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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 63* | | | | | | |
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| Date: |  | *15/11/2022 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *The Chair has agreed that the meeting will be held via the Teams Platform.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allison Jones, Barbara Godby, Jane Booker, Kathryn Townsley, Kevin Burke, Louise Bell and Matthew Chesterman* | | | | |
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| Attending: |  | *Helen Eaton, Jade Gibson, Lisa Hartley, Paul McGrail, Steven Downham-Clarke (Vice Principal), Sue Keenan and Zulakha Desai* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Allan Foster* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **38.22** | ***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.”  **Resolved:**  **That College Management staff attend the meeting.** |
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| **39.22** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Allan Foster and Sue Keenan who was covering a teaching role. |
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| **40.22** | ***Appointment of Chair and Vice Chair for the Academic Year 2022/2023*** |
| ***Decision*** | Quality and Standards Committee was asked for nominations for Chair and Vice Chair of the Committee for the academic year 2022/2023.  Following due process it was:  **Resolved:**  **1. That Allison Jones be elected Chair of the Quality & Standards**  **Committee for the academic year 2022/2023.**  **2. That Barbara Godby be elected Vice Chair of Quality &**  **Standards Committee for the academic year 2022/2023.** |
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| **41.22** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 62 held on Tuesday 21 June 2022, published on the Extranet, were agreed and signed as a true and correct record of the meeting. |
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| **42.22** | ***Declarations of Interest*** |
| ***Decision*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **43.22** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The report was now based on the revised Strategic Plan for 2020/21 and related to the first strategic goals of Learning and Sustainability.  Recruitment for FE was slightly behind target but subcontracting figures may enable targets to be met. Apprenticeships and Skills was on target for this time of the year. However, HE recruitment was behind target across all sectors bar postgraduate. This would impact income both directly and indirectly through services such as residential and catering.  Retention and learning across HE and Apprenticeships were strong and above target. FE retention figures were unavailable at this time.  **Resolved:**  **That the report be received.** |
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| **44.22** | ***In Year Performance Data Further Education*** |
| ***Decision*** | Committee were informed that current FE numbers, standing at 1672 below the target of 1981, although the addition of the partnership enrolments had still to be added.  The subcontracted provision allowed the College to broaden its offer and deliver to communities that the College would otherwise not be able to reach.  In addition, there were 202 aged 14-16 students.  Overall the FE learner count, including all funding streams, was 2079, down 54 on the same period last year. The majority of curriculum areas had failed to meet their recruitment targets, apart from Greenspace and Motorsports/agricultural engineering, contributing to the College falling below the ESFA allocation of 1936.  The 42-day probationary period had passed with 50 students, across all age groups, withdrawing from their courses (152 in 2021/22). Of these 22 had at least one registration mark and 28 did not arrive. This figure was likely to increase.  The College had issued 54 letters of concern to students resulting in 17 withdrawals. Students within the 54 were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect future success rates.  Overall, with authorised absences, attendance was 93% against a target of 95% but 1.7% higher than in 2012/2022. Presence in the classroom was also being measured.Maths and English remained a priority.  **Resolved:**  **That the report be received.** |
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| **45.22** | ***In Year Performance Data Higher Education*** |
| ***Decision*** | |  | | --- | | The Committee considered an update relating to Higher Education.  HE enrolment was 716 students and although this figure may increase slightly it was unlikely to achieve the financial target.  Retention was 99.4% with attendance at 90.4%.  Attendance in only one area, Animal Studies, was below 90.8%. The Strategic Plan target was 91%.  There was considerable work being undertaken around recruitment to improve progression from FE courses.  The report also detailed the current situation on progress with UCLan with the course review submissions.  A separate report detailed outcomes from the National Students Survey reported to the Corporation meeting. With participation of 66% and overall satisfaction of 78%, both showed a reduction on the previous year. The overall satisfaction category would be removed from future surveys.  A third report updated the Committee on the current situation with regard to the registration requirement from the Office for Students, which included information on the Access and Participation Plan. The College met all the registration requirements at the present time. However, for element B3 Myerscough was below the threshold which could have an impact in the future.  **Resolved:**  **That the reports be received.** | |
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| **46.22** | ***In Year Performance Data Apprenticeship and Skills*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress.  Enrolment remained positive with retention at 97.8%.  Employer voice surveys were positive with the learner voice results showing a similar positive response.  For teaching observations 93.2% met expected standards.  A new Accountability Framework had been introduced by the government in May 2022 and Myerscough was currently graded as 'Good', although Equine currently had a Notice to Improve.  Governors noted the strong performance of the apprenticeship provision which appeared to be out performing national trends.  In terms of finance for 2021/2022 the service had met the revised forecast of £3.1m.  **Resolved:**  **That the report be received.** |
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| **47.22** | ***Subcontracting Report 2021/2022 and 2022/2023*** |
| ***Decision*** | Quality and Standards Committee considered the Subcontracting Report for 2021/2022 and proposals for 2022/2023 presented by Helen Eaton, 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 existing arrangements and 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 detailed. These indicated a significant reduction in student numbers and the introduction of Traineeships. However, these figures may increase to meet ESFA allocations.  **Resolved:**  **That the report be received.** |
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| **48.22** | ***Quality Performance and Standards Report*** |
| ***Decision*** | |  | | --- | | The Committee considered the Quality Performance and Standards Report, introduced by the Vice Principal in the absence of Sue Keenan. This provided an overview of academic data whilst Governors received a response to their questions.  The SAR process identified some poorly performing provision in 2021/22, particularly in Animal, Equine and Horticulture.  English and Maths remained a key priority.  Poor performance had been analysed in each SAR and an overall summary will be presented in the College SAR together with a focused Quality Improvement Plan.  The report highlighted staff training that had been completed and also included the programme for the remainder of the year.  Management changes with the service were also highlighted in the report.  Lesson observations, undertaken with a member of the Senior Leadership Team, had commenced with 18% now completed. |   The report also referred to those actions taken to date or in progress and those planned for the future.  Circulated with the report was the final Quality Improvement Plan for 2021/2022 detailing performance against objectives.  **Resolved:**  **That the reports be received.** |
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| **49.22** | ***Draft Equality and Diversity (FREDIE) Annual Report 2021/2022*** |
| ***Decision*** | The Committee considered the draft Annual Report on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) for 2021/2022. The Director of Student Support and Welfare outlined the content.  Governors noted that the report reflected on the work that had been undertaken over the year to advance and promote FREDIE in the College and that the report would be published on the College website in January 2023.  Members commented on the highlighted areas 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 approved and noted that it would be published on the College website at the beginning of 2023.** |
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| **50.22** | ***Curriculum Risk Register*** |
| ***Decision*** | |  | | --- | | The Committee considered the Curriculum Risk Register noting the key 'inherent risks' and the actions taken to reduce them.  Against the resulting 'residual risks', assurance statements were provided.  Failure to recruit staff, particularly to academic posts and finance, together with cyber security remained the major factors throughout the risk register. |   **Resolved:**  **That the report be received.** |
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| **51.22** | ***Quality and Standards Committee Terms of Reference*** |
| ***Decision*** | Quality & Standards Committee considered the Terms of Reference document and judged that it remained fit for purpose.  **Resolved:**  **That the Quality & Standards Committee Terms of Reference be approved as submitted.** |
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