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| **MINUTES** | | | | | | |
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| *Quality & Standards No 64* | | | | | | |
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| Date: |  | *07/02/2023 (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, Andrea Ferguson, Ann Harrison and Joanne Platt* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **01.23** | ***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.”  The Vice Principal and Assistant Principals of Higher Education, Further Education, Apprenticeships & Skills, Partnerships & Liverpool and the Directors of Quality & Performance and Student Support and Welfare were in attendance to present papers and support discussions.  Also in attendance were the Chair, Vice Chair and Director of Governance of Wigan and Leigh College.  **Resolved:**  **That College Management staff and guests attend the meeting.** |
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| **02.23** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Kevin Burke. |
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| **03.23** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 63 held on Tuesday 15 November 2022, published on the Extranet, were agreed and signed as a true and correct representation of the meeting. |
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| **04.23** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **05.23** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The report was now based on the revised Strategic Plan for 2022/23 and related to the first strategic goals of Learning and Sustainability.  For FE, HE and Apprenticeships retention remained strong with improved attendance. Apprenticeship recruitment was performing well despite a national decline of 6%, whilst 14 -16 recruitment was also buoyant.  The percentage of below standard lessons, caused by an increase in staff turnover and which had resulted in a number of inexperienced staff being employed, had declined. Support was being provided by the Quality Team.  Both FE and HE numbers had failed to meet budget provision and had been discussed at the last Corporation meeting as part of the budget review.  **Resolved:**  **That the report be received.** |
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| **06.23** | ***In Year Performance Data Further Education*** |
| ***Decision*** | The Committee considered the report on the in year performance in Further Education.  They were informed that current FE numbers, stood at 1672 below 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.  The number of students aged 14-16 stood at 202.  The report also presented up to date information with regard to overall FE numbers, the majority of curriculum areas having failed to meet their recruitment targets, apart from Greenspace and Motorsports/Agricultural Engineering. This contributed to the College falling 108 below the ESFA allocation of 1981 despite having 193 subcontracted students.  There were 224 14-16 year old students funded by both local authorities and the ESFA.  Current retention stood at 98.8%. Overall, with authorised absences, attendance was 92% against a target of 95%. Presence in the classroom, also an area of focus, was 85.3%.  English and Maths remained a priority.  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.  **Resolved:**  **That the report be received.** |
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| **07.23** | ***In Year Performance Data Higher Education*** |
| ***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 99.7% against a target of 97%, with overall levels of attendance at 90%.UCAS applications were below previous years.There was considerable work being undertaken around recruitment including progression from FE courses.  The report also detailed the current situation on progress with UCLan with the course review submissions.  An additional report provided progress on the registration requirements from the Office for Students.  Governors raised a number of 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.  **Resolved:**  **That the report be received.** |
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| **08.23** | ***In Year Performance Data Apprenticeships and Skills*** |
| ***Decision*** | The Committee considered the report on Apprenticeship and Skills progress.  Enrolment remained positive with retention at 86.2% with attendance at 97%.  Latest achievement rates were all above both College and Department for Education targets.  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.  Finances remained strong with year end forecasted to be well above budget.  **Resolved:**  **That the report be received.** |
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| **09.23** | ***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.  English and Maths remained a key priority.  The report highlighted that Ofsted training had been undertaken with all staff in the light of a possible inspection in the near future.  The report referred to the Landex Inspection which took place in November 2022. The full report appears later on the agenda.  Lesson observations, undertaken with a member of the Senior Leadership Team, had commenced with 48% now completed.  A Teaching and Learning Fair was to be held in the College on Friday 10 February which would concentrate on identified areas for improvement.  **Resolved:**  **That the report be received.** |
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| **10.23** | ***Quality Improvement Plan 2022/2023*** |
| ***Decision*** | The Committee considered progress on the Quality Improvement Plan 2022/2023.  English and Maths remained a high priorities.  **Resolved:**  **That the Quality Improvement Plan 2022/2023 be received.** |
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| **11.23** | ***Learner Voice Report*** |
| ***Decision*** | |  | | --- | | The Committee considered the report on Learner Voice which focused on the Student Induction Surveys.  Results remained strong with 98% of FE, 97% of HE, 100% of Apprenticeships & Skills and 14 - 16 age group students at 95% indicating that they felt safe in College. |   Response rates for FE stood at 84%, with HE at 72% and for 14-16 age group it was 85%. Responses for both FE and HE were both slightly lower than in 2021/2022 with the 14-16 age group slightly higher. An identified action was to try to improve the response rates in the future.  The report analysed a range of results from the induction surveys.  The report also detailed recent Course Representative meetings and the results of the MyStar and Golden Rose Awards.  **Resolved:**  **That the report be received.** |
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| **12.23** | ***In Year Report - Safeguarding*** |
| ***Decision*** | The Committee considered an update report on Child Protection and Safeguarding and the Action Plan.  There was a dedicated, experienced and knowledgeable team supporting safeguarding issues.  However, there continued to be a significant increase in safeguarding concerns this year over last year. The College was seeing a year on year increase in alerts. The reasons and concerns were widespread, with a 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.  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.** |
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| **13.23** | ***FREDIE Update and Action Plan 2022/2023*** |
| ***Decision*** | The Committee considered the FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement) Action Plan for 2022/2023.  The Plan detailed all activities and improvements for 2022/2023.  **Resolved:**  **That the report be received.** |
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| **14.23** | ***Landex Peer Review Report*** |
| ***Decision*** | The Committee considered the report of the Landex Peer Review which took place on 10 and 11 November 2022.  The report reviewed the action plan from the previous visit and listed four actions for the coming year.  The issues raised had been addressed in both the in year FE report and the Quality Performance and Standards report.  **Resolved:**  **That the report be received.** |
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| **15.23** | ***Link Governor Guidelines*** |
| ***Decision*** | The Committee considered a report on proposed draft guidelines for Link Governors.  Based on current advice from the DfE there was an increase in number of Link Governors and it was now necessary to formally outline the responsibilities of the role.  Currently there were Link Governors for Safeguarding/EDI, Send, Sustainability and Careers.  In the light of the current priorities of the College it was proposed to create a Link Governor role for English and Maths and HE. The report identified two Governors who were prepared to undertake these roles.  **Resolved:**  **That the Committee recommend the Corporation to adopt the Link Governor Guidelines and to appoint Barbara Godby as an additional Link Governor for English and Maths and Allison Jones as Link Governor for HE.** |
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| **16.23** | ***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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