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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 58* | | | | | | |
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| Date: |  | *09/02/2021 (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 video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster, Allison Jones, Barbara Godby, Jane Booker, Jenny Wilson, 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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| **01.21** | ***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.”  The Vice Principal and Assistant Principals' Higher Education, Further Education, Apprenticeships & Skills and the Directors of Quality & Performance and Student Support and Welfare were in attendance to present papers and support discussions.  The Chair welcomed student Governor, Jenny Wilson, to her first Committee meeting.  **Resolved:**  **That College Management staff attend the meeting.** |
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| **02.21** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Kevin Burke. All other Governors were present. |
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| **03.21** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 57 held on Tuesday 17 November 2020, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **04.21** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **05.21** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee considered the Strategic Plan Progress report 2020/2021.  Recruitment to FE was exceeding target.  Recruitment to Apprenticeships at this mid-point period indicated targets would be challenging in terms of student numbers but finances were close to meeting target.  Overall, numbers on Higher Education full time programmes were on target. HE part-time numbers were below target but should reach target following recruitment at Semester 2.  Standards of teaching in FE and HE were meeting and exceeding expectations with walkthrough observations now at 69.1%.  Student responses to the Induction Survey were in the high 90%s, although some slightly below target.  Retention and attendance figures were high for both Further Education and Higher Education.  Details would be explored in greater depth in the individual reports later on the agenda.  **Resolved:**  **That the Strategic Plan Progress Report be received.** |
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| **06.21** | ***In Year Performance Data - Further Education*** |
| ***Decision*** | Quality & Standards Committee considered the In-Year Further Education Performance Report 2020/2021.  Recruitment was 1866 against a target of 1707.  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 93%, against a College target of 95% (including authorised absences).  Attendance at GCSE/Functional Skills English and Maths classes currently stood at 78.9% for English and 78.6% for Maths, with a greater incidence of unauthorised absence. This 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 93% below the College retention target of 95%, although this was mainly due to the difficulties in lockdown. Continued high retention would be a feature of performance. Retention for 14 to 16 year old students was 91.7% overall.  Governors expressed concern regarding the performances of English and Maths and requested that an update be included as a specific item on the agenda for the next meeting of the Committee.  **Resolved:**  **That the Further Education Progress Report be received.** |
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| **07.21** | ***In Year Performance Data - Higher Education*** |
| ***Decision*** | |  | | --- | | Quality and Standards Committee considered the Higher Education Performance Report for 2020/2021.  The HE In Year performance paper reported high levels of HE student retention 99.3% against a target of 97%, progression to year 2 at 98% and attendance 91%. 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. |   HE applications for September 2021 entry were currently up compared with the same period last year and it was important to maximise the conversion of applicants to enrolments. Emphasis remained on increasing recruitment.  The report also included an NSS Action Plan.  **Resolved:**  **That the Performance Report for Higher Education be received.** |
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| **08.21** | ***Office for Students - 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 report outlined current consultations by the OfS and efforts by the DfE to reduce bureaucracy. The College would be required to comply with consumer protection in the spring and meet expectations on communications with students. |   **Resolved:**  **That the report be received.** |
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| **09.21** | ***In Year Performance Data - Apprenticeships and Skills*** |
| ***Decision*** | The Quality and Standards Committee considered the In-Year Performance Report for Apprenticeship and Skills.  Current achievement was at 79.5% with a best case scenario of 82.4% which would be above College target.  Timely was at 72.9% with a best case of 66%, again above College target.  The current income forecast appeared on target to meet budget.  Retention remained high at over 95%.  Observations of staff had taken place with 91.3% meeting expected standards.  The recently approved Advanced Golf Greenkeeping Standard was attracting interest.  Whilst apprenticeship numbers were lower than at the same period last year they were better than the national performance.  **Resolved:**  **That the Performance Data Report for Apprenticeship and Skills be received.** |
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| **10.21** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Quality and Standards Committee considered the report on Quality Performance and Standards.  The report indicated that teachers had reacted quickly to the return to online learning in lockdown 3, having learnt much about this method of delivery in the first lockdown. Teachers were working hard to ensure that all students remain engaged and motivated throughout this period.  The Landex Peer Review took place online on 24 and 25 November. It was a positive review and the suggested area for development were being actioned.  A Teaching and Learning Fair would take place on 12 February 2021.  Details of all walkthrough observations were included in the report.  **Resolved:**  **That the Quality Performance and Standards Report be received.** |
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| **11.21** | ***Quality Improvement Plan 2020 - 2021*** |
| ***Decision*** | Quality and Standards Committee considered progress on the Quality Improvement Plan 2020/2021.  English and Maths remained high priority.  **Resolved:**  **That the Quality Improvement Plan 2020/2021 be received.** |
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| **12.21** | ***FREDIE Action Plan 2020/2021*** |
| ***Decision*** | The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2020/2021.  The Plan detailed all activities and improvements for 2020/21.  **Resolved:**  **That the report be received.** |
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| **13.21** | ***Landex Peer Review Report*** |
| ***Decision*** | The report on the Landex Peer Review, which took place on 24 and 25 November 2020, was considered by the Quality and Standards Committee.  Overall the report was a positive one but highlighted a small number of areas for improvement, which would be addressed.  **Resolved:**  **That the report be received.** |
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| **14.21** | ***Matrix Review*** |
| ***Decision*** | The Quality and Standards Committee considered the report on the recent Matrix Review.  Whilst the Review highlighted 14 areas of strength and was the strongest report ever received at the College. It also pointed out a small number of areas for development which were included in an associated action plan..  **Resolved:**  **That the results of the Review and the actions taken on the areas for development be noted.** |
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| **15.21** | ***Learner Voice*** |
| ***Decision*** | |  | | --- | | The Committee considered the report on Learner Voice, which focused on the Student Induction Surveys.  Results remained strong with 98% of FE, 99% of HE and 96% of Apprenticeships & Skills students indicating that they felt welcomed during their first week in College. |   Response rates for FE were 55.14% and for HE were 83.17%. There was a need to explore opportunities to seek a better response rate from FE students in the future.  Other results indicated that 96% of HE learners and 96% of FE learners said that they felt safe whilst on campus. It had been explored why 4% did not and was mainly related to Covid.  The report also detailed recent Course Representative meetings and the results of the MyStar and Golden Rose Awards.  **Resolved:**  **That the report be received.** |
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