

## MINUTES

### *Quality and Standards Committee No. 45*

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Date: *08/11/2016*  
*(Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business*  
*Centre*

Committee: *Quality and Standards*

Notes: *Refreshments will be available from 5.30pm.*

Present: *Allan Foster (Vice Chairman), Ann Turner (Principal), Ian Douglass, Marion Nuttall (Chairman), Robert Robinson and Steve Rigby*

Attending: *Alison Robinson (Vice Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

Apologies: *Rebecca Fitzsimmons*

#### *Public Minutes*

Item number:  
(and category)

Item description:

**33.16**  
*Decision*

#### ***Attendance of College Staff***

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.**

**34.16** ***Apologies for Absence***

*Record*

Rebecca Fitzsimmons was not in attendance at the meeting. Stephen Rigby had given apologies for the first part of the meeting and arrived at 6.25pm part way through item 39.16, 'In Year Performance Report Further Education'.

**35.16** ***Appointment of Chair and Vice Chair for the Academic year 2016 / 2017***

*Decision*

Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2016 / 2017.

Marion Nuttall, the Chair for the previous year would retire from the Board on 31 December 2016. Quality & Standards Committee was keen to keep her expertise at the forefront of the Committee. She was nominated to take the Vice Chair role until her retirement and Allan Foster the Vice Chair for the previous year was nominated to take the Chair role. The nominations were seconded and were elected unopposed.

Following due process it was

**Resolved:**

- i. **That Allan Foster be appointed Chair of Quality & Standards Committee for the academic year 2016 / 2017**
- ii. **That Marion Nuttall be appointed Vice Chair of Quality & Standards Committee with immediate effect until 31 December 2016.**

**36.16** ***Minutes of Previous Meeting***

*Decision*

The public and confidential minutes of meeting number 44 held on Tuesday 5 July 2016, published on the Extranet were signed and agreed as a true and accurate record of the meeting.

**37.16** ***Declarations of Interest***

*Record*

There were no declarations of interest made in respect of items on the public agenda.

**38.16** ***Strategic Plan Progress Report***

*Decision*

Quality & Standards Committee gave consideration to the Strategic Plan Progress Report 2016 / 2017.

The key performance indicators related to lesson observations, attendance and student feedback responses. Lesson observations were being carried out early in the academic year so that where necessary support mechanisms could be put in place as early in the year as possible. It was clarified that staff received 48 hours notice of a 3 day slot for a formal observation but they would not know which lesson was being observed. Unannounced informal walk throughs were also part of the strategy. College prided itself on providing good links to industry and from time to time does recruit staff without formal teaching qualifications. These staff were most likely to be practical lecturers and instructors and were expected to take up the College offer of the CertEd or PGCE qualification.

Quality & Standards Committee noted a pleasing start to the year.

**Resolved:**

**That the Strategic Plan Progress Report be received.**

**39.16**

*Consultation*

***In Year Performance Data Further Education***

Quality & Standards Committee gave consideration to the in Year FE Performance 2016 / 2017 which covered recruitment, attendance, punctuality, new curriculum courses, areas of low recruitment and associated analysis and actions.

Members noted that the College had recruited to meet the funding target and numbers were up on last year.

The 42 day probationary period had ceased, some learners had chosen not to continue with the course, some never arrived and some had been asked to leave due to unsatisfactory performance. Leavers were offered information, advice and guidance and if appropriate referred to the College Traineeship programme delivered through Apprenticeship & Skills. Those learners who remained would be counted in the final success data even if they should leave their course of study in year.

Quality & Standards Committee engaged in discussion over the report noting detailed focus and implementation of action on issues as they arose.

Attendance and punctuality, precursors to success but also to employability skills, were high though there were some concerns over Animal Studies at Croxteth which although better than last year did not meet the College budget.

In response to questions Quality & Standards Committee was informed of Recruitment & Admissions and interview processes in the College and

noted the actions to be put in place concerning Recruitment at Croxteth.

Quality & Standards Committee noted a focus on strategies in General Education and in response to questions received further information on the number of home-schooled learners attracted to the Colleges 14-16 Maths and English tuition.

Overall Quality & Standards Committee noted a pleasing first report of academic year 2016 / 2017.

**Resolved:**

**That the Further Education In Year Performance report be received.**

**40.16** ***In Year Performance Data Higher Education***  
*Consultation*

Quality & Standards Committee gave consideration to the Higher Education In Year Performance Report 2016 / 2017 which provided details of recruitment, attendance, retention, new HE course proposals, the Association of Colleges (AoC) Scholarship project, and associated actions.

**Recruitment** was below target. Members asked searching questions to understand the reasons.

In particular they noted low recruitment for Agriculture, though recent investment on resources in this area and positive career opportunities did lead to an enormous potential to market Agriculture.

Though nationally recruitment to universities was up, Members noted a variety of reasons for the under recruitment at Myerscough, in many cases financial implications being uppermost as a consideration. Other factors included traditional universities relaxing entry requirements, the college experience versus the University experience, FE HE recruitment versus Apprenticeship routes. Trends show increased regional recruitment over national as more students choose to commute from home.

**Retention and Attendance** were high, management analysis did drill down to pin point any issues.

**HE Course Proposals** - There were three new courses submitted which would complement other provision and support full and part time recruitment from 2018 onwards.

**AoC Scholarship project** - Pilot activities would feed into the final framework that would be rolled out to Colleges offering HE education. Research and scholarly activity are key assessment criteria for the new HE Teaching Excellence framework (TEF) so the Colleges involvement in the project places it in a strong position for this part of the TEF.

**Area Review** - The team had commented on strong HE provision.

**Teaching Excellence Framework (TEF)** has been devised to recognise and reward excellent teaching in UK higher education providers.

The Government has introduced the TEF as a way of:

- a. Better informing students' choices about what and where to study
- b. Raising esteem for teaching
- c. Recognising and rewarding excellent teaching
- d. Better meeting the needs of employers, business, industry and the professions

The assessment framework, criteria, evidence and process for the TEF had recently been published as had the core data for establishments.

Providers would be assessed as Bronze, Silver or Gold. Myerscough's submission for recognition under the TEF will be submitted by 27 January 2017. Myerscough's core data placed the College in a good position going forward for the assessment but there was a challenge around recognition of Veterinary Nursing qualifications as a Graduate profession.

**Resolved:**

- i. That the IN Year Higher education Report be received
- ii. That the Reports on the Higher Education Teaching Excellence Framework be received.

**41.16** *Apprenticeship and Skills Learning Achievement 2016 / 2017*  
*Consultation*

Corporation gave consideration to the Apprenticeship and Skills in-year Performance Report which provided an overview and update on key developments together with reports on the various actions.

**Recruitment** was on target at this stage for these rolling programmes. The area would strive to meet the stretching targets whilst recruiting with integrity. There could be potential to bid for growth. Actions to improve systems for timely processing of applications is currently a priority.

**Withdrawals** were significantly lower than the previous year.

**Apprenticeship & Skills Curriculum** - Myerscough was the first and, to date, only College to launch and deliver the new trailblazer standards for Golf Greenkeeping. This was generating enquiries. Other proposals for the 2016 / 2017 curriculum were ongoing.

Actions included attention to: gaps in performance against protected characteristics and between age groups, administration functions and resources, underperforming schemes, timely achievement, lesson

observations, and student feedback and functional skills.

Quality & Standards Committee was pleased to receive a positive report in this complex area that was a key Government objective and undergoing much change.

**Resolved:**

**That the Apprenticeship and Skills In-year report be received.**

**42.16**

*Consultation*

***Teaching Learning and Assessment Report***

Quality and Standards Committee gave consideration to the Teaching Learning and Assessment Report which provided an overview of academic data.

The team was working to complete observations early in the year with Skills & Apprentices a priority. 21% had been completed, the target was to complete 100% in the year. Numbers of grade 1 and Grade 2 observations was high.

Quality & Standards Committee asked Management questions around the processes, robustness and staff perception of the observations. The Staff Governor contributed questions and supported the dialogue. Overall it was reported staff engaged positively with the process. There was much improved buy in due to improved procedures, a shift in culture and a matrix approach that closed the loop on actions. For those staff who required further support the Improving Teacher Programme was available to managers. An additional tool was the professional difficulties programme.

Members were assured good practice was shared. Thinking of the considerable capital expenditure agreed for Animal and Equine at Croxteth members were pleased to receive assurance that the observation results from Croxteth were in line with standards of the College as a whole.

**Scholarly Activity programme** - The initiatives to create 'Teacher Learning Communities' and develop 'Students as Researchers' were progressing.

**The Landex Peer Review** had confirmed teaching learning and assessment as 'Good' and early learner feedback indicated high satisfaction.

**An external verifier review had been successful and strategies to ensure the** Colleges internal verification process and professionalism were in place.

In addition there had been attention given to effective communications and the Quality Assurance Team had been strengthened through realignment of roles.

**Resolved:**

**That the Teaching Learning and Assessment Report be received.**

**43.16**

*Decision*

***Draft Equality and Diversity Annual Report 2015 / 2016***

Quality and Standards Committee gave consideration to the Draft Equality and Diversity Annual Report. The final report would be published on the College website in January 2017.

The report reflected on the work that had been undertaken to advance and promote equality, diversity and inclusion at Myerscough College over the academic year 2015 / 2016.

In accordance with the Equality Act 2010 and the Public Sector Equality Duty which came into force in April 2011 the College gives due regard to:

- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not
- Eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited.

The Vice Principal updated members that Investors in Diversity stage 2 had been achieved and tabled an internal document 'Myerscough College Leaders in Diversity Action Plan'. The action plan had been produced to progress the actions to achieve Leaders in Diversity ahead of meeting with the external advisor. There had been a slip in the timeframe and the College wished to progress the programme according to agreed timelines and for assessment in February 2017 as Leaders in Diversity.

**Resolved:**

- 1. That the Equality & Diversity Annual Report 2015 / 2016 be received.**
- ii. That the Action Plan be received.**

**44.16**

*Consultation*

***Quality Improvement Plans 2015 / 2016 Final Update***

Quality & Standards Committee gave consideration to the 2015 / 2016 Quality Improvement Plan final update which indicated those actions achieved and those requiring further attention.

Overall, members noted a positive report.

They asked searching questions on the performance of Equine, noting a

change from the BTec qualification framework to City & Guilds, which linked well to employability and allowed removal of an additional employability qualification at level 2 that had impacted on success rates. There was a strong discussion on delivery of General Education in the College and how the College could provide this education to the benefit of the learner, College and satisfaction of the General Education teaching staff. The Vice Principal would present this matter to the Board at the Self Assessment Report event scheduled for 6 December 2016.

**Resolved:**

**That the final report on the 2015 / 2016 Quality Improvement Plan be received.**

**45.16 Academic Assurance Statements**

*Consultation*

Quality & Standards Committee noted that correspondence from the Higher Education Funding Council (HEFCE) regarding the requirement for the Board to consider and agree Academic Assurance Statements had been considered by Corporation at its meeting on 25 October 2016.

To support its deliberations the Board had referred to the 2015 / 2016 year end performance papers and a presentation from the Vice Principal. The presentation was circulated with the papers.

Quality & Standards Committee expressed confidence in the Board scrutiny and noted that the Principal had signed the assurance statements.

**Resolved:**

**That the update on the Academic Assurance Statements be received.**

**46.16 LANDEX Peer Review Report**

*Consultation*

Quality & Standards Committee gave consideration to the LANDEX Peer Review report. This annual peer review had taken place earlier than previous years in order to treat the peer review process as a mock inspection for managers.

The Vice Chair of Quality & Standards Committee had attended the feedback meeting.

The process was described as a valuable exercise that was supportive but made clear where it considered improvements could be made. The outcome was that Myerscough was considered to be a 'Good' College with 'Outstanding' features. Leadership and Management was considered 'Good' and close to 'Outstanding'.

Actions required were identified as:

- a. Address issues in equine
- b. Measure the impact of the 'towards outstanding programme'
- c. Provide multi-faith facilities on all sites
- d. Firm up 'You said, we did'
- e. Continue to realise the improvements in apprenticeships
- f. Continue to develop strategies to improve maths and English
- g. Review opportunities for increasing Traineeships and supported internships

These actions were picked up in the 2016 / 2017 Quality Improvement Plan.

**Resolved:**

**That the Report on the Landex Peer Review be received.**

**47.16**

*Decision*

***Quality & Standards Committee Constitution and Terms of Reference***

During this cycle of meetings all Committees were asked to review their Constitution and Terms of Reference to ensure that they remain fit for purpose and the Committee was fulfilling its responsibilities. Quality & Standards therefore reviewed the document and found it to be fit for purpose.

**Resolved:**

**That the Quality & Standards Committee Constitution and Terms of Reference be approved as submitted.**

**48.16**

*Record*

***Marion Nuttall***

Marion Nuttall, who had Chaired the Quality & Standards Committee over several years would retire from the Board on 31 December 2016. On behalf of the Committee the incoming Chair paid tribute to Mario's work for the College, through the Engagement Programme, chairing Quality & Standards Committee with diligence, membership of Audit & Governance Committee, performance at Board Meetings and valuable links with Management. Her previous educational experience had provided a back drop of expertise that suited her to the role perfectly. Management and Committee members echoed the sentiments. Marion responded appropriately, saying that being a Governor had been both a privilege and a pleasure. She wished the College well.

**Resolved:**

**That the support of Governor Marion Nuttall and her retirement on 31 December 2016 be noted.**