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| **MINUTES** | | | | | | |
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| *Quality and Standards Committee No 60* | | | | | | |
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| Date: |  | *16/11/2021 (Tuesday)* |  | Time: |  | *18:00–20:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Quality and Standards* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Allan Foster, Allison Jones, Barbara Godby, Bryony-Grace Clark, Jane Booker, Kevin Burke and Louise Bell* | | | | |
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| Attending: |  | *Helen Eaton, Lisa Hartley, Paul McGrail, Paul Thompson, Steven Downham-Clarke (Vice Principal), Sue Keenan and Zulakha Desai* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **36.21** | ***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.”  Members were pleased to welcome the recently appointed Assistant Principal, Zulakha Desai - Higher Education, together with Assistant Principals Paul Thompson - FE, Paul McGrail - Apprenticeships and Skills, Helen Eaton - Partnerships & Development, Sue Keenan - Director of Quality and Performance and Lisa Hartley - Director of Student Support & Welfare, to present their reports.  **Resolved:**  **That College Management staff attend the meeting.** |
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| **37.21** | ***Apologies for Absence*** |
| ***Record*** | Apologies for absence had been received from Vice Principal Steven Downham-Clarke and Student Governor Bryony Clarke who were both attending the AoC Annual Conference. |
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| **38.21** | ***Appointment of Chair and Vice-Chair for the Academic Year 2021/2022*** |
| ***Decision*** | Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2021/2022.Following due process it was:  **Resolved:**  **1. That Allison Jones be elected Chair of the Quality & Standards**  **Committee for the academic year 2021/2022.**  **2. That Barbara Godby be elected Vice Chair of Quality &**  **Standards Committee for the academic year 2021/2022.** |
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| **39.21** | ***Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of meeting number 59 held on Tuesday 22 June 2021, published on the Extranet, were agreed and signed as a true and correct record of the meeting. |
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| **40.21** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **41.21** | ***Strategic Plan Progress Report*** |
| ***Decision*** | |  | | --- | | The report was now based on the revised Strategic Plan for 2020/21 and related to the first strategic goal of Learning.  Retention and learning across all FE, HE and Apprenticeships were strong and above target. The only area of reduced performance was walkthrough observations, which would increase as the year progresses. |     **Resolved:**  **That the report be received.** |
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| **42.21** | ***In Year Performance Data - Further Education*** |
| ***Decision*** | |  | | --- | | The Committee were informed that current FE numbers were below the target of 1884 standing at 1779 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 not be able to reach.  In addition, there were 158 aged 14-16 learners.  The 42-day probationary period had passed with 152 students, across all age groups, withdrawing from their courses (101 in 2020/21). Of these 61 had at least one registration mark and 40 did not arrive.  The College had issued 137 letters of concern to students resulting in 15 withdrawals. There were 6 appeals by students of which 4 were reinstated. Students within the 152 were offered information and alternative study programmes where appropriate. Any further withdrawals would now affect future success rates.  Overall, with authorised absences, attendance was 91.3% against a target of 95% with punctuality at 99%. Circulated with the report were English and Maths and Functional Skills Action Plans. |   English and Maths remained a priority. However, Governors expressed concern that the situation with regard to English and Maths had not improved over recent years. Officers responded positively to a request from a Governor for a visit to understand the situation in greater depth.  **Resolved:**  **That the report be received.** |
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| **43.21** | ***In Year Performance Data - Higher Education*** |
| ***Decision*** | |  | | --- | | The Committee considered an update relating to Higher Education. HE enrolment was 864 students and unlikely to achieve the financial target.  Retention was 100% with attendance at 90.4%.  Attendance in only one area, Animal Studies, was below 90.4%. The Strategic Plan target was 87.5%.  There was considerable work being undertaken around recruitment to improve progression from FE courses.  An appendix to the report detailed an update on the Office for Student registration together with a copy of the Risk Register to ensure continued membership.  **Resolved:**  **That the report be received.** | |
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| **44.21** | ***In Year Performance Data - Apprenticeships and Skills*** |
| ***Decision*** | |  | | --- | | The Committee considered the report on Apprenticeship and Skills progress.  Enrolment remained positive with retention at 89% with attendance at >95%.  Employer and Learner voice surveys showed positive results. Governors noted the strong performance of the apprenticeship provision, which appeared to be out performing national trends.  In terms of finance for 2020/2021 the service had exceeded the revised forecast of £2.9m. |   **Resolved:**  **That the report be received.** |
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| **45.21** | ***Subcontracting Report 2020/2021 and 2021/2022*** |
| ***Decision*** | Quality and Standards Committee gave consideration to the Subcontracting Report for 2020/2021 and proposals for 2021/2022 presented by Helen Eaton.  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.  Achievement amongst all subcontractors for last year was strong although Covid had impacted on achievement in some areas.  Details of allocations for the current year were also detailed. These indicated a significant reduction in student numbers and the introduction of Traineeships.  **Resolved:**  **That the Subcontracting Reports for 2020/2021 and 2021/2022 be received.** |
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| **46.21** | ***Quality Performance and Standards Report*** |
| ***Decision*** | |  | | --- | | The Committee considered the Quality Performance and Standards Report, which provided an overview of academic data and received responses to their questions.  The SAR process identified some poorly performing provision in 2020/21, particularly in Functional Skills. This department has been issued a Notice to Improve (NTI), which will be monitored by the Assistant Principal for FE and the Director of Quality & Performance.  The English and Maths Team is being supported by Nelson and Colne College.  Poor performance has been analysed in each SAR and an overall summary will be presented in the College SAR together with a focused Quality Improvement Plan.  The College needed to thoroughly prepare for Ofsted pilot inspection to be held between 15- 18th March 2022. An action plan will be implemented and deep dives put in place to ensure the College is fully prepared.  The report highlighted those actions taken to date or in progress and those planned for the future.  An appendix to the report indicated the outcomes of lesson observations undertaken to date. |   **Resolved:**  **That the report be received.** |
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| **47.21** | ***FREDIE In Year Review*** |
| ***Decision*** | |  | | --- | | The Committee considered a report on FREDIE, (Fairness, Respect, Equality, Diversity, Inclusion and Engagement). The report also detailed activities and outcomes for 2020/21. |   The report covered topics such as the Office for Students, Staff Surveys, Student Data, Disability Confident, LGBTQ, Staff and Governor training.  Details to be included within the Annual Report were included in the report.  Also considered by the Committee was a report on a recent inspection by the National Centre for Diversity on the Leaders in Diversity Award.  **Resolved:**  **That the report be noted and Officers be congratulated on the Leaders in Diversity Award.** |
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| **48.21** | ***Child Protection and Safeguarding In Year Review*** |
| ***Decision*** | The Quality and Standards Committee considered an update report on Child Protection and Safeguarding, the Annual Report and Action Plans having been considered at the last Corporation meeting.  There had been a significant increase in safeguarding concerns this year, over double for the same period last year. The College was seeing a year on year increase in alerts. The reasons and concerns are widespread, with the majority concerning mental health issues but did cover all aspects of safeguarding. Caseload and staff/team structure review is ongoing to ensure the College has the capacity to manage increasing numbers of cases and complexities. Temporary increase in staffing has been approved.  The report also covered safer recruitment, safeguarding audit, sexual harassment and sexual violence, campus security and on-line safety.  Governors echoed the comments made at the Corporation meeting, 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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| **49.21** | ***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. |   Covid, together with the cyber security, now appeared as major factors throughout the risk register.  **Resolved:**  **That the report be received.** |
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| **50.21** | ***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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