

***Minutes of the Standards Committee meeting held on Thursday 14<sup>th</sup> June 2018 at 5.00 pm***

**GOVERNORS** John Holford, Chair  
**PRESENT:** Mark Williams  
Jane Hawksford  
Lewis Maskery

**ALSO IN ATTENDANCE:** Maxine Bagshaw, Clerk to the Corporation  
Amanda Jogela, Director Quality and Performance  
Julian Smith, Director Learning and Innovation  
Eleanor Taylor, Head of Higher Education and International  
Jackie Pugh, staff observer for the 2017/18 academic year  
Louise Knott, Vice Principal: Communications, Engagement and Student Experience  
Tom Stevens, Deputy Principal Business Development  
Alistair Thomson, Deputy Principal (from 5.40pm)

	<b>ACTION by whom</b>	<b>DATE by when</b>
<p><b>18.27     <u>DECLARATIONS OF INTEREST</u></b></p> <p>The Chair reminded Governors present to declare any interests that they may have on items to be considered. No interests other than standing items were declared.</p>		
<p><b>18.28     <u>WELCOME INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies for absence were received from Dame Asha Khemka.</p>		
<p><b>18.29     <u>MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> MARCH 2018</u></b></p> <p>The minutes were reviewed and it was agreed that they were an accurate record of discussions.</p> <p>AGREED: to approve the minutes of the meeting held on 15<sup>th</sup> March 2018.</p>		
<p><b>18.30     <u>ACTION PROGRESS REPORT</u></b></p> <p>The Committee were happy to note the content of the update provided.</p>		

Signed : \_\_\_\_\_ Chair

Date:

### 18.31 QUALITY REPORT

The Director of Quality and Performance introduced her comprehensive written report and a number of key matters were noted

a) Direct College provision

- 76.7% of individual learning walks have been completed against a target of 100% (between October and the end of December 2017) within schools of learning. She reminded the Committee that the observation process was halted in year because of the restructure exercise and therefore not every member of staff has been observed/participated in a learning walk. There have been no observations internally since March 2018.
- 44% of learning walks are completed within Vision Business provision as well as developmental observations in line with probationary periods.
- Learning walks can be either on an individual basis or they can be a curriculum walk looking at a specific issue or a subset of data
- In relation to Vision Business provision it was explained that college staff undertake the observations because of the perceived high risk in this area.
- There are 872 occurrences of delivery staff (delivery schools of learning and Vision Business) accessing training workshops to date. This demonstrates that staff remain engaged even though the observation process has been halted.
- There are 211 staff (schools of learning and Vision Business) that have accessed individual coaching to date.

b) Subcontract provision

- QTLP are carrying out all graded observations with subcontractor provision this academic year. The reason for this is that all subcontract providers are considered to be high risk due to the changing landscape within apprenticeship provision. It was explained that partners also have a high staff turnover rate and this does have an impact upon the ability to carry out all planned observations.

c) External verifications/external examiner reports and visits

- Across the college there are currently 31 qualifications with pending actions following EV visits.
- A sanction was imposed for the certificate in Traffic Office Level 3 (Pearson Edexcel) linked to Smart Assessor and One File transition. The Director of Quality and Performance explained the differences between Smart Assessor and One File and explained that with One File students have more of an ability to upload their own work.

Signed : \_\_\_\_\_ Chair

Date:

She explained that there had been a migration issue and that in the transition period staff had used papers rather than electronic recording, and it was a matter of not being able to get hold of the data quickly enough at the EV visit. Originally there were 1000 learners to migrate although this is now reduced. The College has been careful not to migrate students who will not be continuing as a fee is incurred per learner. It was explained that the migration issues could still lead to sanctions from other awarding bodies but assurance was given that this is being monitored and mitigated so far as is possible.

The Committee questioned whether staff are satisfied that the transfer of information from one system to another is fully GDPR compliant. It was confirmed that this is the position. The use of One File going forward will be mandatory for staff, and a challenge for the senior team is to bring all staff along with this change.

The Committee then went on to consider the Quality Improvement Plan update presented at page 19. Key matters noted were:

- Key action point 1 – improve the progression and destination of learners to further study, sustained employment, apprenticeships and higher education. She confirmed that progress has been made against all areas with the exception of apprenticeship provision. She explained that this is due to the inconsistent use of One File to support with the collation of data across all apprenticeship provision, therefore it is not possible to obtain and monitor accurate data consistently. She confirmed that final progress for this measure will be determined in November 2018.
- Key action 2 – develop 16-19 study programmes to have greater focus on preparation for next steps and better prepare learners for long term aspirations. She confirmed that progress has been made against all actions and again the final measure of success will be possible in November 2018.
- Key action point 3 – further develop the induction and tutorial programmes to minimise withdrawals during the first 6 weeks of study. She confirmed that progress has been made against all actions, however the impact will not be known until November following enrolment and a review after the first 6 weeks of term.
- Key action 4 – increase the number of learners that exceed their minimum target grade. She explained that although progress has been made some learners are still being targeted to achieve minimum target grades. This is a cultural change for both staff and students in terms of aspiration. The impact will be measured in July when the final assessments are completed and clarified in January 2019 when the external data is released.

Signed : \_\_\_\_\_ Chair

Date:

- Key action point 6 – continue to improve the quality of teaching, learning and assessment in English and Maths for 16-19 and 19+ lessons for College delivery - Focus delivery on skills and knowledge gaps to improve progress. She explained that little progress has been made against this action, marked work remains a significant area for development as well as individualised learning and assessment. There has been too much delivery to the content of the curriculum rather than to individual learners' skills gaps. Moving forward plans are in place to improve in class target setting and teaching to individuals' needs. She confirmed that this remains a key action in to the next academic year.
- Key action 7 – continue to improve the quality of teaching, learning and assessment in subcontract provision. She advised that the high turnover of staff within subcontract provision impacts negatively on the quality of teaching and learning and this is reflected in outcomes for learners. She confirmed that this remains a red RAG rated item. She advised that the apprenticeship reforms are having a significant impact on learner progress and this is being closely monitored through numerous quality mechanisms.
- Key action point 8 – improve the quality of experience of direct delivered apprenticeships. Whilst some progress has been made there is still too much inconsistent practice. At period 9 timely achievement was 26% which is 25% below the same point in 16/17 and 33% below the national average for 16/17. This represents 548 learners past their end date. It was confirmed that this is also a red RAG rated matter.

In discussion the Committee questioned whether the College has seen any positive progression through to the new HE Centre. It was confirmed that for 17/18 this is not the case and the changes put in place for 18/19 show a marginal increase, however it was acknowledged by all that the Colleges own internal progression could be significantly improved.

AGREED: to note the content of the update provided.

### **18.32 COLLEGES TEACHING, LEARNING AND ASSESSMENT STRATEGY FOR 2018-2021**

The Director of Quality and Performance introduced this strategy and confirmed that it covers a three year period. Sitting underneath this will be the Teaching, Learning and Assessment Policy.

In considering the document the Committee discussed the reference to the use of electronic registers on page 2. It was confirmed that registers are marked electronically by teachers and tutors and the timeliness of completion is monitored.

Signed : \_\_\_\_\_ Chair

Date:

The Clerk explained that because of some historic inconsistencies in terms of staff approach this is an annual report that is provided to the Audit Committee, she agreed to share a copy of the 16/17 and 17/18 year reports with the Chair. It was explained that in October staff also undertake a physical double check to assess the accuracy of register recording.

Clerk

June/July  
2018

The Committee all agreed that the timely completion of accurate registers was an important issue given the safeguarding obligations for the College to know which students are and are not where they are supposed to be.

The Committee Chairman questioned what the 'tigger' moment is referred to on page 24. It was agreed that the Director of Quality and Performance would email him directly outside the meeting on this.

Dir Q&P

June 2018

AGREED: to approve the Teaching, Learning and Assessment Strategy 2018-2021 as presented.

### **18.33 STUDY PROGRAMMES UPDATE**

The Director of Learning and Innovation introduced this item and a number of key statistics were noted.

- There were 2518 students enrolled to 16-19 study programmes
- Retention (16-18) is 93%, 92.1% related to 19+ as at 3<sup>rd</sup> June 2018. Currently retention is looking strong and will be monitored for the next two weeks.
- Overall retention for 16-18 and adult provision is +2.7% on the prior year
- Retention by age 16-18 was +2.2% on the prior year
- Adult learning retention on the prior year is +5.5%
- Members' attention was drawn to the table in paragraph 3.2 which shows improved attendance in all areas when compared with the prior year. The school of learning with the most marginal improved attendance is the Lifestyle Academy, which is why this still remains RAG rated as amber.
- English and Maths retention is 92.2% (which should be compared with 87% in 16/17)
- Applied general progress is currently 0.00 compared to -0.2 as at May 2017. In considering paragraph 4.2 all agreed that the improved progress and residual score for Care and Education Studies was very positive.
- Progress on technical certificate courses is -0.3 compared to -0.34 as at 3<sup>rd</sup> June 2018. Three schools of learning are positive when compared to last year and it should be noted that these are areas where there was a real focus and concern. This demonstrates that when the spotlight is shone and appropriate support is provided improvements can be made.

Signed : \_\_\_\_\_ Chair

Date:

- In terms of academic progress, progress has improved in 21 of the 33 subjects. English Language progress has declined in comparison from a very strong performance last year. Assurance was given that the team are working on this.
- The introduction of progress review boards and PMRs has been effective in monitoring student progress. Progress tutors/tutors have improved the quality of targets being set for learners, thought this will be more rigorous with the support of progress mentors from September 2018.
- There are 739 enrolments for GCSE maths
- There are 815 GCSE enrolments for English, all agreed that these were substantial numbers.
- English and Maths progress – currently the progress score for English is -0.59 compared to -0.7 at the same point last year and in Mathematics -0.76 compared to -0.6. It was explained that these are based upon the Colleges own internal measures.
- When attendance, retention and progress is compared it is clear that there is a correlation between attendance and progress. HE, Access, Business and Professional has the highest English attendance (89.1%) and progress score -0.05. Lowest attendance is in Construction at 83.3% and progress at -1.32. All agreed that it is key to improve attendance further.

The Committee asked how staff share best practice. It was explained that this is at the curriculum managers' forum and also at heads of School meetings. It was explained that there is quite a bit of healthy competition between the schools of learning.

AGREED: to note the content of the report provided.

(Alastair Thomson joined the meeting at 5.40 pm)

#### **18.34 ADULT EDUCATION BUDGET UPDATE**

The Deputy Principal circulated a report and a number of key matters were noted.

- The College budget for 17/18 is £6.8 million. Subcontractors are allocated around 81% of budget with 19% for College, that includes 6% for Sheffield Construction Employability Centre.
- Subcontractors are targeted to achieve £1.8 million expenditure in period 10 to 12 which will take the College to 31<sup>st</sup> July 2018. Members' attention was drawn to section 2.4 of the report which shows where activity currently sits against this need.
- AEB budget for 2018/19 is not confirmed but anticipated to be similar to this year. In advance a new initiative to increase eligibility and access for learners has been announced.
- Those earning less than £15,736.50 annual gross salary will be funded entirely. This is a change from current rules that provides eligibility for adults (19-23) with skills below Level 2.

Signed : \_\_\_\_\_ Chair

Date:

This is a good opportunity for young people with a need to improve English, Maths and ICT skills. Plans are in hand at the College to take advantage of this initiative.

- AEB budget devolution – from 2018/20 the Government intends to devolve the AEB budget to Mayoral Combined Authorities and delegate AEB to the Greater London Authority. It was noted that the Sheffield Centre is in a MCA and, whilst initial thoughts are that this will continue to be funded there is no certainty at this stage, however the centre operates on a good model with a proven track record. The College will need to keep in close dialogue with the local authority.
- Traineeships for 19-24 year olds will remain a nationally funded programme with allocations provided by the ESFA regardless of where trainees reside. In terms of this provision the College does a little directly but some of the subcontractors do more. We will continue to offer but this is a small provision with very limited interest.

Members' attention was drawn to appendix 1 which sets out how the AEB budget is delivered by region and location. It was noted that a high percentage of contracts are in MCA's and this therefore could have an impact on funding available. It was explained that the College has more developmental work to do in terms of its strategy.

It was confirmed that AEB retention statistics are still looking positive. What the College needs to do at this stage is give greater consideration to its future AEB strategy, both in terms of risks and opportunities.

The Committee were advised that 81% of AEB income is derived through the use of subcontractors and is therefore a risk. 6% of delivery is in the Sheffield centre. It was confirmed that subcontractors also make a positive contribution to the overall retention statistics and therefore if the College were to lose its ability to provide through subcontractors (for example because of a change in the rules) then this would negatively impact upon both income and quality measures.

The Committee indicated that for the next meeting they would like to see a breakdown of the age of the students who are supported through AEB funding.

The Committee questioned whether the mayoral combined authorities will have sufficient autonomy to be able to change the funding focus. It was confirmed that they will and this poses both a risk and an opportunity.

AGREED: to note the content of the update provided.

DP:BD

04.10.18

Signed : \_\_\_\_\_ Chair

Date:

### 18.35 APPRENTICESHIPS

The Deputy Principal Business Development circulated a report and a number of matters were specifically noted:

- The apprenticeship reform is having a significant effect on learner progress. Actions are in hand to address this matter as effectively as possible for 17/18 and put in place mechanisms to ensure that achievement rates will improve in 18/19.
- Data is presented for period 10. 84% of the data presented relates to subcontracting which will dictate the final achievement rate for the college. The government decision to cease subcontracting has moved some subcontractors away from the College apprenticeship delivery. It is no longer seen as a top priority by these providers, making it challenging for the partnership team to achieve completions in a timely manner. He described this as a significant challenge and to a large extent it is out of the Colleges control even though it was acknowledged that statistics for direct delivery are in some instances worse.
- Data presented for the combined direct delivery at college and Vision Business (excluding partners) presently shows timely achievements at 27% compared to the national benchmark of 59% and overall achievements at 55% compared to the national benchmarks of 68%. The committee challenged this position and all agreed that every effort needs to be made to improve the position.
- Table 1 summarises the performance at period 10. Overall achievements of 63% is presently 5% below the national 16/17 benchmark of 68% and 8% below the College 16/17 achievement rate of 71%. Timely achievements are 46% and are presently 13% below the national benchmark of 59%.
- Table 2 summarises the overall achievement rate and compares with the previous year. At apprenticeship level the achievement rate is 63% for 17/18 which is 2% lower than 16/17 College performance at 65% and 4% lower than the national average at 67%.
- Timely achievement is 46% which is 9% below the 16/17 rate of 55% and 13% below the national average of 59%

In considering the data provided in detail at section 5 it was acknowledged by all that there has been an overall deterioration. The Committee were advised that outcomes are not going to be good for 2017/18 and that it is important now to get to the best position possible.

The Committee questioned how far the College's position is influenced by the national picture rather than own college performance issues. The Deputy Principal indicated that this is not known at this stage but explained that WNCs programme is so large that the impact has been magnified.

Signed : \_\_\_\_\_ Chair

Date:



The Committee felt that there had been a lack of strong leadership and management in this area and with hindsight this could have been better.

The Committee questioned whether the College could potentially trigger any action in terms of not hitting minimum levels of performance. It was again indicated that this was not known at this stage but it was described as 'very close'.

The Committee questioned whether there will be any financial impact. It was explained that there is likely to be a negative financial impact given the reduced number of apprenticeships and the fact that the college is delayed in getting any performance payments. The Committee were given assurance that there is a huge amount of work being undertaken to get through and maximise the position by yearend. The Deputy Principal/Director: Finance confirmed that he has increased some budgets marginally to help to support with this.

The Committee were advised that the College does take learners back if they think that subcontractors will not complete and that this has actually happened in relation to two firms already. The Committee were reminded that learners are college learners and therefore the college has an obligation to ensure the best possible opportunity for these students. It was explained that the risk is that learners have completed the technical aspect of their learning and employers are happy, however they have not done their Maths and English assessments which are required to complete the programme. Employers do not consider this essential and therefore are not releasing students for this element of the apprenticeship programme.

Members' attention was drawn to appendix 1 which summarises the partners and anticipated completion of existing apprenticeships. The College currently works with 27 subcontractors. It is anticipated that the reported position is worse as some apprentices are simply waiting for certificates, however as apprentices are coming to the end of their programmes in some cases it is making it very difficult to progress to conclude. As at 31<sup>st</sup> July 2018 there are a large number of apprentices coming to the end and therefore it is expected that the number of out of time learners will increase.

AGREED: to note the content of the update provided.

(Mark Williams left the meeting at 6.25 pm)

Signed : \_\_\_\_\_ Chair

Date:

**18.36 HIGHER EDUCATION UPDATE**

The Head of HE and International provided a presentation to the Committee and a copy of the HE quality summary was provided. Key matters noted were:

- 1) OFS general duties
  - Protect institutional autonomy
  - Promote greater quality choice and opportunities for students
  - Encourage competition between providers
  - Promote value for money
  - Promote access and participation
  - Use OFS resources effectively
  - Apply principles of best regulatory practice
  
- 2) OFS regulatory framework

All students from all backgrounds and with the ability and desire to undertake higher education

  - Are supported to access, succeeding and progress from higher education
  - Receive a high quality academic experience and their interests are protected while they study or in the event of provider campus or course closure
  - Are able to progress in to employment or further study and their qualifications hold their value over time
  - Receive value for money
  
- 3) OFS registration
  - Essential for public grant funding, access to the student support system and our tier 4 licence as well as recognition as a HE provider
  - Registration process – initial registration submitted May 2018. The College should receive an outcome by September. If not successful then the College cannot draw down HEFCE funding and would lose its tier 4 licence (although this is not expected). There will be ongoing registration and a transition in 18/19 with final processes in place in 19/20.
  - Conditions E1-E5 relate to governance. It was agreed that the Head of HE and international would share the content of these conditions with the Clerk so she could ensure that governance responsibilities are appropriately discharged throughout the year.
  
- 4) Revised QAA Quality Code
  - There are 4 outcomes which are underpinned by national frameworks and standards, practices and advice and guidance.
  - Advice and guidance themes are provided in a number of areas and are published in November. This will lead to additional updated guidance to staff.

Head of HE Sept 2018

Signed : \_\_\_\_\_ Chair

Date:

5) Teaching Excellence Framework (TEF)

- The College has been awarded TEF Silver which is a real positive and puts us in a good position regarding OFS registration. All agreed that this is a significant achievement.
- This demonstrates high quality teaching, learning and outcomes
- Shows that the College consistently exceeds rigorous national quality requirements
- There were 3 areas of strength identified but the parity between full time and part time students still needs work. It was explained that the Colleges position is still below the expected benchmarks but generally part time students are less happy than full time.

Following questioning by the Committee it was explained that by headcount part time students represent 25% of provision with full time 75%.

6) HE Update

- In terms of applications for a September 2018 start there are 159 firm acceptances and 14 insurance acceptances (by comparison the position in June 2017 was 134 acceptances). This is a minor improvement but is moving in the right direction, however it is difficult to compare like with like in a pre/post UCAS position. It is believed that there will be late applications based upon historic patterns, particularly in Engineering and Business.
- Planning is for a steady state in September with no growth

The Committee questioned what the conversion rate is in relation to acceptances. It was described as 'pretty good' and around the 89-90% mark. It is believed that there were circa 120 students who started their programme in September 2017. The committee were advised that the College has had one new course which has been validated and currently has 10 applications and there are still other courses awaiting validation.

Progress against the HE QUIP

- Creation of an employer hub
- HE reviews completed May 2018
- HE annual planning day – Pro Monitor
- Validations
- Priority action – parity for part time students.

The Committee on behalf of the Board took the opportunity to pass on their congratulations to all staff involved in securing the silver TEF award.

AGREED: to note the content of the update provided.

Signed : \_\_\_\_\_ Chair

Date:

## 18.37 SAFEGUARDING UPDATE

The Vice Principal Communications Engagement and Student Experience presented this report and a number of key matters were noted:

- Good progress has been made with the college's development plan for safeguarding, in particular a significant amount of work has been completed in year on the College's mental health strategy. The College has developed a wellbeing centre and is starting to see students engage with this initiative with a student working group created.
- Site security remains under constant review and two individuals who are not students have been escalated to the police as a result of continued unauthorised access to college sites. There is an intended review of the number of college entrances and exits.
- The College is also reviewing safeguarding and prevent tutorials as feedback would indicate that further work needs to be done in this area. The College needs to see greater impact.
- Keeping children safe in education requirements now has more focus on sexual harassment and sexual exploitation and this is being built in to College processes.
- In terms of safeguarding issues the College is seeing more peer on peer bullying and also sexual harassment.
- There have been 1613 safeguarding related concerns to date. This is more than double the total for 16/17, however the referrals to external agencies is largely in line with those made last year. The team have dealt with some really quite complex cases this year including 12 young people who have a child sexual exploitation risk assessment in place. We are seeing growing numbers of our young people with a child in need or a child protection plan with the team contributing to core group meetings in many cases. However, we have seen a significant number of referrals this year related to student absence and in many cases this is not a safeguarding concern and could be dealt with locally. We are currently considering whether to slightly change our processes in terms of absence reporting through safeguarding.
- Keeping children safe in education includes a number of changes including
  - a) a much more heightened focus on early help and requirement that all staff understand the process for accessing and referring students for early help
  - b) a new section on peer on peer sexual assault and sexual harassment. This follows government guidance that was issued earlier in the academic year
  - c) a requirement for institutions to retain two emergency contact numbers where this is possible. She explained that the College is currently working through the practicalities of this.

Signed : \_\_\_\_\_ Chair

Date:

- Counter terrorism local profile – key highlights include
  - a) Online radicalisation continues to be a significant issue nationally and locally with individuals radicalised online and in some cases encouraged to act on their own
  - b) Extreme right wing groups are gaining momentum and a foothold particularly in the north of the county
  - c) There are continuing risks associated with those returning from foreign conflict zones and the desensitisation to violence that may occur as a result of their lived experience abroad.

She explained that the College has slightly updated its risk assessment as a result of the review of the local profile.

- The contest strategy is still a key feature and is therefore likely to be a focus for Ofsted.
- Prevent referrals – in the year to date the College has received 47 prevent referrals with two being referred to external agencies, one did not meet channel thresholds and shortly following the referral the student withdrew from College. The second is a recent referral and we are therefore awaiting feedback. We have one other referral that, whilst at this time does not meet threshold, we are keeping a close watch on this.

Full detail of the amended procedures were noted and reviewed and the Committee were happy to recommend the approval of the safeguarding features to the Board.

AGREED:

- a) to note the content of the update provided &
- b) recommend that the Board approve the amendments to the safeguarding procedures.

**18.38 CAREERS PROGRAMME**

The Vice Principal Communication Engagement and Student Experience presented her detailed report. She confirmed that sitting alongside this the careers team are working on an annual plan, it was agreed that this would be circulated when finalised. She confirmed that within college there is a team based approach to the careers strategy with everyone pulling together.

AGREED: to approve the careers programme as presented.

**18.39 GOVERNANCE REPORT**

The Clerk introduced this item and invited the Committee to undertake self-assessment for the 17/18 year, consider whether there are any changes required to the terms of reference, agree a work plan for 2018 and note intended membership.

VP C,E& SE Sept. 2018

Signed : \_\_\_\_\_ Chair

Date:

The Committee acknowledged that this was the last meeting that Jackie Pugh as observer would attend and also Louis Maskery who will be handing over to a new Student Union President/Governor.

As is the case in previous years the Committee felt that membership could be strengthened with additional members of the Board. The Clerk indicated that this was something that she was hoping to achieve through new governor recruitment.

The Committee felt that the terms of reference for the Committee remained appropriate.

Membership for 18/19 is; Dame Asha Khemka, John Holford, Mark Williams, Nathan Jones (replacing Louis Maskery) and Jane Hawksford. It was noted that Nikki Slack will be the Head of School attendee next year to replace Jacki Pugh.

AGREED: to note the content of the update provided.

**18.40**     **AOB**

There were no items of additional business.

**18.41**     **DATE AND TIME OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting is 4<sup>th</sup> October 2018 at 5pm.

**18.42**     **CONFIDENTIAL ITEMS**

It was agreed that confidential items would be recorded separately.

Staff and students left the meeting at 7.05 pm.

Meeting closed at 7.25 pm.

Signed : \_\_\_\_\_ Chair

Date: