inclusion (FREDIE) Action Plan*** |
| ***Decision*** | The Committee considered the FREDIE Action Plan, which included details of changes since the last meeting.It was also reported that the Internal Auditors, RSM, had recently undertaken an audit of the Student Mental Health Framework, which would be included on the agenda for the next meeting.**Resolved:****That the report be received.** |
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| **13.20** | ***Learner Voice*** |
| ***Decision*** | The Committee considered the report on Learner Voice, which focused on the Student Induction Surveys.Results remained strong with 95% of FE and HE, and 96% of Apprenticeships & Skills students enjoying their first six weeks of College. However, there was need to consider the 5% and what could be done to help rectify the situation. Other results indicated that 100% of HE learners and 97% of FE learners said that they felt safe whilst on campus. Again there was a need to explore why 3% did not.The report also detailed recent Course Representative meetings and the results of the MyStar Awards.**Resolved:****That the report be received.** |
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| **14.20** | ***Statutory Risk Register*** |
| ***Decision*** | Quality & Standards Committee considered those elements of the Statutory Risk Register applicable to the Committee.The review found that no risks had been added or risk scores amended since the previous meeting. However, the register has been updated and the updates were denoted in the blue text within the register. The Apprenticeship provision and income generation remained a high risk.The likelihood of an Ofsted visit in the near future remained a risk.**Resolved:****That the Risk Register Report be received.** |
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