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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 56* | | | | | | |
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| Date: |  | *30/06/2020 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Skype* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster, Allison Jones (Vice Chairman), Barbara Godby, Jane Booker, Kevin Burke and Louise Bell* | | | | |
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| Attending: |  | *Helen Eaton, Lisa Hartley, Mick Cottam, Paul McGrail, Paul Thompson, Steven Downham-Clarke (Vice Principal) and Sue Keenan* | | | | |
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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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| **16.20** | ***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.”  Members were pleased to welcome the Assistant Principals, Paul Thompson - FE, Helen Eaton - Partnerships & Development and Lisa Hartley - Director of Student Support to present reports.  **Resolved:**  **That College Management staff attend the meeting.** |
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| **17.20** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Kevin Burke, Steven Downham-Clarke, Vice Principal, and Mick Cottam, Assistant Principal, HE. |
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| **18.20** | ***Appointment of Chair and Vice Chair*** |
| ***Decision*** | Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the remainder of the academic year 2019/2020.  Following due process Allison Jones was elected Chair and Barbara Godby, Vice Chair.  **Resolved:**  **1. That Allison Jones be appointed Chair of Quality & Standards**  **Committee for the remainder of the academic year 2019/2020.**  **2. That Barbara Godby be elected Vice Chair of Quality &**  **Standards Committee for the remainder of the academic year**  **2019/2020.** |
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| **19.20** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 55 held on Tuesday 11 February 2020, published on the Extranet were agreed and signed as a true and correct record of the meeting. |
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| **20.20** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **21.20** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Quality & Standards Committee gave consideration to the Strategic Plan Progress Report 2019/2020.  **We will continue to build and enhance our brand and reputation for excellence within the land-based & sports sectors.**  Members were pleased to note recruitment for 16-18 year olds for 2019-2020 exceeded target and recruitment for the coming year looked positive. It was expected to meet target once the subcontracted student numbers were added and would meet the financial plan.  For Higher Education, it was anticipated that the overall full time equivalent recruitment would be close to target in the business plan once the semester 2 numbers were included.  Apprentices (all ages) recruitment was behind target.  **We will provide an outstanding teaching and learning experience**  Lesson observations were positive but the number completed was behind target due to Covid-19. Student satisfaction was strong.  **Resolved:**  **That the Strategic Plan Progress Report be received.** |
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| **22.20** | ***In Year Performance Data Further Education*** |
| ***Decision*** | The Committee considered the performance report on Further Education.  16 -18 retention, prior to lockdown, for all ages was 95% against a target of 95% with punctuality at 99%.  Since lockdown engagement with students had reduced. Factoring in all elements the average was around 70% for Preston and 60% for Liverpool with the smaller centres, with fewer students, doing better. The economic environment in Liverpool for students attending Croxteth meant that not all students had access to the internet or IT devices.  The College had subsequently loaned out over 100 devices to staff and 50 to students.  There were 238 learners (plus 285 partners) registered for Functional Skills this year.  There were 747 learners registered for GCSE’s (plus 11 partners).  For GCSE English (all centres) 357 (plus 4 partners) (71 required exam access arrangements). For GCSE Maths (all centres) 365 (plus 7 partners) (75 required exam access arrangements). GCSE Chemistry 13 (all 14 to16) GCSE Biology 12 (all 14 to 16).  GCSE and Functional Skills qualifications are in the group designated by OFQAL as estimated.  Pass rates for English and Maths had been in decline over the last three years in obtaining grades 9 to 4. Estimated grades were anticipated to improve this year but would need to await national standardisation.  The FE report highlighted the strengths and areas for improvement, together with actions taken to date and actions planned in the future.  **Resolved:**  **That the report be received.** |
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| **23.20** | ***In Year Performance Data Higher Education*** |
| ***Decision*** | The Committee considered the performance report on Higher Education.  Overall retention was at 97.6% against a target of 97% with attendance, including authorised absences, at 87% prior to lockdown. Since lockdown student engagement was 89%.  Destination data was now measured 15 months after graduation and managed by HESA. Responses to the survey, which was currently embargoed, was just 125 students compared to 258 previously. However, it did indicate a high level of long term destination at 96%.  The report also included details of research activity. Due to Covid-19 a number had since been curtailed.  The NSS survey of student satisfaction had been completed with a response rate of 70% compared to 76% previously. Results were due to be published on 1 July 2020.  At present recruitment for the coming year was 573 compared to 649 at the same point last year, a reduction of 76. However, it was difficult to gauge the impact of Covid-19 and what may happen after lockdown ceases completely.  An action plan to address the continuing reduction in recruitment numbers would remain.  New courses for 2021:• BSc (Hons) Competition Motorcycle Technology Top-up (approved)  • Certificate Advanced Veterinary Nursing (to be approved)  • FdSc/BSc (Hons) Top-up Animals and Horticulture as Therapy (to be approved)  The Veterinary Nursing programme was to be professionally accredited by the RCVS and would lead to professional recognition for the RCVS Certificate in Advanced Veterinary Nursing.  **Resolved:**  **That the report be received.** |
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| **24.20** | ***Office for Students - Update*** |
| ***Decision*** | The Committee considered a report on updates received from OfS.  The report indicated that the OfS had paused all existing consultations and routine information requests until further notice to help reduce the burden on providers as they dealt with the coronavirus pandemic. The OfS had, however, consulted on a proposed new time-limited condition of registration (condition E6). The condition would allow the OfS to take action against higher education providers that engaged in conduct which would not be in the interests of students and the wider higher education sector during these exceptional circumstances (for example, unconditional offers). The consultation closed on 26 May with outcomes due in June.  The OfS had issued a moratorium on changes to admission offers during the coronavirus pandemic. The College adhered strictly to the moratorium and ensured that regular updates were provided to applicants during the moratorium. The OfS has offered providers opportunity to re-direct current student premium and capital funding to support students through the coronavirus pandemic. The College has used this to purchase 40 additional laptops to loan to disadvantaged students.  The OfS had also issued details of recurrent grant funding for 2020-21. Myerscough funding allocation had increased by £222K (30.7%). This was largely due to the changes in high cost subject funding.  The DoE had issued a student numbers cap to help support stability within the sector. The student numbers cap for Myerscough was 242 new full time undergraduate students (year 1). The current level of applications indicated that the College should stay within this number control.  The report outlined the area of changes to conditions of registration requirements from OfS and what returns were required. The only notifiable event was to inform the OfS of the change in Chair at the College.  The report concluded with details of actions underway and details of areas of risk.  **Resolved:**  **That the report be received.** |
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| **25.20** | ***In Year Performance Data - Apprenticeships and Skills*** |
| ***Decision*** | The Committee considered the performance report on Apprenticeships and Skills.  Apprenticeships and Skills income was £2.4m but forecast performance was expected to reach £2.88m by the end of the year against a revised target of £2.9k.  Recruitment numbers were currently down by over 80 but a considerable number were awaiting enrolment. There was 93.5% positive engagement with students during Covid-19.  Performance to date was slightly higher than the target of 75% with achievement at 75.4%, although this was expected to fall due to Covid-19.  An action plan was included within the Apprenticeship report to ensure improved performance during the coming year.  **Resolved:**  **That the report be received.** |
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| **26.20** | ***Quality Assurance*** |
| ***Decision*** | Quality and Standards Committee considered the Quality Assurance report, which detailed the arrangements for remote teaching following the lockdown due to Covid-19. The teaching staff had responded well with assistance from the Digital Learning and Skills team. Staff were also able to measure student engagement during this period.  Lesson observations continued with assessors joining the remote teaching sessions.  The overall percentage of lessons meeting expected standards was 98% with sub-contractors and partnership lessons meeting expected standards at 100%  The Quality team had navigated through the demands of Awarding Bodies to adapt, delay or calculate learners’ predicted grades. Quality led panels had met for all qualifications with calculated grades to ensure that it had been a fair and evidence-based process. Teaching teams across the College had engaged positively in this process to fairly predict grades and rank order learners. All predicted grades were pending confirmation from awarding organisations and were subject to change.  The Landex Peer Review highlighted a lack of preparedness for a possible deep dive Ofsted Inspection, which had now been included in the Quality Improvement Plan.  The report included actions taken and planned to ensure continuous improvement.  **Resolved:**  **That the report be received.** |
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| **27.20** | ***Landex Peer Review*** |
| ***Decision*** | The Committee considered the Peer Review report from a Landex visit, which took place on 12 & 13 February 2020. The report included a review of previous identified actions and those proposed for the coming year.  The identified actions for the coming year had been included in the Quality Improvement Plan for 2019/2020.  **Resolved:**  **That the report be received.** |
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| **28.20** | ***Quality Improvement Plan 2019 - 2020*** |
| ***Decision*** | The Committee received the above report, which highlighted progress against target for those areas selected for improvement.  Most elements of the Plan were in progress.  **Resolved:**  **That the report be received.** |
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| **29.20** | ***Equality, Diversity and Inclusion Action Plan*** |
| ***Decision*** | The Committee considered the Equality, Diversity and Inclusion self-assessment and action plan, which indicated progress since the last meeting. Improvements and actions had been highlighted in the plan. The plan now included actions to integrate with a review of HR policies.  Leaders in Diversity would be undertaking an assessment of the College performance in March 2021.  **Resolved:**  **That the report be received.** |
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| **30.20** | ***Learner Voice*** |
| ***Decision*** | The Committee considered a report on recent FE surveys. The FE end of year survey was currently taking place whilst the FE Choices Survey undertaken on behalf of the ESFA had been cancelled.  An FE survey of new FE lanyard colours had taken place with over 700 participants. The result was that new FE student lanyards for next year were to be black with aqua printing.  Key outcomes had been noted from Course Reps Meetings, which had continued on a virtual basis following Covid-19.  Golden Rose Awards and My Star Awards had taken place amongst students.  The National Student Survey (NSS) results for HE would be published later in the year.  **Resolved:**  **That the report be received.** |
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| **31.20** | ***Subcontracting Provision*** |
| ***Decision*** | The Committee received an update on the in-year subcontracting provision.  The report covered details of the various contractors, the services they provided, the number of student starts and retention factors (remained high at 96.68%) together with the value of each contract and the retention fees retained by the College.  Discussions would commence shortly with the existing subcontractors on allocations for 2020/2021. Two subcontractors had recently completed their contract and another would cease their relationship with the College once existing students had completed their course of study.  The ESFA would audit the subcontracting provision before the end of July.  Finally, lesson observations were undertaken with all subcontracting teaching staff with positive feedback.  The Committee received the report and were pleased to note positive subcontracting provision.  **Resolved:**  **That the report be received.** |
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| **32.20** | ***Statutory Risk Register*** |
| ***Decision*** | The Committee considered the report on those elements of statutory risk relating to its area of responsibility. Main areas of risk were student success rates, failure to deliver a quality curriculum and student support all of which had been exacerbated by Covid-19  The impact of Covid-19 was a major risk identified across the whole of the Risk Register.  **Resolved:**  **That the report be received.** |
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| **33.20** | ***Timetable of Meetings 2020 - 2021*** |
| ***Decision*** | The Audit and Governance Committee had referred consideration of the timetable of meetings for 2020/2021 to each of the Committees to ensure the proposals met their needs and requirements.  **Resolved:**  **That the report be noted.** |
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| **34.20** | ***Quality and Standards Committee Annual Cycle of Business 2020 - 2021*** |
| ***Decision*** | The Committee received a report on the proposed business of the Committee for 2020/2021 with the addition of a Subcontracting report added to the July meeting.  **Resolved:**  **That the report be noted.** |
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