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| **MINUTES** |
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| *Quality and Standards Committee* |
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| Date: |   | *04/03/2025 (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, Matt Bagley, Megan Elliot, Simon Gerrard and Wes Johnson (Principal)* |
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| Attending: |   | *Damian Stewart (Deputy Principal), Helen Eaton (Assistant Principal), Joanne Sherrington (Vice Principal), Louise Fletcher, Mark Moren and Paul McGrail* |
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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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| **01.25** | ***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.”**Resolved:**v**That College Management staff attend the meeting.** |
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| **02.25** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Erika Parry, Interim Director of Student Support and Safeguarding. |
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| **03.25** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 69 held on Tuesday 19 November 2024, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **04.25** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **05.25** | ***In Year FE Performance Report 2024/2025*** |
| ***Decision*** | The Committee considered a report on the in year performance in Further Education which was presented by the Directors of Curriculum and Land Based.FE retention was 95.9% compared with 92.1% at the end of the last academic year with 68 students withdrawn (97 in 2023/2024).  Departmental information regarding the areas in which the withdrawn students would have studied was also included. Overall attendance was 88.38%. English and Maths attendance was 81.68%.Student attendance and retention was continually monitored via the structured meeting arrangements.All learners now had a Starting Point Assessment, Checkpoint 2 and Checkpoint 3 predicted grades. This resulted in:o   A total of 1568 grades were submitted with 29 (2%) not completed.o   The number of students working at or above their target grade is 1204 – 75%o   The number of students working below their target grade is 251 – 16%o   The number of students currently working at a ‘U’ grade is 113 – 7%There were various areas of concern highlighted in the report which resulted in a Governor discussion. It was noted that actions were underway including the introduction of new progress measures.Retention for T Levels was at 100%.**Resolved:vThat the report be received.** |
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| **05.25** | ***In Year HE Performance Report 2024/2025*** |
| ***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 were 570 compared to 661 in 2023/2024 In addition the suspension, for twelve months, of applications for a Vet Nursing Foundation Degree had impacted numbers.Retention was 99.7% with overall levels of attendance standing at 90.2%.There was considerable work being undertaken around recruitment including progression from FE to HE. The report also confirmed that the College was continuing to undertake a review of all courses as a precursor to the development of an overall HE Strategy.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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| **06.25** | ***In Year Adult Provision Performance Report 2024/2025*** |
| ***Decision*** | The Committee considered a report on adult provision which was available for any person aged 19 plus during 2024/2025.Currently there were 239 ESFA ASF Funded learners and 366 Devolved ASF Funded Learners.There was consistency across the EFSA and LCR contract with growth in RHS delivery. Governors sought data in the future on performance of the individual contracted students.**Resolved: That the report be received.** |
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| **07.25** | ***In Year Subcontracting Performance Report 2024/2025*** |
| ***Decision*** | The Committee considered the report of the Assistant Principal, HE, Centres and Adult Education with regard to Subcontracting provision. There were  a total of 135 Subcontracted students the main provider being Employability Solutions operating out of Liverpool and Huddersfield. Although quite challenging groups retention was at 100%. There were no concerns with the company delivery.Groundwork Greater Manchester who had a good track record of achievement, also had 100% retention for their 5 students.Siemens Mobility delivered to 35 apprentices as part of the National Training Academy for Rail (NTAR).The Scottish Racing Academy had recently been appointed to deliver training to 5 apprentices but had not yet commenced their programme.**Resolved: That the report be received.** |
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| **08.25** | ***In Year Apprenticeship and Skills Performance Report 2024/2025*** |
| ***Decision*** | The Committee considered the report of the Assistant Principal, Apprenticeship and Skills.At period RO6 February 2025 current achievement was 63%, with best case at 83%, whilst a prediction of 77.5% was above the national benchmark of 54.3%. Finances remained strong against a target of £4.6m and ahead of the same period last year.Enrolment remained positive being, at February 2025, up over 200% against the previous year with 345 enrolled apprentices against a target of 384.  In addition, there were over 200 currently in the pipeline but even so the planned 611 target may not be reached.Employer collaboration remained strong across the country. The Assistant Principal confirmed that he was working on Higher & Degree Apprenticeship Growth and his report included a forecast of potential figures. The report also included details of areas for improvement and potential risks.**Resolved: That the report be received.**  |
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| **09.25** | ***Quality Improvement Plan 2024/2025*** |
| ***Decision*** | The Committee considered an update on the Quality Improvement Plan for 2024/2025. The Committee welcomed Andy Gadsdon recently appointed Executive Director of Quality and Performance, to the meeting.He pointed out that he had changed the format of the report for clarity, which was welcomed by the Committee.The Committee did point out that the plan would be improved with the addition of RAG rating column. **Resolved: That the report be received.** |
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| **10.25** | ***Quality Performance and Standards Report*** |
| ***Decision*** | The Committee then considered the first Quality Performance and Standards Report from Executive Director Andy Gadsdon which included details of the key strengths and areas for improvement and the next steps moving forward.Circulated with his report was a PowerPoint presentation listing his findings from a Walkaround amongst the teaching provision. This raised concerns amongst the Governors as the findings were quite stark in places. However, a further presentation proposed a Blueprint of ten non - negotiable issues for the teaching staff.Whilst the information was of concern, with a number of questions on the findings and the approach moving forward, the Committee welcomed the report. **Resolved: That the report be received.** |
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| **11.25** | ***Learner Voice Update*** |
| ***Decision*** | The Committee were informed that Myerscough had a tradition of gathering significant amounts of feedback from learners. Locally conducted surveys and initiatives such as ‘Meet the Principal’ continued. A Quality of Education survey earlier this year attracted feedback from 1200 learners.It was important that once the feedback had been received that it was then used to improve service provision.However, the NSS national survey only attracted a 68% return last year and efforts were in place to increase this return this year.**Resolved: That the report be received.**  |
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| **12.25** | ***Equality, Diversity and Inclusion (FREDIE) Action Plan 2024/2025*** |
| ***Decision*** | The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2024/2025 which had been updated by the Interim Director of Student Support and Safeguarding.**Resolved: That the report be received.** |
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| **13.25** | ***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.The report included details of incidents and widespread concerns the majority of which concerned mental health issues although they also covered all aspects of safeguarding. The report included areas of strengths and also areas where improvements could be made.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.**Resolved: That the report be received.** |
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| **14.25** | ***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 risks remained failure to provide quality improvements following the Ofsted report, reputational damage and failure to deliver financial stability and cyber security. The failure of the Myerscough/University of Lancashire partnership had now been reduced and removed from the top five risk.**Resolved: That the report be received.** |
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