|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MINUTES** | | | | | | |
|  | | | | | | |
| *Quality & Standards No 65* | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Date: |  | *20/06/2023 (Tuesday)* |  | Time: |  | *18:00–20:00* |
|  | | | | | | |
| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
|  | | | | | | |
|  | | | | | | |
| Present: |  | *Alison Robinson (Principal), Allison Jones, Andrew Massey, Barbara Godby, Jane Booker, Kathryn Townsley and Matthew Chesterman* | | | | |
|  | | | | | | |
| Attending: |  | *Helen Eaton, Jade Gibson, Lisa Hartley, Paul McGrail, Steven Downham-Clarke (Vice Principal), Sue Keenan and Zulakha Desai* | | | | |
|  | | | | | | |
| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
|  | | | | | | |
| Guests: |  | *Allan Foster* | | | | |
|  | | | | | | |

|  |  |
| --- | --- |
| ***Public* Minutes** | |
|  | |
| Item number: | Item description: |
| (and category) |  |
|  | |
| **21.23** | ***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.** |
|  | |
| **22.23** | ***Apologies for Absence*** |
| ***Record*** | There were no apologies for absence. Student Governor Matthew Chesterman and Allan Foster were not present.  The Clerk informed the Committee that Governor Kevin Burke had recently resigned due to work commitments. |
|  | |
| **23.23** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 64 held on Tuesday 7 February 2023, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
|  | |
| **24.23** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
|  | |
| **25.23** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee considered the Strategic Plan Progress Report 2022/2023.  The report was now based on the revised Strategic Plan for 2022/2023 and related to the first strategic goals of Learning and Sustainability.  Retention remained strong for FE, HE and Apprenticeships with improved attendance.  Apprenticeship recruitment was performing well despite a national decline, whilst 14 -16 recruitment was also buoyant.  Walkthrough observations were in line to achieve target.  The majority of student survey results were positive.  **Resolved:**  **That the Strategic Plan Progress Report be received.** |
|  | |
| **26.23** | ***In Year FE Performance Report 2022/2023*** |
| ***Decision*** | The Committee considered the report on the in year performance in Further Education.  They were informed that current FE numbers stood at 1893, below target of 1981, although the addition of the partnership enrolments would increase this figure. The subcontracted provision allowed the College to broaden its offer and deliver to communities that the College would otherwise not be able to reach.  There were 224 14-16 year old students funded by both local authorities and the ESFA.  Current retention stood at 93.6%, below target but 0.4% up on the same period last year. The report identified the curriculum areas with the poor retention.  Overall, including authorised absences, attendance was 90.3% against a target of 95%. Presence in the classroom, also an area of focus, was 83.2%.  English and Maths remained priorities. However, 95% of students attended papers 1 & 2 for both English and Maths examinations which should prove to be a positive step towards an improved pass rate.  Governors raised a number of questions on the report but in particular the actions identified to improve the performance on English and Maths.  A breakdown of all the figures was included in the appendices to the report showing the various figures down for the different centres.  **Resolved:**  **That the report be received.** |
|  | |
| **27.23** | ***In Year HE Performance Report 2022/2023*** |
| ***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.  However, retention was 98.1% against a target of 97%, with overall levels of attendance at 86.9%.  UCAS applications for next year remained a challenge.  There was considerable work being undertaken regarding recruitment including progression from FE courses.  The report detailed the current situation on progress with UCLan on the course review submissions. UCLan remained pleased with the Myerscough provision.  Governors raised several 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. They also complimented officers on the retention and attendance figures.  **Resolved:**  **That the report be received.** |
|  | |
| **28.23** | ***Office for Students Update*** |
| ***Decision*** | The Committee also considered a report on the continued requirements from the Office for Students. The College Access and Participation Plan 2022/2023 had been accepted by the Office for Students.  The report detailed the current OfS consultations, their Strategy for 2022-2025 and Regularity requirements.  It was confirmed that the College had and would continue to meet all the regularity requirements and deadlines.  **Resolved:**  **That the report be received.** |
|  | |
| **29.23** | ***In Year Performance Report Apprenticeship and Skills 2022/2023*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress.  Enrolment remained positive with retention at 81.3% against a target of 95%, although this figure was better than the national average. Challenges in staff recruitment were impacting on enrolment in some areas.  Latest achievement rates were above or close to target.  Employer voice surveys were positive with the learner voice results showing a similar positive response.  For teaching observations 93.2% met expected standards.  Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends.  Following a challenge the ESFA had now reviewed their clawback requirements to £2,296 from an original figure of £236K.  Finances remained strong with year end forecast expected to be well above budget.  **Resolved:**  **That the report be received.** |
|  | |
| **30.23** | ***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 SAR process identified some poorly performing provision in 2021/22, particularly in Animal, Equine and Horticulture, a focus for the additional support.  English and Maths remained a key priorities.  The report highlighted that Ofsted training had been undertaken with all staff in the light of a possible inspection in the near future. With as new Principal due to take up the position it was unlikely that Ofsted would visit before 2024.  Teacher and Learning Coaches continued to support all recently appointed teachers whilst maintaining support of existing and experienced teaching staff. There were currently 13 trainee teachers supported by ESFA funding.  Lesson observations, undertaken with a member of the Senior Leadership Team, was 77.4% completed, with 96.4% meeting expected standards.  A Teaching and Learning Fair was held in the College in February 2023 which concentrated on identified areas for improvement.  **Resolved:**  **That the report be received.** |
|  | |
| **31.23** | ***Quality Improvement Plan 2022/2023*** |
| ***Decision*** | |  | | --- | | The Committee considered progress on the Quality Improvement Plan 2022/2023. |   Whilst good progress was being made overall, English and Maths remained high priorities.  **Resolved:**  **That the report be received.** |
|  | |
| **32.23** | ***Learner Voice Report*** |
| ***Decision*** | The Committee considered the Learner Voice Report.  The report featured details of the Course Representative meetings, National Students survey, Short Course survey and the on-going awards processes.  The report also listed a number of 'You said, We Did' results.  End of year survey results were currently being complied.  **Resolved:**  **That the report be received.** |
|  | |
| **33.23** | ***Equality, Diversity and Inclusion (FREDIE) Action Plan 2022/2023*** |
| ***Decision*** | |  | | --- | | Equality, Diversity and Inclusion Action Plan for 2022/2023. | |  |   The Plan detailed all activities and improvements for the year.  Positive progress had been made with the only areas outstanding being the implementation of the 10-point action plan of the Black Further Education Leadership Group and the mapping of the FREDIE self-assessment plan to the sustainability strategy.  **Resolved:**  **That the report be received.** |
|  | |
| **34.23** | ***Safeguarding In Year Report*** |
| ***Decision*** | |  | | --- | | The Committee considered an update report on the Child Protection and Safeguarding andAction Plan.  There continued to be a significant increase in safeguarding concerns this year with the College seeing a year on year increase in alerts. The reasons and concerns were widespread, with a continued increase in mental health issues.  The structure of the safeguarding team had been reviewed to ensure the caseload was suitably managed. |   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, which expressed concerns at the large increase in the number of safeguarding alerts, the ability of staff to respond and the well-being of the staff concerned.  **Resolved:**  **That the report be received.** |
|  | |
| **35.23** | ***Subcontracting Report*** |
| ***Decision*** | |  | | --- | | The Committee considered the report of the Assistant Principal, Partnerships, on the current subcontracting provision.  Walkthroughs had been completed with subcontractor staff teaching Myerscough College learners; some good sessions were observed with only a few action points to support continuous improvement identified. Visiting the classrooms (physically and virtually) had also provided opportunities to discuss the learning programme with students and positive feedback had been received.  Overall retention continued to be positive at 96.1% with 100% for Apprenticeships. This demonstrated that the support provided by the subcontractors in meeting the needs of a diverse group of learners from very challenging backgrounds remained effective.  The report included a summary of all subcontractors, student numbers and financial costs, including the sums paid to subcontractors and those retained by the College. |   **Resolved:**  **That the report be received.** |
|  | |
| **36.23** | ***Strategic Risk Register*** |
| ***Decision*** | |  | | --- | | The Committee considered the Statutory Risk Register noting the key ''inherent risks'' and the actions taken to reduce them.  Against the resulting ''residual risks'', assurance statements were provided.  Whilst Covid was a reducing risk, cyber security remained a major factor throughout the risk register. A new risk had been added relating to the provision of subcontracting. |   The Deputy Principal pointed out that two of the top five risks now related to the provision of the curriculum.  **Resolved:**  **That the report be received.** |
|  | |
| **37.23** | ***Annual Cycle of Business 2023/2024*** |
| ***Decision*** | The Clerk submitted a draft of the Annual Cycle of Business for the Committee for 2023/2024.  He pointed out the changes in the dates of the Committee meetings in November 2023 and the move from February to March in 2024.  **Resolved:**  **That the Annual Cycle of Business for 2023/2024 be agreed.** |
|  | |