

MINUTES

Quality and Standards Committee No 52

Date: *26/02/2019*
(Tuesday)

Time:

18:00–20:00

Venue: *Rural Business*
Centre

Committee:

Quality and Standards

Notes: *Members are asked to use the voucher circulated with the notification of the meeting to obtain refreshments from Richmond's Restaurant prior to the meeting. Tea and Coffee will be available in the meeting room on the evening.*

Present: *Alison Robinson (Principal), Allan Foster (Chairman) and Jane Booker*

Attending: *Steven Downham-Clarke (Vice Principal)*

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

Apologies: *Irene Ainsworth*

Public Minutes

Item number: Item description:

01.19 *Attendance of College 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' Higher Education, Further Education, Quality & Apprenticeships and the Director of Student Support & Welfare were in attendance to present papers and support discussions.

Resolved:

That College Management staff attend the meeting.

02.19 *Apologies for Absence*

Record

Apologies for absence were received from Irene Ainsworth.

03.19 *Declarations of Interest*

Record

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

04.19 *Appointment of Vice Chair*

Decision

The Committee gave consideration to the appointment of a Vice Chair for the remainder of the academic year.

Following due process it was

Resolved:

That Irene Ainsworth be appointed Vice Chair for the remainder of the academic year.

05.19 *Minutes of Previous Meeting*

Decision

The public minutes of meeting number 51 held on Tuesday 13 November 2018, published on the Extranet, were signed and agreed as a true and correct representation of the meeting.

06.19 Strategic Plan Progress Report

Decision

Quality & Standards Committee gave consideration to the Strategic Plan Progress report 2018/ 2019.

Recruitment to FE was meeting target.

Recruitment to Apprenticeships at this mid-point period indicated targets may be met.

Overall, numbers on Higher Education programmes fell below target. It was anticipated that budget targets would be narrowly missed. Recruitment to year 1 programmes for both full and part time programmes showed an upward trend.

Standards of teaching on FE and HE were meeting and exceeding expectations.

73% of Apprenticeship teaching met standards which was below the Colleges expectations. Detail was provided later in the meeting.

Student responses to induction surveys indicated over 90% satisfaction.

Retention and attendance figures were high for both Further Education and Higher Education.

In apprenticeship delivery, overall success rates were predicted to be close to target with an upward trend in timely achievement. The 16-18 age group success was identified as dropping and so triggered scrutiny and interventions to identify and remedy issues.

Resolved:

That the Strategic Plan Progress Report be received.

07.19 In Year Performance Data - Further Education

Decision

Quality & Standards Committee gave consideration to the In-Year Further Education Performance Report 2018 / 2019.

Recruitment and funding targets were being met.

Members noted progress in delivery to maximise the adult education budget in-house. A dedicated development leader was employed to progress this and establish a platform for future delivery.

Attendance, retention and punctuality, precursors of success were

strong with monitoring in all areas ensuring pockets of concern were identified and addressed.

Members were updated on maths and English tuition in the College. Developments to the maths curriculum made it more challenging for students to achieve a Grade 4. It was policy to place more students on GCSE programmes as the grading system allowed progress to be evidenced rather than the pass or fail Grade allocated through Functional Skills qualifications.

For English it is anticipated performance to the desired level 4 should be similar or better than the previous year at around 35% but performance to Level 4 maths would be lower at around 10%.

The areas for FE improvement were outlined as:

- Improved achievement in Animal studies, Arboriculture at Croxteth centre and Greenspace Hort, Landscape and Creative studies.
- Improve Functional Skills achievement, improve GCSE maths and English grade achievement.
- Improve L3VA measures for Animal all centres, Arboriculture Liverpool, Preston Hort and Landscape, Equine Liverpool.
- Monitor the 50 plus Looked after Children and support improved achievement

Actions taken included focus on the student e-learning individual education plans, EILPs and performance management and support for staff. The move from Edexcel Btec qualifications to City and Guilds continued with strong Myerscough representation on the various national bodies developing strategy and courses.

Success with “The Challenge Project” had been followed with the Capacity to Deliver funded initiative leading to a full review of work experience systems under the guidance of a newly appointed Work Experience Manager.

Involvement in T Levels qualifications research and consultation ensured the College was well placed for success.

Members noted evidence that equality and diversity continued to be promoted throughout the FE curriculum.

Future initiatives were outlined.

Resolved:

That the Further Education Performance Report be received

08.19 In Year Performance Data - Higher Education

Decision

Quality & Standards Committee gave consideration to the In-Year Higher Education Performance Report 2018 / 2019.

Attendance and retention were high meeting and exceeding targets. The continuation figure for students enrolling to the next year of their course was high and meeting and exceeding standards, though less so for Animal Studies.

The College TEF metrics for this year were an improvement on the previous year where we gained a 'Gold' award. College would remain 'Gold' and not resubmit in-line the requirement to submit at least every two years.

The negative flag for progression to highly skilled employment was largely due to the way in which destinations for Veterinary Nursing students were not categorised as a graduate-level position by the survey.

The National Student Survey was underway and being promoted.

Four new course programmes were being developed to support recruitment from 2020

The key areas for improvement picked up pockets of provision not meeting standards in relation to recruitment, attendance, retention, continuation, achievement

Myerscough had a 6% decrease in HE recruitment against a 3% national decrease. This was contextualised in relation to more universities (not Myerscough) giving unconditional offers, estimated as over one third of students in the previous year. This had been raised as a concern by the Office for Students with actions expected.

At subject level, there were significant decreases in the number of full time HE applications for Equine Studies, Greenspace and Sport.

The Research Action Plan, which included the sourcing of collaborative projects and associated activities showed positive activity from staff and tutors. The Annual research Conference held in November 2018 had been successful with registered attendance from over 300 people.

Considerable work on recruitment was ongoing with application days, progression activities, networking across other providers, exploration of use of overseas agents and development of a dedicated University Centre website.

A 'Student Engagement project' has been implemented to discuss previous year's NSS outcomes with current final year higher education students and engage the students in the quality enhancement process to take forward actions from the NSS outcomes

Further planned activities built on actions taken particularly in the area of recruitment including internal progression.

Members discussed strategies in marketing and developing the Colleges HE provision and noted the increased competition for a smaller pool of national students.

Resolved:

That the Higher Education Performance Report be received.

09.19 *In Year Performance Data - Apprenticeships & Skills*

Decision

Quality and Standards Committee gave consideration to the Apprenticeship and Skills Performance Report 2018/2019 which provided detailed information. Members engaged in dialogue with management throughout in their thorough consideration of the report.

Members sought assurance of delivery to projected targets and to the quality and standards expected by the College, industry and regulatory bodies.

The industry was still in a period of change. In-line with national apprenticeship developments College continued to move from framework qualifications to standards which also attracted greater funding. The report outlined the funding threads and addressed College actions in response to ESFA funding criteria with regards to delivery of maths, English and Learning Support.

Members were aware of previous discussions in maximising the adult education budget and noted good progress and strategy for quality delivery to the benefit of a range of learners.

Quality & Standards Committee acknowledged that the area may not deliver to income and number projections, though there were areas of growth. Members did note growth over previous years at a time of national decline. Members acknowledged the ongoing developments in improving quality in the monitoring and

management of apprenticeships overall for both staff and student performance.

It was noted that the performance of 16-18 year olds was below expectations and receiving management attention. Systems allowed management to drill down to very specific concerns within the 16-18 delivery.

There was detailed discussion throughout with attention to strategy, driving up of timely achievement, and aspirations for continued efficiency and growth.

Resolved:

That the In Year Performance Report for Apprenticeships & Skills be received.

10.19 Teaching, Learning and Assessment Report

Decision

Quality and Standards Committee gave consideration to the Teaching, Learning and Assessment Report.

As members were aware the College has moved from a system of graded teaching, learning and assessment observations to a system involving more frequent walk through observations. The College's expected standard for teaching and learning is that "learners are seen to develop skills, knowledge, attitudes and behaviours enabling them to make appropriate progress for their course of study and that this is sustained over the academic year thus enabling learners to progress into future learning and employment". The statement links to external standards.

To date 92% of FE and HE teaching was meeting expected standards. The report drilled down to learning area performance. 73% of apprenticeship teaching was meeting expected standards. Members received reasons for this lower rate in apprenticeships and noted the percentage was expected to increase in the next two terms. They received explanations on how the focus in this area was different to compliment delivery in the workplace.

Members received explanations on how the new procedures were implemented, strengths and weaknesses and impact.

Members asked questions throughout noting positive staff feedback to the new system. There was more work required on peer observations. Members noted that staff were aware they were under scrutiny, and noted developments in reporting to drive targeted meetings and CPD.

Resolved:

That the Teaching, Learning and Assessment Report be received.

11.19 ***Landex - Peer Review Report***

Decision

Members gave consideration to the Landex Report on the Peer Review which was undertaken on 14 & 15 November 2018.

The Action Plan arising from the report had been incorporated into the overall Quality Improvement Plan at item 12.19.

There were discussions around target setting, and the recommendations. Management considered The Peer Review to be a useful process and valuable for Myerscough staff to be involved at other College peer reviews.

Resolved:

That the Landex Peer Review Report be received and commended to Corporation.

12.19 ***Quality Improvement Plan 2018 - 2019 - Progress Report***

Decision

Quality and Standards Committee gave consideration to progress on the Quality Improvement Plan 2018/19. The plan also incorporated actions arising from the Landex Peer Review report considered earlier in the meeting.

Resolved:

That the Quality Improvement Plan 2018/19 be received.

13.19 ***Learner Voice***

Decision

Quality and Standards Committee gave consideration to the report on the various Learner Voice surveys and initiatives to collect learner views. The initiatives provided an insight into student perception of the College and evidenced how learners were involved in decision making.

Overall feedback was positive. Actions were fed back to students by various means including 'You Said We Did' posters.

Learner Voice data was regularly disseminated through the College meeting structures and fed into academic and support self-assessment reports.

Members noted the responses to induction surveys and that the national student survey was being promoted.

Members noted improvement targets and actions being taken.

Resolved:

That the learner Voice Report be received.

14.19 ***Quality Assurance Report***

Decision

Quality and Standards Committee gave consideration to the Quality Assurance report which in previous meetings had been incorporated with the Teaching and Learning Report.

Members noted that the information linked to the new Ofsted framework due to be launched.

Members noted that regular teaching area specific performance management meetings were in place with aspirational targets set supported by agreed policies and procedures, quality processes with monitoring and tracking and staff training.

Members received assurance on compliance to awarding body standards.

Resolved:

That the Quality Assurance Report be received.

15.19 *EDI Annual Report Action Plan - Update*

Decision

This item was taken after item, 5.19 Appointment of Vice Chair. Following this, the meeting reverted to its published order.

Quality and Standards Committee gave consideration to the Equality, Diversity & Inclusion Annual Report which reflected the College's statutory obligation under the Equality Act 2010 to report on the progress made on targets in relation to staff and student protected characteristics and identify any gaps in reporting.

Corporation had considered the draft version at its meeting in December 2018, minute 107.18 refers. At the meeting Corporation had expressed satisfaction with the report structure and information included to date. Corporation had expressed assurance that the College discharged its duties according to the legal framework.

The Director of Student Support & Welfare, Lisa Hartley who was new in post this academic year presented the report.

She outlined the report, pointing out various changes and engaged in detailed dialogue with members on aspects of the report. Members noted, in their discussions, definitions of the Myerscough Community in terms of its Centres and industry and ways to benchmark.

Members noted developments in terms of managing safeguarding at the College through staff roles and location and training.

Quality & Standards Committee noted additional information had been added which concluded the report and it had been published on the website. The Action Plan would be made available to future meetings. It was noted in line with legislation, College published gender pay gap information on its website.

Resolved:

That the Equality, Diversity and Inclusion Annual Report be received.

16.19 *Statutory Risk Register*

Decision

Quality & Standards Committee gave consideration to those elements of the Statutory Risk Register applicable to this Committee.

The review reports that no risks had been added or risk scores amended since the previous meeting. However, the register has

been updated and the updates are denoted in the blue text within the register.

For information, although, not in the Curriculum Risk Register the Committee's attention was drawn to the addition of two new risks, a strategic risk concerning the Myerscough / UCLAN Partnership and a Governance risk concerning the failure to meet ongoing conditions for registration with the Office for Students. These risks recognise the importance of HE within the College strategy and that the Office for Students has greater regulatory powers than the previous regulatory body.

Resolved:

That the Risk Register Report be received.

Signed:

Date: