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| **MINUTES** | | | | | | |
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| *Quality & Standards Committee No 69* | | | | | | |
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| Date: |  | *19/11/2024 (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, Simon Gerrard and Wes Johnson (Principal)* | | | | |
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| Attending: |  | *Damian Stewart (Deputy Principal), Helen Eaton (Assistant Principal), Joanne Sherrington (Vice Principal), Lisa Hartley, 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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| **33.24** | ***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.”  **Resolved:** **That College Management staff attend the meeting.** |
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| **34.24** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from the HE Student Governor Megan Elliot all other members being present.In addition the Committee were joined for the early part of the meeting by Denise Jolly from Ofsted, who together with her team were currently inspecting the residential provision at the College. |
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| **35.24** | ***Appointment of Chair and Vice Chair for 2024/2025*** |
| ***Decision*** | Quality and Standards Committee was asked for nominations for Chair and Vice Chair of the Committee for the academic year 2024/2025.Following due process it was:  **Resolved:**  **1. That Allison Jones be elected Chair of the Quality & Standards Committee for the academic year 2024/2025.**  **2. That Barbara Godby be elected Vice Chair of the Quality & Standards Committee for the academic year 2024/2025.** |
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| **36.24** | ***Minutes of Previous Meetings*** |
| ***Decision*** | The public minutes of meeting number 68 held on Tuesday 19 June 2024, published on the Extranet, were agreed and signed as a true and correct record of the meeting. |
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| **37.24** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **38.24** | ***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.The report also detailed provision within the residential provision whilst reiterating the National Minimum Standards provided for students under the age of 18.The report further emphasised that Safeguarding was everyones responsibility including Governors and restated their level of responsibility.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 on the ability of staff to respond and the well-being of the staff involved.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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| **39.24** | ***In Year FE Performance Report 2024/2025*** |
| ***Decision*** | Committee considered the report of the Heads of Faculty for FE which informed that current FE numbers stood at 1533, having lost 13 students by the 42-day census. In addition:  •   Retention was 99.4% (10 students withdrawn)  •   FE attendance was 89.57% (overall) 90.93% (main aim)  •   GCSE Maths and English attendance was 81.18%  •   Functional Skills attendance was 72.23%.  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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| **40.24** | ***Secretary of State for Education Letter to Colleges and Universities*** |
| ***Decision*** | The Committee considered a letter from the Rt Hon Bridget Phillipson MP, Secretary of State for Education to Colleges and Universities announcing that from September 2025, in line with inflation, there will be an increase in both the maximum cap for tuition fees and maintenance loans for students.The revised cap from 2025 would be £9,535, an increase of £285.The letter also set out the five priorities for reform of the higher education system.  **Resolved: That the letter be received.** |
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| **41.24** | ***In Year HE Performance Report 2024/2025*** |
| ***Consultation*** | The Committee considered the report of the Assistant Principal which provided an update on the operation of HE provision at the College.The current year out figure was shown in comparison to the previous two years:  New Starters               Total Numbers 2022/2023  367              720  2023/2024  368              655  2024/2025  317              582  The loss of Vet Nursing enrolments had contributed to the lower recruitment figures.Work had commenced to review the HE offer and courses have been mapped to identify opportunities to integrate Higher Apprenticeships into the offer and work is currently underway to rationalise the number of qualifications offered.  **Resolved: That the report be received.** |
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| **42.24** | ***In Year Performance Report Apprenticeship and Skills 2024/2025*** |
| ***Decision*** | The Committee considered a progress report on Apprenticeship and Skills presented by the Assistant Principal.Overall the report indicated:  • Headline achievement at R14 (2023/2024) was 72.3% which was 17.7%  above national average (Standards & Frameworks) and 18% above the national average for Standards only. It also represented a year-on-year increase of 8.9%.  • Headline performance at R03 (2024/2025) achievement was 55.9%  (plus 0.2), with a predicted achievement of 81.4%  • Progress against the financial target of £4.6m was indicated a 26.5%  increase when compared to R03 last year.  • The apprenticeship Accountability Framework dashboard at R03 was showing all metrics as 'Green' and on track.  • Recruitment remained strong compared to this point last year. Currently 466 against a 609 target.  • Stakeholder engagement continues to be strong.  **Resolved: That report be received.** |
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| **43.24** | ***Adult Learning*** |
| ***Decision*** | The Committee considered a report of the Assistant Principal on Adult Learning provision at the College.The report provided information on the Adult Skills Fund (ASF) and Full Cost Recovery (FCR) Performance in-year together with an overview and update on key developments within the Adult Skills Team.**National Contract (Non-Devolved), Preston – Value £474,865** • Committed spend profiles – contract allocated for 2024/25 (Adult Skills    and Tailored Learning). • Free Courses for Jobs anticipated spend £6,264 (allocation £43,915). **LCR Contract – Value £717,976.14 (plus Free Courses for Jobs, anticipated spend £82,476)** • Committed spend profiles – contract allocated for 2024/25 (Adult Skills and    Test & Learn). • Invitation received to apply for growth in December 2024 – circa £250K to be    requested.There has been considerable work on both contracts to maximise fully funded students, the greatest impact being seen in the National Contract.  **Resolved: That the report be received.** |
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| **44.24** | ***Landex Peer Review Report 2023/2024*** |
| ***Decision*** | The Committee considered the report of the Landex Peer Review which took place on 9 and 10 November 2024.The report reviewed the action plan from the previous visit and listed six actions for the coming year.The issues raised were being addressed by the Deputy Principal, Education, and other members of the senior staff and were also added to the overall Quality Improvement Plan.Circulated with the report were: A letter from the Landex Chief Executive Officer regarding Landex membership;   A report from Landex on the benefits of membership; A report on a Sustainable Rural Economy for 2023 and Beyond; A report on the Self Assessment support available to the College.  **Resolved:** **That the report be received.** |
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| **45.24** | ***Subcontracting Report for 2023/2024 & 2024/2025*** |
| ***Decision*** | Quality and Standards Committee considered the Subcontracting Report for 2023/2024 and proposals for 2024/2025 produced by the Assistant Principal, Liverpool and Partnerships. 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 together with 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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| **46.24** | ***FREDIE Objectives and Action Plan 2023/2024*** |
| ***Decision*** | The Committee considered the report on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) objectives and action plan for 2023/2024. 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. 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 received.** |
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| **47.24** | ***Draft College SAR 2023/2024*** |
| ***Decision*** | The Committee considered the Draft College SAR for 2023/2024.  The SAR process identified key strengths and areas for development regarding quality of education, curriculum intent, curriculum implementation, curriculum impact, behaviours and attitudes and personal development. The report also highlighted progress since the Ofsted Inspection in November 2023.English and Maths remained key priorities.The final report would be presented to Governors at the Corporation meeting in December.  **Resolved: That the SAR be received and forwarded to Corporation for consideration.** |
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| **48.24** | ***Quality and Standards Committee Review of the Terms of Reference*** |
| ***Decision*** | Quality & Standards Committee considered the Terms of Reference document. Minor amendments were required to some of the education descriptions but subject to these being implemented the Terms of Reference were judged to remain fit for purpose.  **Resolved:** **That the Quality & Standards Committee Terms of Reference, subject to the minor amendments above, be approved.** |
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