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| **MINUTES** |
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| *Quality & Standards No 66* |
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| Date: |   | *21/11/2023 (Tuesday)* |   | Time: |   | *18:00–20:00* |
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| Venue: |   | *Via Teams* |   | Committee: |   | *Quality and Standards* |
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| Present: |   | *Allison Jones, Barbara Godby, Kathryn Townsley, Matthew Chesterman, and Wes Johnson (Principal)* |
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| Attending: |   | *Joanne Sherrington (Vice Principal and Deputy Chief Executive), Jade Gibson, Lisa Hartley, Paul McGrail, Sue Keenan and Zulakha Desai* |
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| Clerks: |   | *Ron Matthews (Clerk)* |
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| Guests: |   | *Allan Foster* |
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| ***Public* Minutes** |
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| Item number: | Item description: |
| (and category) |   |
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| **43.23** | ***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.” **Resolved:** **That College Management staff attend the meeting.** |
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| **44.23** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Jane Booker, Simon Gerrrard, Steven Downham-Clarke, Andrew Massey, who was attending an open evening, and Helen Heaton, who was covering a teaching role.In the absence of the Vice Principal, the Deputy Principal, Finance and Corporate Services, attended the meeting.  |
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| **45.23** | ***Appointment of Chair and Vice Chair for the Academic Year 2023/2024*** |
| ***Decision*** | Quality and Standards Committee was asked for nominations for Chair and Vice Chair of the Committee for the academic year 2023/2024.Following due process it was:**Resolved:****1. That Allison Jones be elected Chair of the Quality & Standards Committee for the academic year 2023/2024.****2. That Barbara Godby be elected Vice Chair of the Quality & Standards Committee for the academic year 2023/2024.** |
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| **46.23** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 64 held on Tuesday 20 June 2023, published on the Extranet, were agreed and signed as a true and correct record of the meeting.  |
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| **47.23** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **48.23** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The report was related to the first strategic goals of Learning and Sustainability.  Recruitment for FE was strong this year which resulted in subcontracting being reduced to 100, thus achieving the ESFA target. Apprenticeships and Skills was on target for this time of the year.  HE recruitment was slightly ahead of target, which had been reduced for the current year. Retention and learning across HE and Apprenticeships were strong and above target. FE retention figures were unavailable at this time. **Resolved: That the report be received.** |
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| **49.23** | ***In Year FE Performance Report 2023/2024*** |
| ***Decision*** | Committee were informed that current FE numbers which stood at 1775 were ahead of target and cosequently subcontracted recruitment would be reduced. In addition, there were 210 students, aged 14-16, of which 182 were funded and 28 ESFA funded. Overall the FE learner count, including all funding streams, was 2328, above the ESFA allocation.  The College had issued 124 letters of concern to students which had resulted in 26 withdrawals. Students within the 26 were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect future success rates.  Overall, with authorised absences, attendance was 99.4%, above target. Presence in the classroom was also being measured.Maths and English remained priorities.**Resolved: That the report be received.** |
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| **50.23** | ***In Year HE Performance Report 2023/2024*** |
| ***Decision*** |

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| The Committee considered an update relating to Higher Education.HE enrolment stood at 651 and although this figure may increase slightly it was unlikely to achieve either budget numbers or financial targets.  Retention was 100% with attendance standing at 89.8%.   |

There was considerable work being undertaken around recruitment to improve progression from FE courses.The report also detailed the current situation regarding progress with UCLan on course review submissions. Also included was an update on the registration requirement from the Office for Students, which included information on the Access and Participation Plan. The College met all the registration requirements at the present time. **Resolved: That the report be received.** |
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| **51.23** | ***In Year Performance Report Apprenticeship and Skills 2023/2024*** |
| ***Decision*** | The Committee considered a progress report on Apprenticeship and Skills.Enrolment remained positive with additional nuimbers still being processed. The withdrawal number of 77 students was in line with previous years.Retention stood at 88.3% with achievement looking strong at 88.3% above the target of 80%.  Employer voice surveys were positive with the learner voice results showing a similar positive response.Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends. In terms of finance, for 2022/2023, the service had met the revised forecast of £3.533m.**Resolved: That the report be received.** |
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| **52.23** | ***Subcontracting Report for 2022/2023 and 2023/2024*** |
| ***Decision*** | Quality and Standards Committee considered the Subcontracting Report for 2022/2023 and proposals for 2023/2024 produced by the Assistant Principal, Liverpool and Partnerships, although not able to attend the meeting in person.The work carried out by subcontractors enabled the College to deliver education and training programmes to learners who would not otherwise be enrolled at Myerscough College, due to either geography or the specialist nature of the support they required. The College was very selective when working with subcontractors and rigorous due diligence and monitoring processes were followed. Members were updated on the existing arrangements and those coming to an end.  Retention and achievement amongst all subcontractors for last year remained strong. Details of allocations for the current year were also provided. These indicated a significant reduction in student numbers due to the current FE numbers meeting target.**Resolved: That the report be received.** |
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| **53.23** | ***Quality Performance and Standards Report*** |
| ***Decision*** |

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| The Committee considered the Quality Performance and Standards Report introduced by the Director of Quality.  |

The report focused on the verbal outcomes of the recent Ofsted Inspection, the areas of deep dives and findings. The report also included Ofsted notes on the areas of key strengths and key weaknesses.Actions already taken and those proposed were listed in the report. **Resolved: That the report be received.** |
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| **54.23** | ***Quality Improvement Plan 2022/2023 - Final Update & Quality Improvement Plan 2023/2024*** |
| ***Decision*** | The Committee considered the final update on the Quality Improvement Plan for 2022/2023.Also circulated was the Quality Improvement Plan for 2023/2024. Following the Ofsted Inspection a more robust approach had been adopted for this year.**Resolved:** **That the reports be received.** |
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| **55.23** | ***Draft College SAR 2022/2023*** |
| ***Decision*** | The Committee considered the Draft College SAR for 2022/2023. The SAR was included in the agenda due to the cancellation of the Governor Session on the SAR which was planned for the 14 November 2023. All Governors had previously received a copy of the SAR prior to the Ofsted Inspection. This had now been amended following the Inspection. The SAR process identified some poorly performing provision in 2022/23, particularly in Animal and Motorsport, both of whose poor grades were similar to the previous year.English and Maths remained key priorities.**Resolved: That the SAR be received and forwarded to Corporation for consideration.** |
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| **56.23** | ***Draft Equality and Diversity (FREDIE) Annual Report for 2022/2023 and Action Plan*** |
| ***Decision*** | The Committee considered the draft Annual Report on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) for 2022/2023. The Director of Student Support and Welfare outlined the content.  Governors noted that the report reflected on the work which had been undertaken over the year to advance and promote FREDIE in the College and that the report would be published on the College website in January 2024. Members commented on the areas highlighted for development. The Committee expressed satisfaction with the report and was assured that the College discharged its duties according to the legal framework.**Resolved: That the report be approved and that it would be published on the College website at the beginning of 2024.** |
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| **57.23** | ***Strategic Risk Register*** |
| ***Decision*** | The Committee considered the Strategic Risk Register focusing on curriculum provision and noting the key ''inherent risks'' and the actions taken to reduce them.  Against the resultant ''residual risks'', assurance statements were provided. The issues considered in the strictly confidential part of the agenda featured strongly as did financial stability and cyber security.**Resolved: That the report be received.** |
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| **58.23** | ***Quality and Standards Committee Review of the Terms of Reference*** |
| ***Decision*** | Quality & Standards Committee considered the Terms of Reference document and judged that it remained fit for purpose.**Resolved:** **That the Quality & Standards Committee Terms of Reference be approved as submitted.** |
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