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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 53* | | | | | | |
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| Date: |  | *09/07/2019 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Rural Business Centre* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *A meal voucher for the restaurant will be issued with the agenda notification. Tea and Coffee will be available in the meeting room.* | | | | |
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| Present: |  | *Allan Foster (Chairman), Debbie Clayton, Irene Ainsworth, Jane Booker, Louise Bell and Ryan Clusky* | | | | |
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| Attending: |  | *Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Apologies: |  | *Alison Robinson (Principal)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **18.19** | ***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.”Quality & Standards Committee is asked to confirm whether or not it wishes College Management staff to attend the meeting.A welcome was extended to Debbie Clayton recently appointed to the Committee.  **Resolved:**  **That College Management staff attend the meeting.** |
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| **19.19** | ***Apologies for Absence*** |
| ***Record*** | Apologies had been received from Louise Bell. |
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| **20.19** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 52 held on Tuesday 26 February 2019, published on the Extranet, were signed and agreed as a true and correct record of the meeting. |
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| **21.19** | ***Declarations of Interests*** |
| ***Record*** | There were no declarations of interest in respect of items on the public agenda. |
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| **22.19** | ***Strategic Plan Progress Report*** |
| ***Decision*** | Members gave consideration to the Strategic Plan Progress Report 2018/2019, which detailed performance against key indicators relevant to the Quality & Standards Committee.The Key Performance indicators, in the main, related to recruitment, research, lesson observations, attendance and retention. Recruitment for full time HE students was below target as had previously been reported.   Performance for apprenticeships under the Employer Responsive headline indicated timely achievement would not meet target.  Members were aware that the targets were aspirational and there followed a debate on the merits of realistic against aspirational. The detail was picked up later in the meeting and was subject to deeper scrutiny.Members discussed the sources of the data and noted the inclusion of detail around Information Advice and Guidance (IAG) received by students.  **Resolved:**  **That the Strategic Plan Progress Report be received.** |
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| **23.19** | ***In Year Performance Data Further Education*** |
| ***Decision*** | Quality & Standards Committee gave consideration to the In Year FE Performance Reports 2018/2019, which provided an analysis of the FE provision in the College including GCSE and Functional Skills. The report on FE broke down the data into the various centres, courses, ages and the various levels of courses.  Retention for FE for all ages was 95.4% against a target of 95% with 19 plus almost 2% higher than target at 97%.  Attendance across all centres was: Blackburn 93%, Manchester 98% and Croxteth 91%. Punctuality was 99% collectively across all centres.  Issues around Functional Skills and GCSE Maths and English still remained: 574 students had registered for functional skills, 293 for English and 281 for Maths. For GCSEs 350 registered for English (of which 164 required special exam access) and 303 registered for Maths (of which 174 required special exam access). Attendance at exams was good at around 94%.  The report on FE highlighted the strengths and areas for improvement together with action taken to date and planned action.  The Committee explored in detail the issues arising out of the report and Officers responded to questions and supported discussions.  **Resolved:**  **That the report be received.** |
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| **24.19** | ***In Year Performance Data Higher Education*** |
| ***Decision*** | Quality & Standards Committee gave consideration to the In Year HE Performance Report 2018/2019. The Members asked questions and engaged in discussion on a wide range of Higher Education matters.Overall retention was on target at 97% with attendance, including authorised absences, at 89% up on last year but down on target of 90%.  Research income was currently £66k for the year to date against a target of £95k, although income can increase towards year end.Recruitment for the coming year was similar to last year.  The action plan, which addressed the continuing reduction in recruitment numbers would remain in place.  Two new HE programmes had been approved for commencement in 2020/2021:               - BSc (Hons) Zoology              - BSc (Hons) Football Coaching and Performance  A further programme will be approved in 2019-2020 for commencement in 2021:               -BSc (Hons) Competition Motorcycle Technology Top-up.  A recent HE student survey indicated a level of satisfaction at 90% the top score amongst the large land-based HE providers.  **Resolved:**  **That the report be received.** |
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| **25.19** | ***In Year Performance Data Apprenticeships and Skills*** |
| ***Decision*** | Quality and Standards Committee gave consideration to the Apprenticeship and Skills Performance Report 2018/2019.Apprenticeships and Skills forecast performance was below a target of £134k. Withdrawals from the programme stood at 138, greater than last year over the same period. Reasons for withdrawal from the programme were included in the report.  Performance to date was slightly higher than for the same period last year with achievement at 73.9% (71.2%) but below the target of 78% although above national benchmark.  Timely was 64.0%, again below the target of 70%, but above benchmark.  The Committee sought and received answers to a number of questions around the performance of the apprenticeship programme.  Additional monitoring had also been introduced to effect positive change.  An action plan was included within the Apprenticeship report to support improved performance during the coming year.  In the same report it was indicated that Short Course income was £339k against target of £450k, together with the Adult Education budget of £796k, behind a target of £995k.  **Resolved:**  **That the report be received.** |
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| **26.19** | ***Quality Assurance Report*** |
| ***Decision*** | Quality and Standards Committee considered the Quality Assurance report, which in previous meetings had been incorporated with the Teaching and Learning Report.  Members noted that the information was linked to the new Ofsted framework due to be launched in September. Members noted that full compliance with Awarding Bodies requirements, moderation activities and systems had been reviewed with all deadlines dates having been met.  External verification activities had been complete in a timely manner with accountability for quality resting with learning areas.  Finally, a training needs analysis and appropriate CPD opportunities had been provided.  **Resolved:**  **That the report be received.** |
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| **27.19** | ***Quality Improvement Plan*** |
| ***Decision*** | The Committee received the above report, which highlighted progress against target for those areas selected for improvement.  Members commented on various aspects of the report and referred to student feedback as an indication of progress against some actions.  It was confirmed that student survey results once, received and analysed, fed through to the judgements on the Quality Improvement Plan.Most elements of the Plan were in progress.  **Resolved:**  **That the report be noted.** |
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| **28.19** | ***Teaching and Learning Report*** |
| ***Decision*** | The Committee considered the Teaching and Learning Report, which showed trends in performance.  At the time of production the 153 FE staff requiring 612 observations, 58% had been completed with 94% meeting the expected standard. For the 61 HE staff requiring 244 observations 53% had been completed with 96% reaching the expected standard. Further reports are yet to be uploaded.  For Apprenticeship and Skills there were 37 staff requiring 221 observations of which 79% had been completed with 95% reaching the expected standard. The 20 staff of the College partners required 20 observations with 65% of which were completed 92% reaching the expected standard.  Issues regarding Apprenticeship and Skills remained with a large number of staff changes taking place during the year.  **Resolved:**  **That the report be noted.** |
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| **29.19** | ***HE Access and Participation Plan 2020-2025*** |
| ***Decision*** | The Office for Students required all Higher Education providers to produce an Access and Participation Plan for 2020-2021 through to 2024-2025 to be submitted by 1 July 2019. The Plan required ‘buy-in’ by the Corporation and a draft of the report had been circulated to all Governors during June seeking their comments.  The College had to show commitment to target gaps in access and participation to the College and draw up proposals to close the gap.  The Committee considered the comprehensive report of the Assistant Principal HE and complimented him on the quality of the submission.  **Resolved:**  **That the Access and Participation Plan 2020 - 2025 be endorsed.** |
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| **30.19** | ***Learner Voice*** |
| ***Decision*** | Quality and Standards Committee gave consideration to the findings from the Learner Surveys together with key outcomes from Course Representative Meetings, and ''My Star'', ''We Heart U'' and ''Golden Roses'' student led staff awards.  This was an interim survey but continues to produce positive results.  Key strengths from the FE survey showed that results were slightly down on last year with learners who would recommend the College at 92%, with teaching quality strong at 95%.  For apprentices the key strengths were the quality of teaching, ability to recommend the College and clear assessments. Students scored the tutors for their enthusiasm and knowledge at 98%, more than last year.  The National Student Survey (NSS) results for HE would be published later in the year.  The Course Representatives meeting produced some good feedback around teaching and learning and the work of tutors. The report also highlighted the staff nominated, together with the eventual winners, in the 'My Star', 'We Heart U' and 'Golden Roses' awards.  **Resolved:**  **That the report be received.** |
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| **31.19** | ***Employer Voice and Employer Engagement*** |
| ***Decision*** | The Committee considered the report on the Employer Voice including Employer Engagement produced by the Employer Service team. Employer satisfaction was high at 82% with Learner satisfaction also at 82%. Overall the survey indicated positive responses.  The report highlighted strengths and areas for improvement.  **Resolved:**  **That the report be received.** |
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| **32.19** | ***Subcontracting Provision*** |
| ***Decision*** | The Quality and Standards Committee received an update on the in-year subcontracting provision. The report covered details of the various subcontractors, the services they provide, the number of student starts and retention factors (remained high at 99.7%) together with the value of each contract and the retention fees retained by the College.  Discussions would commence shortly with the current subcontractors on allocations for 2019/2020.  The ESFA arranged for this subcontracting provision to be audited at the end of June and no issues were raised.  Finally, lesson observations were undertaken with all subcontracted teaching staff with positive results.  The Committee were pleased to note the positive performance of subcontracting providers.  **Resolved:**  **That the report be received.** |
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| **33.19** | ***Career Link Governor*** |
| ***Decision*** | Following on from the presentation at the Away Event for Governors it was now considered good practice for Colleges to appoint a Career Link Governor.  **Resolved:**  **That Corporation be recommended to appoint Karen Birchal as the College's Career Link Governor.** |
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| **34.19** | ***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. No new risks had been added although the notes section had been updated to reflect current actions.  **Resolved:**  **That those elements of the Statutory Risk Register applicable to the Committee be noted.** |
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| **35.19** | ***Timetable of Meetings*** |
| ***Decision*** | The Committee considered the proposed timetable of meetings for 2019/2020.The report had been considered at the Audit and Governance Committee on 18 June when it had been agreed to circulate the proposals to each Committee prior to consideration by the Corporation on 16 July 2019.  **Resolved:**  **That the proposed dates be noted.** |
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| **36.19** | ***Quality and Standards Committee Annual Cycle of Business 2019/2020*** |
| ***Decision*** | Members gave consideration to the draft Annual Cycle of Business for the Committee for 2019/2020.  **Resolved:**  **That the Annual Cycle of Business be agreed.** |
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| **37.19** | ***Governor Irene Ainsworth*** |
| ***Record*** | The Chair referred to the fact that this would be the last meeting of the Quality and Standards Committee prior Irene Ainsworth''s retirement from the Corporation. He thanked her for knowledge she brought and her commitment to the Committee and wished her well in the future.  Irene responded accordingly. |