



**MINUTES OF THE MEETING OF THE
QUALITY & STANDARDS COMMITTEE**
held on
TUESDAY 23 JANUARY 2018
in Room 212
at the OSWESTRY CAMPUS

Present:

Mrs G Richards	GPR	Chair, Health & Safety Lead Governor
Mr A Anderson	AA	
Mrs V Cox	HVC	Safeguarding & Residential Lead Governor
Mr I Clinton	IC	Principal & Chief Executive (part)
Mr J Nicholls	JN	Lead Governor - Quality

Attendance: 62.5%

In attendance:

Mr P Nangle	PN	Deputy Principal
Ms K Roberts	KR	Assistant Principal Curriculum (APC)
Ms S Shelston	SS	Assistance Principal Quality & Student Services (APQSS)
Mrs C Thompson	CDT	Governance Advisor
Ms L Evans	LAE	Marketing Manager (part)

The meeting opened at 5.30 pm

- | Item | Action |
|---|---------------|
| 1. Apologies for absence
Mrs W Dakin; Ms E McQueen; Mrs T Williams. | |
| 2. Declarations of interest
None. | |
| 3. Presentations | |
| 3.1 Information, Advice & Guidance (IAG)
The Marketing Manager detailed the current framework in place. The college held the Matrix standard for IAG. New statutory guidance had been issued for schools and colleges, bringing changes from 2018 | |

onwards. The college was well-prepared, though some adjustments would be necessary. The new website would be launched in February.

The Marketing Manager left the meeting.

3.2 Business Planning

The APC explained the new business planning process, from detailed and robust understanding of the market needs, to planning and resourcing provision accordingly. The 3-year target was 1000+ 16-18 full-time learners (up from 670).

The Principal joined the meeting.

A Business Planning flow chart laid out the process. Expected outcomes of Business Planning included: logical and thorough planning process; timely curriculum plans; enrolment of progression-learners pre-summer; improved marketing targeting; business-support plans for supporting curriculum; timely budget plans produced; and departmental targets.

Governors agreed it was a professional approach: they asked if the 1000 target was realistic, and if current application levels supported that. The proposed panel would scrutinise and challenge proposed plans to ensure robust rationale, and it was the lowest point in the demographic cycle. Numbers were expected to increase through different means: greater focus on in-college progression; and larger market through demographic upswing, new housing locally and larger catchment area through merger. Governors agreed that enrolments forecasting needed to be solidly robust, and that reputation was key to the future. It was essential that quality had to be maintained. Steps were being taken to improve the customer service levels.

4. Minutes & Matters Arising

4.1 Minutes

The minutes of the meeting held on 13 November 2017 were approved and signed by the Chair.

4.2 Matters Arising

There were no Matters Arising.

5. Performance

5.1 Post Inspection Action Plan (PIAP)

The APQSS gave key highlights, explaining progress in each area. Much work had been done towards differentiation and monitoring progress through improved tracking, and also in maths and English. Specialists in maths in English would be delivering training to staff the following day. Closer in-year progress tracking allowed actions to be put in place to support learners. Training had taken place for teachers and instructors on: use of Markbook; in-year progress reports drill down; and correct recording

of intervention to support, using Promonitor . A new audit of marked work would be carried out during January, as Health Check Week sampling had identified 50% were still not up to the NSC agreed standard.

Governors noted that maths re-sit results had been positive but asked about progress in Functional Skills (FS). Apprentices would in future be able to take online exams when they were ready, rather than on set dates determined by the college, to better meet learner needs.

5.2 Teaching & Learning progress report

More learning walks had taken place since the report had been written. There was good progress in a number of areas. Focus remained on stretch and challenge, and on differentiation. Work with Advanced Teaching Practitioners (ATP) was ongoing with 14 staff. There could be further referrals following the Health Check Weeks. Governors asked if it was only new staff that needed ATP support. It changed, depending on learning walks. If there was no improvement, the capability policy was invoked. Governors how long it took to move from red-graded in learning walks to capability, noting that, for the good of students, this should be a robust and swift process if interventions were not having an impact.

5.3 Apprenticeship PIAP (APIAP)

The “Back to Basics” program had been successful, and there was currently a January Month of Action, tackling specific areas: impact of changes in the management; frequency, quality and impact of reviews; and progress on replacing frameworks with standards. A fourth action was addressing the way FS were delivered. All red-graded areas on the APIAP populated the Month of Action plan.

One consequence of the underperformance was that there would be no non-levy funding available, i.e. from April onwards. The college was discussing this with the Education & Skills Funding Agency (ESFA) regularly, endeavouring to find a solution.

Governors asked questions of clarification. They noted that the team was led by two able interims and raised concern about loss of knowledge and systems when interims left (in apprenticeships and elsewhere): they asked about plans to ensure succession. It was a balance between costs, and a smooth transition to the new arrangements. This has been discussed with ESFA: the expertise was needed and they understood.

5.4 Maths and English project team update

The project team had been established in October to address issues around maths and English. Many actions had been taken. Attendance had increased from October to December, especially in FS (FS Maths 69% to 81%, FS English 65% to 80%). GCSE had also improved, from a higher baseline (circa 74% improved to circa 79%).

A detailed RAG rated tracking report was presented and discussed at length. There were three different groups: a group of 30 who were very disengaged despite significant efforts to assist them, a larger middle-ground group, and a small keen group. The ability to track each individual

was having a positive impact. Governors raised a number of questions about the actions being taken and the impact. The maths and English team confirmed the team-around-the-learner approach had generated a significant improvement in the way the core-programme staff worked with learners, and it was having a direct and beneficial impact on learners.

5.5 Quality Improvement Plan (QIP)

Nine out of the ten areas were amber and improving. Apprenticeships remained red-graded. Reporting had improved for staff, and also for individual learners enabling them to track their own progress against their targets. Group tutorials had been refined to ensure learners understood radicalisation and the Prevent agenda. Academic workshops had been added to the schedule aimed at closing achievement gaps.

5.6 Quality KPIs

Overall retention had been 99.5% in December, assisted by a “data day” in October to ensure data accurately reflected reality. In line with national trends, it had dropped post-Christmas to 97.5% against target of 92%. Apprenticeships overall retention was 78.7%, noting that data had been cleansed in-year.

Attendance was down 2-3 percentage points and management were taking steps to improve this. There had been 40 Health & Safety incidents, none RIDDOR-reportable. Complaints: governors asked for a breakdown to be brought to the next meeting.

ACTION

Bring a complaints report to the next meeting, broken down by complaint-type.

**SS -
20.3.18**

5.7 ALPS value added 2016/17

Overall BTEC value-added was good to satisfactory, A levels value-added was below average. Some ‘good to outstanding’ had been achieved on some courses.

6. Learner Survey

72% return rate (554 students), slightly down from the previous year (75%). Only full-time students had been included, to allow focus on the core programmes. A number of areas had improved scores, some had declined. Overall, there was a decline in the “agree” scores. Some areas received very positive outcomes, others were more negative, notably in a department where there had been a high level of staff sickness. Agriculture and Countryside had shown a marked improvement on the previous year. Governors asked for some points of clarification.

7. Safeguarding

7.1 Prevent Action Plan 2017/18

All actions were either green or amber. Governors noted the update.

7.2 Safeguarding & Residential Lead Governor report

An incident regarding a coach driver had been followed up robustly and new procedures and policies regarding contractors had been implemented as a result.

Training undertaken in safeguarding related matters included: NSPCC Safeguarding lead; STORM; conflict resolution; safeguarding vs incident training & safeguarding training (all staff).

Termly counselling sessions had been implemented for Hub staff.

78 enrolling students needed safeguarding support at varying levels. This was handled well by the safeguarding team, and all staff. Governors thanked the APC and the team for the support they gave to these students, enabling them to progress in their learning.

8. Policies

The Prevent Policy was recommended to the Board for approval.

**CDT –
29.1.18**

9. Any Other Business

There were no items under Any Other Business.

10. Date of next meeting

The next meeting would be held at 5.30pm on Tuesday 30 March 2018 in the Board Room at Oswestry.

The meeting closed at 8.07 pm

Chair **Date**