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| **MINUTES** | | | | | | |
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| *Quality & Standards Committee No 67* | | | | | | |
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| Date: |  | *05/03/2024 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Present: |  | *Allison Jones (Chair), Andrew Massey, Barbara Godby (Vice Chair), Jane Booker, Kathryn Townsley, Matthew Chesterman, Simon Gerrard and Wes Johnson (Principal)* | | | | |
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| Attending: |  | *Damian Stewart (Deputy Principal), Helen Eaton (Deputy Principal), Joanne Sherrington (Vice Principal), Paul McGrail, Sue Keenan and Zulakha Desai* | | | | |
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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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| **01.24** | ***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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| **02.24** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Jade Gibson and Lisa Hartley. |
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| **03.24** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 66 held on Tuesday 22 November 2023, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **04.24** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **05.24** | ***In Year FE Performance Report 2023/2024*** |
| ***Decision*** | The Committee considered a report on the in year performance in Further Education which, in view of the absence of the Assistant Principal for FE, was presented by the Interim Deputy Principal for FE.The Committee were informed that 69 learners who sat GCSE resits in November achieved grade 4 plus, which equalled 30.9% of those who sat the exams - 48.2% English and 13.4% maths. New criteria for resits would be issued for 2024.FE retention was 96.7% (target 95%) with 97 individuals having left the College after the 42 day period. Overall attendance was 89.5%, when English and Maths were included the percentage dropped to 83%.There were currently 108 learners 'at risk', mainly in Equine, Animal, Greenspace, Motorsport and Agriculture.A number of actions were being taken forward including the introduction of new progress measures, a T Level accelerated implementation plan, better curriculum planning and to improve attendance.Governors raised a number of questions on the report but in particular the actions identified to improve the performance in English and maths.A breakdown of all the figures was included in the report.  **Resolved: That the report be received.** |
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| **06.24** | ***In Year HE Performance Report 2023/2024*** |
| ***Decision*** | The Committee considered an update relating to Higher Education. The strategic plan update confirmed that HE numbers were down on budget predictions and this was confirmed by a continued reduction in HE applications nationally.Applications for 2024 were down on the same period last year. In addition the suspension, for twelve months, of applications for a Foundation Degree would impact severely on final numbers.However, retention was 99.4% against a target of 97%, with overall levels of attendance standing at 88.6%.There was considerable work being undertaken around recruitment including progression from FE to HE.The report also informed the Committee that UCLan were in the provcess of undertaking a review of all courses run by Myerscough. An additional element of the report provided an update on the details from the Office for Students which included details of two reportable events.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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| **07.24** | ***In Year Performance Report Apprenticeship and Skills 2023/2024*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress.Enrolment remained positive although actual enrolments were down nearly 100 on the previous year. At the end of February 2024 there were 345 enrolled apprentices against a target of 384. 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 86.2% with attendance at 97%. This figure was impacted by the sustainability of employers.Growth areas existed in Engineering, Aboriculture and Sportsturf. Risk factors included a change in standards for land-based Engineering and Construction.Latest achievement rates were all above both College and Department for Education targets. Overall achievements were at 77.7%, an increase of 12.2% 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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| **08.24** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Committee considered the Quality Performance and Standards Report. This provided an overview of academic data whilst Governors received responses to their questions.The Ofsted findings had now been built into the Quality Improvement Plan.  English and Maths remained key priorities.   The report referred to the Landex Inspection which took place in November 2023. A copy of the report appeared later on the agenda. A QIP review day for CAMs had recently taken place to which Governors were invited. A further event will take place on 24 April 2024. Consultants had also been engaged to assist in meeting the required level of performance. Details of lesson observations, now undertaken with a member of the Senior Leadership Team, noted that 15% did not meet the required standards. An appendix attached to the report detailed the inspections that had taken place to date.Deep Dive/Quality of Education lesson observations were planned over the coming months and all Governors would be invited to accompany the Director of Quality on these occasions.  A Teaching and Learning Fair was held in College on Friday 9 February 2024 which concentrated on identified areas for improvement.  **Resolved: That the report be received.** |
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| **09.24** | ***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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| **10.24** | ***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', Reputational damage, failure of the Myerscough/UCLan partnership and failure to provide quality improvements following the Ofsted report.  Financial stability and cyber security also remained major factors throughout the risk register.  **Resolved: That the report be received.** |
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| **11.24** | ***Landex Peer Review Report*** |
| ***Decision*** | The Committee considered the report of the Landex Peer Review which took place on 9 and 10 January 2024.The report reviewed the action plan from the previous visit and listed six actions for the coming year.The issues raised had been addressed in both the FE report and the Quality Performance and Standards report and were also added to the Quality Improvement Plan.  **Resolved:** **That the report be received.** |
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| **12.24** | ***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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| **13.24** | ***In Year Report - Safeguarding*** |
| ***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 the high level of previous years. 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, where concerns were expressed at the large number of safeguarding alerts, the ability of staff to respond and the well-being of the staff concerned.Governors also requested that future reports include a snapshot of issues with trend data and listing any identified areas of concern.  **Resolved: That the report be received.** |
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