



**WEST NOTTINGHAMSHIRE COLLEGE
STANDARDS COMMITTEE**

Minutes of the Standards Committee meeting held on Tuesday 16th October 2018 at 5.25pm.

GOVERNORS PRESENT: John Holford, Chair
Mark Williams
Jane Hawksford
Robyn Hodgson

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Amanda Jogela, Director Quality and Performance
Julian Smith, Director Learning and Innovation
Louise Knott, Vice Principal Communications Engagement and Student Experience
Tom Stevens, Deputy Principal Business Development
Nikki Slack, Staff Observer
Paul Rana, Head of Student Support
Martin Sim, Interim Principal (Observer for this meeting)

ACTION by whom	DATE by when

18.43 APPOINTMENT OF THE COMMITTEE CHAIR FOR 2018/19

John Holford was nominated as the Committee Chair, this nomination was seconded and approved.

AGREED: to approve John Holford as the Standards Committee Chairman for the 2018/19 academic year.

18.44 DECLARATIONS OF INTEREST

The Chair reminded Governors present to declare any interests that they may have on items to be considered. No interests other than standing interests were declared.

18.45 WELCOME, INTRODUCTION AND APOLOGIES FOR ABSENCE

There were no apologies for absence. Welcome and round table introductions were made for the benefit of new committee members and observers.

Signed : _____ Chair

Date:

18.46 MINUTES OF THE MEETING HELD ON 14TH JUNE 2018

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the minutes of the meeting held on 14th June 2018.

18.47 ACTIONS AND MATTERS ARISING FROM THE MINUTES

There were a number of items considered:

- Page 5 – the registers report has been provided to the committee Chairman
- Page 5 – it was explained that the ‘tigger’ moment is equivalent to a ‘lightbulb’ moment
- Page 7 – the AEB breakdown requested is still outstanding. It was agreed that this would be circulated by the Deputy Principal outside the meeting. Line 5 of the APR – the Clerk advised that this information has still not been provided to her by the Head of HE, it was agreed that she would follow up outside the meeting.

AGREED: to note the content of the update provided.

18.48 16-19 STUDY PROGRAMME PROGRESS UPDATE

The Director of Learning and Innovation introduced his detailed report and a number of key matters were noted:

- The report provides an update on the 17/18 academic year. It is a data snapshot as at the end of June which is where the College finished for the year.
- Study programme 16-19 retention is at 92.4% which is an increase of 1.7% on 16/17
- Adult learner retention is at 91.3% overall, which is an increase of 1.5% on 16/17
- Overall study programme achievement rate has improved from 82.5% to 87.3% (as at 2nd October 2018)
- The progress against starting point for A2 learners is 58% which is an 8% increase from 16/17
- The A2 subjects, where learners made the most progress against their minimum target grades, are Art & Design (83.3%), Business (75%), Film Studies (100%), Law (81%)
- The best performing A2 subjects with the highest volume of learners are Law (81%), History (62.5%), Biology (57.6% which is an increase of 14%), Maths (50%) and Psychology (50%)
- The progress against starting point for AS learners is 55% which is a 5% decline from 16/17
- A Level pass rates improved to 100% this year compared to 98.7% and is 2.4% above this year’s national pass rate of 97.6%. High grade performance remains high with 42.3% of outcomes at A2 being A*-B grade.

DP: BD

Oct. 2018

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- Progress position in relation to applied general, technical study courses and technical Level courses is an internal measure so far, but in all areas there is a slight improvement.
- GCSEs – overall pass rate of 94.7% is a 2.3% increase on last year
- 26% of learners made positive progress against their starting point in English which is 12% increase on the previous year.
- 13.7% of learners made progress against their starting points in Maths which is a 4.5% increase on the previous year.
- Work experience placements have increased from 84% to 85% (full detail of work placements secured is given on page 6 of the report)

In terms of general discussion the Committee were advised that A2 progress value added is very good, however there is more to do in terms of the AS results as the outcomes for learners are not such a positive picture. It was explained that the Colleges internal targets for progress are that 100% of students achieve at or above target, clearly there is more work needed to support AS learners.

The Committee questioned whether the Colleges predictions, when compared with the outcomes were accurate. It was explained that, in terms of A Levels, the results were very accurate. In relation to Maths and English GCSEs the results were a little bit lower than expected and therefore there is more to do in terms of forecast accuracy. The view is that this is more to do with the way that predictions are being measured rather than any failure to support the learners. There are lessons to be learned in terms of the AS position as a decline was not anticipated. As a general observation, college wide stretch and challenge can be improved.

In relation to the table provided at section 3.2.3 the Committee questioned whether there is comparator data available from other Colleges locally and nationally. It was confirmed that this data is not yet available but it is expected that the College position will be very comparable. In terms of the data provided it is retention and progress which are the key elements. It was confirmed that final data, including comparator information, will be available in January 2019.

The Committee went on to discuss work experience and reviewed the table at 5.2. They were advised that the quality of work placements for 17/18 have all been reviewed with some changes planned for 18/19 to ensure that all placements meet the expected criteria. In reviewing the data available it was acknowledged that in some areas it is harder to secure placements than others, for example visual performing arts and design, public services and motor vehicle whereas there are other areas where 100% work placements have been secured.

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The Committee were reminded that the college has secured funding via the work placement capacity fund in preparation for the increase in work placement requirement for the new T Levels which start in 2020. There will be 120 learners on placements for more than 45 days in a number of subject areas including Child Care, Engineering and Motor Vehicle, Construction IT and Media.

AGREED: to note the content of the update provided.

18.49 OFFICE FOR STUDENTS DOCUMENTATION

The Director of Learning and Innovation introduced this report and confirmed that there are a number of policy changes required following feedback from the OFS as part of the colleges registration process. He asked that the content of the update be noted and also invited the committee to consider and agree a number of updated policies to ensure that the College is compliant with OFS expectations. It was agreed to take the updated policies on an individual basis.

1) Academic Freedom Policy

The Committee reviewed this and there were two suggested changes

- The Committee felt that it would be useful to include the UNESCO statement regarding HE personnel staff freedoms. It was agreed that the Chair would provide a link to this.
- In terms of the 'obligations' referred to under the Education (2) Act 1986 and other associated legislation the Committee felt that it would be useful within the Policy to spell out more clearly what these obligations are.
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AGREED Subject to the changes requested at the meeting the Committee were happy to approve the Academic Freedom Policy.

2) Procedure for the Closure, Suspension or Change to Higher Education Programmes 2018/19

The Committee questioned whether the Higher Education Academic Standards Committee was a group different to the Standards Committee which is a subcommittee to the Board. It was explained that the Higher Education Academic Standards Committee is an internal Committee made up of staff. The question from the Committee is whether a referral to close a course should come to the Standards Committee. It was agreed that this would be appropriate but there were concerns regarding decisions needing to be made in between scheduled meetings. It was agreed that proposals to close a course will come to the Standards Committee and that decisions will be made electronically in between planned meetings if required.

AGREED Subject to this one additional step it was agreed to approve the procedure for the closure, suspension or change to the Higher Education Programmes 2018/19.

Signed : _____ Chair

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3) Refunds and Compensation Policy Higher Education 2018/19

The Committee were reminded that the Board has already approved a general refunds policy, however what is presented here is specific to HE. An example was given in relation to when compensation may be available to HE students which should be compared with FE, when in the same situation students would not be entitled to compensation. Whilst happy to agree the policy as presented it was commented that the different approach between HE and FE may need to be presented as part of the general Fees Policy update which is undertaken on an annual basis.

AGREED: to approve the Refunds and Compensation Policy Higher Education 2018/19.

4) Student Protection Plan for 2018/19

The Committee were happy to approve as presented with no updates or changes.

18.50 **APPRENTICESHIPS**

The Committee noted that this report had only been circulated on the 15th October and therefore prior to this meeting there has been insufficient time to review in detail. Because of this, and because of general Board concerns regarding the apprenticeship programme, it was agreed that a copy of this report, together with the period 14 data update would be presented to the full Board at its meeting on 25th October 2018.

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25.10.18

In considering an overview of the information provided the Committee discussed table 1 section 4 which summarises the overall achievement rates for all ages. It was confirmed that overall achievement rates at period 13 are 65% which is -6% down on the same point last year and 2% below the current national rate of 67%. Overall can be broken down as

- 16-18 61%
- 19-23 67%
- 24+ 67%

The Committees attention was specifically drawn to section 4.3 which summarises the high level of subcontractor activity which is contributing to the data. Subcontractor provision is 86.38%, direct delivery 4.2% and Vision Business 9.42%.

It was reiterated again that subcontracted activity this year has been a huge challenge as the programme is on run off, with most of the existing subcontractors not expecting to be working with the College beyond July 2019 and therefore the business relationship has changed.

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It was explained that recently this has resulted in a number of subcontractors declaring that they wish to withdraw their learners from the College. This includes London Hairdressing Apprenticeship Academy and Integrity who provide IT training and have been bought out by Learning Curve who wish to train their learners under their own contract with the ESFA. Both of these subcontractors will effect College data for 17/18 and 18/19 as they run out. In addition it has been reported to the Corporation Board that two subcontractors, Capital 4 training with 278 learners on programme and SIDDHI Training with 272 learners on programme are under very close review with a risk of a significant number of learner withdrawals unless the College can be satisfied that there is a plan in place to roll the learners forward in to 18/19 or is able to take direct control of the learners from the subcontractor. It was explained that the College is in dialogue with the ESFA to ascertain whether there is any way of mitigating the impact of these withdrawals on college data, as the actions taken by subcontractors are outside of the college's control.

It was explained that the College data is now very close to the minimum standards of performance and that, should any of the apprenticeship standards fall below 62%, then the totality of provision delivered is reviewed and if more than 40% of the cohort is below the minimum standard then this would bring the College in to scope for intervention and an Ofsted inspection. This was discussed as a high risk at this time.

The Committees attention was drawn to the detailed table in section 4.13 which details all of the contractor results as at period 13. Period 14 closes down this Thursday and it was confirmed that the data team are working very hard to finalise the College position, although there is a concern that the data will deteriorate. It was agreed that the period 14 update would be provided to the Board next week.

In considering the table, a challenge from the Committee was that overall and timely achievement appears to be very varied as between the subcontractors. They questioned how much of the variation is as a consequence of data collection as opposed to poor performance. It was explained that there has been a deterioration in the 17/18 year as the College has lost its ability to influence (either through stick or carrot) contractor activity and also any historic issues are now becoming evident as both subcontractors and the College close down the whole programme. An update was provided in terms of the expected rollovers in to 18/19. There are two partners who are of particular concern and given the high number of learners for each (200+) if the data position cannot be improved then this will have a further impact. It was reiterated that the College data is very close to the minimum standard numbers and therefore this is a risk. It was confirmed that by the Board meeting on 25th October the College will know whether the data has put the College in scope for an Ofsted inspection.

DP BD

25th Oct.
2018

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The Committee questioned whether there were any implications for the future. They were advised that the figures are published nationally in March each year and that this may influence whether employers choose the College as a partner. The Committee were reminded that the College strategy is to increase the level of direct delivery going forward and that subcontracting activity will disappear.

The Committee questioned whether the performance of direct delivery is better than that for subcontractors. It was explained that direct delivery rates are not where the College needs them to be and that the issue is not simply subcontractors. The view expressed was that there needs to be a double edged strategy, the first part of which is a defence in terms of direct delivery progress in year. This needs to be a focus as it will be of significant concern to Ofsted. The Colleges position is circa 67% whereas Ofsted would be expecting to see 80-82%. Sitting alongside this there needs to be a clear explanation as to the negative impact of subcontractor run-off activity, although this is likely to be a national challenge and therefore may impact upon the national rates. It was explained that there have been some historic national issues in relation to apprenticeship provision which are negatively impacting upon the data and the College is now feeling this. In terms of direct delivery, one area of particular concern brought to the Committees attention was Business and Management.

The Committee questioned whether there were any similar issues picked up at the last Ofsted inspection. It was explained that there weren't and that this was because at the previous point in time the results were bolstered by some high volumes from very good quality subcontractors. Over time the high performing subcontractors have moved to direct delivery early and the College is now seeing the performance of some subcontractors and its own direct delivery position coming in to much sharper focus.

The challenge from the Committee was whether or not the College has the systems and processes in place to show detailed analysis and actions taken and to be taken. Assurance was given that this can be evidenced and that there are detailed action plans in place to bring about improvements required.

AGREED: to note the content of the update provided.

18.51 QUALITY OF TEACHING, LEARNING, TRAINING & ASSESSMENT

The Director of Quality and Performance introduced this detailed report and reminded the Committee that the data presented relates to the 17/18 position and that practices have now moved on since then, particularly the fact that graded observations are not planned for 18/19. Key matters brought to members attention were:

- 74.1% of individual learning walks were completed against a target of 100%

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- 36.2% of learning walks were completed within Vision Business provision
- areas for improvement were identified and action plans put in place to ensure that students receive a consistently high quality learning experience
- there were 1091 occurrences of delivery staff accessing training workshops in 17/18 delivered by QTLP
- there were 210 staff that have accessed individualised coaching
- in relation to subcontract provision the quality team continue to carry out graded observations as these were considered as high risk areas. In 17/18 75% of sessions were graded good or better (at 1st observation). There were 161 instances of subcontractor provider staff having accessed various forms of training.

She advised that QARs are currently taking place and the focus areas so far for this academic year are Maths and English and the tutorial structure. In terms of apprenticeship delivery there is ongoing coaching and support available. It was explained that the college has seen significant changes to its systems this year and therefore there is a lot of staff training taking place on the proper use of these systems.

An update was provided in relation to the investigation being conducted by the Head of Quality and Performance at the request of City & Guilds. City & Guilds have agreed to carry out EQA activity at the employers premises where learners are still employed to verify competence. There are 32 learners in total impacted and of this two employers are fully engaged relating to 24 students. There is one employer with 8 learners who is not responding. A suggestion from the Committee, in relation to the employer who is not responding, is to go through Network Rail as they will have legal obligations in terms of their contract with Network Rail. The Committee were advised that the conclusion of this investigation is expected on Friday of this week and it was therefore agreed that an update would be provided to the Board at its meeting on 25th October.

AGREED: to note the content of the update provided.

18.52 CAREERS EDUCATION, INFORMATION AND GUIDANCE (CEIG)

The Vice Principal for Communications Engagement and Student Experience introduced this item and explained that her report provides a progress update on actions identified as required. Key matters brought to the Committees attention were:

- in line with our requirements details of the Colleges careers leader and our careers development programme were published on the website over the summer and by the deadline of September 2018.
- A calendar of central careers interventions has been developed and circulated widely within the College and posted on the colleges website.

Director
Q&P

25th Oct.
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- Whilst we have launched a career development plan for September, system issues have prevented us from being as far forward as we would like. Our careers development plan currently sits on Moodle and as such makes reporting and system integration hard. This is almost an interim system until we can agree the way forward in terms of a more fit for purpose career development tracking tool. Assurance was given that the college is collecting individual data, however the report writing function of the system is not where it should be. The development in this area was described as a work in progress.
- Work has been ongoing with employers within D2N2 and in schools to try and develop a consistent approach to careers development and work placement within the local area. This has had mixed success with a potential model being offered by an employer that the college has agreed to trial. However, engagement from local secondary schools has been slow and a meeting scheduled for 11th October was cancelled due to low take up. We have agreed with the 2020 Board that the next step might perhaps be a meeting with the D2N2 LEP to progress matters with schools in partnership with them.

AGREED: to note the content of the update provided.

18.53 LEARNER VOICE UPDATE & STRATEGY

Paul Rana provided an update on the national and campus' based learner exit survey for 2017/18. Key matters noted were:

- The campus based learner exit survey for 17/18 had a total of 2831 responses representing a response rate of 81%. This is a 3% increase on this response rate in 16/17.
- The learner satisfaction survey (which is a national survey) score has declined to 82%. 82% of students were likely to recommend the College in 17/18 whereas in 16/17 the figure was 85% and in 15/16 86.5%. In relation to this decline it was explained that there is a national decline of 1-3%, however it is not known why this is the case. It was felt that there may have been an 'Ofsted influence' in 16/17 with more learners encouraged to complete the national survey which may have positively impacted upon the statistics at that time.

The Committee were advised that the campus based learner exit survey for 17/18 is a more accurate measure of the college's performance. The tables were considered and it was acknowledged that there is still work to do in some areas. In considering the learner voice strategy the challenge from the committee is: what is it within the strategy that is different which will change the declining trend? The observation made was that if the strategy is rolling forward and is quite similar, how will this bring about improvements.

Signed : _____ Chair

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A challenge from the Committee was for staff to understand, and the Committee be assured, that there is detailed analysis of any areas of decline so that actions can be put in place to address. Assurance was given that this is the case.

An observation made was that the restructuring exercise at the end of the 17/18 academic year does not appear to have had a negative impact upon the QDP data.

The Committee questioned what student feedback is currently regarding the start of the 18/19 year. It is known that there are some challenges regarding Maths and English and also the structure of tutorials which is why the quality team have highlighted these areas for early learning walks to identify issues and put in place actions plans to address.

AGREED:

- a) to note the content of the update provided and
- b) to approve the learner voice strategy and operational plan for 2018/19.

(Paul Rana left the meeting at 6.45pm)

18.54 SAFEGUARDING UPDATE & SAFEGUARDING PROCEDURE

The Vice Principal Communications Engagement and Student Experience introduced her detailed report and key matters noted were:

- Good progress has been made with the colleges development plan
- Site security remains under constant review, we are also reviewing safeguarding prevent tutorials as feedback would indicate that further work needs to be done in this area.
- The number of safeguarding referrals has continued to rise and is more than double the total in 16/17 at 1770 (against 742 the previous year). 12 students were on a child sexual exploitation risk assessment in 17/18.
- We have taken 3 students through the fitness to study policy in 17/18
- College procedures have been revised in line with the Keeping Children Safe in Education guidance and have been circulated to all staff.
- We have received 47 Prevent related safeguarding referrals this year, slightly reduced from the previous year. However, two referrals have been made to the previous prevent team with none meeting the channel thresholds.

In general discussion the Committee received further information regarding the three students managed through the fitness to study programme and it was explained that each learner was provided with bespoke support.

Signed : _____ Chair

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One learner has been a real success story and is now in full time employment following arrangements made by the College to study at home. The Committee were advised that the College is seeing a growing number of complex issues as presented by students and to address this there is greater emphasis on the Colleges mental health strategy and continued support.

The Committee were advised that at the start of this academic year the college has seen a small number of issues in relation to transition information being available from either previous institutions or agencies. In two cases individuals had not accessed mainstream education for a number of years (in one case since primary school) and perhaps unsurprisingly their entry in to College was not as smooth as it might have been had we been made aware of their educational background. Both young people were looked after young people and as such the College will be meeting with the virtual head and the county council to try and ensure that information sharing is done in a timely fashion. Assurance was given that the College is working with these two students individually.

The number of referrals made was discussed as presented at section 2.3. 1770 is a significant increase year on year. It was confirmed that the position has not reduced in 18/19 and the number of referrals in September 2018 was higher than September 2017. It was acknowledged that this was not necessarily a negative position as staff are much more aware following ongoing training. The process in relation to attendance concerns has now changed, with attendance issues initially being chased by the faculty areas before being referred as a safeguarding concern if the faculties themselves cannot address and improve.

The Committee acknowledged that the activity required to support students in this area was hugely resource intensive. It continues to be a matter of concern for Governors and staff and it was noted that mental health continues to be a problem. A challenge from the Committee is whether or not the education environment generally, rather than specifically here at college, is leading to mental unhealth.

In relation to the Keeping Children Safe in Education and safeguarding procedures it was explained that there have been a further two updates following 3rd September, which have included clarification on sharing information linked to GDPR data protection and clarification that all staff should be aware of the impact their associations may have on their ability to work with children, including associations online. Both recent revisions have been embedded within the college procedures and will be recirculated at the end of October.

AGREED: to note the content of the update provided.

Signed : _____ Chair

Date:

18.55 STUDENT DISCIPLINE AND BEHAVIOUR - END OF YEAR REPORT

The Vice Principal Communications Engagement and Student Experience presented an update on a number of key areas.

1) Statistics

- 1420 disciplinaries (616 in 16/17)
- 1215 stage 1's (453 in 16/17)
- 153 stage 2's (140 in 16/17)
- 52 stage 3's (23 in 16/17)
- 10 exclusions (5 in 16/17)
- 2 excluded from campus but enabled to complete programme.

2) Issues

- Significant issues from a significant minority
- The stick didn't work
- Lots of stage 1's but around the same stage 2's, double the amount of stage 3's and exclusions – this would suggest that there is a gap in terms of level 2 activity with matters escalated directly from level 1 to level 3, this has to be reviewed.
- As a result there has been a significant amount of work undertaken on culture and consistency. The college has taken its cue from the Paul Dix theories which proposes that when adults change everything else changes.

3) Positive behaviour management 2018/19

- Visible consistency, visible kindness
- Certainty in adult behaviour
- The counter intuitive approach
- Deliberate botherdness
- Use of scripts
- Restorative meetings as opposed to constant punishments/disciplinaries

4) From this our principles are

- Our students are on a journey, many are not the finished article when they join
- Getting students in to the right frame of mind for college
- Consistent standards and expectations
- Set out our stall from day one
- Provide choices and consequences
- Positive reward
- All staff challenge when behaviour falls short of expectations
- We need to model the behaviour we expect
- A disciplinary procedure that is fit for purpose (and works) but this is the end and not the beginning.

Signed : _____ Chair

Date:

- 5) What have we done
- Positive rules
 - Very simple code of conduct
 - Keeping students occupied
 - Timetabling
 - Duty heads
 - Staff training and development
 - Nipping things in the bud.

As a general overview it was confirmed that feedback from the staff in terms of the changes has been positive.

A question from the committee is whether or not there is a link with increased safeguarding and increased disciplinaries. The view of staff is that they are not necessarily linked. The hope for 18/19 is to see the number of stage 3 disciplinaries decrease. In reviewing the statistics the committee felt that it would be useful to see percentages as well as student numbers plus four year patterns and trends.

AGREED: to note the content of the update provided.

18.56 EQUALITY AND DIVERSITY ANNUAL REPORT

The content of the report was noted and considered to be self-explanatory. One particular issue drawn to the committees' attention is the fact that there were ten E&D related complaints made in 17/18. In previous years most of the complaints have been related to college facilities whereas in 17/18 eight out of ten complaints made were because of bullying, harassment and abuse. This leads the college to believe that there may be issues regarding respect and tolerance and assurance was given that this will be picked up as part of a proactive piece of work for this academic year.

AGREED: to note the content of the update provided.

18.57 INTERNAL AUDIT REPORT – REPORT ON ACADEMIC PERFORMANCE MONITORING FRAMEWORK

The context for the provision of this audit report was given by the Clerk, particularly in terms of the Audit Committees request that this committee be assured that progress is being made regarding actions identified and agreed. It was confirmed that the final column of the colleges' internal tracker would be completed and circulated to the committee outside the meeting. Assurance was given that all actions, save for the development of a monitoring policy, have been completed. This is because staff do not necessarily feel that a 'policy' in relation to this would add any value.

AGREED: to note the content of the update provided.

AJ/JS

Oct 2018

Signed : _____ Chair

Date:

18.58 **AOB**

There were no items of additional business.

18.59 **DATE AND TIME OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was 10th January 2019.

18.60 **CONFIDENTIAL MINUTES OF THE MEETING HELD ON 14TH JUNE 2018**

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: to approve the confidential minutes of the meeting held on 14th June 2018.

Meeting closed at 7.30pm.

Signed : _____ Chair

Date: