

Minutes of the Standards Committee meeting held on Thursday 10th January 2019 at 5.30pm.

GOVERNORS PRESENT: Mary Mamik
Mark Williams
Jane Hawksford
Jen Hope, Committee Co-optee
Andrea Morrissey, Committee Co-optee
Robyn Hodgson, Student Governor

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
Nikki Slack, Staff observer

	ACTION by whom	DATE by when
<p>19.01 <u>APPOINTMENT OF THE COMMITTEE CHAIR FOR 2018/19</u></p> <p>The Clerk advised that the recent Governor recruitment exercise had specifically targeted individuals with skills to take on the roles of committee Chairs. Mary Mamik has been appointed given her specific FE experience, both in college and as an Ofsted inspector. On this basis she put forward the proposal that Mary Mamik be appointed as the Standards Committee Chair for the remainder of the academic year.</p> <p>AGREED: to appoint Mary Mamik as the Standards Committee Chair for the remainder of the 2018/19 academic year.</p>		
<p>19.02 <u>DECLARATIONS OF INTEREST</u></p> <p>The Chair reminded Governors/Co-optees present to declare any interests that they may have on items to be considered. No interests other than standing interests were declared.</p>		
<p>19.03 <u>WELCOME INTRODUCTION AND APOLOGIES FOR ABSENCE</u></p> <p>New members of the Committee were welcomed to their first meeting. Apologies were noted from John Holford and Steve Sutton.</p>		
<p>19.04 <u>MINUTES OF THE MEETING HELD ON 16TH OCTOBER 2018</u></p>		

Signed : _____ Chair

Date:

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 16th October 2018.

19.05 ACTIONS AND MATTERS ARISING FROM THE MINUTES

The Committee considered the action progress table provided on a line by line basis and it was agreed/noted that:

- Line 1 – the next update to be provided in relation to careers advice is scheduled for July 2019
- Line 2 – this action is still outstanding. It was agreed that Louise Knott would pick up this action and would circulate the breakdown required outside the meeting
- Line 3 – this document was provided to the Clerk in the meeting
- Line 4 – this is completed
- Line 5 – an update is to be provided later in the meeting.

As a matter arising from the minutes, the Committee were advised that the College is still awaiting a formal decision from the OfS regarding the application submitted.

AGREED: to note the content of the update provided.

19.06 SELF-ASSESSMENT REPORT FOR 2017/18

The Director: Quality and Performance introduced this item and, for the benefit of new members, explained the self-assessment report production process, including the roles of both internal and external validation. In terms of external validation she explained that Governors had participated in the process, as had a current Ofsted inspector.

The Committee's attention was drawn to page 4 and it was explained that the areas for improvement and continued development are very clear in terms of joint responsibility. She summarised the overall position.

Overall college strengths

- Teaching, learning and assessment is good for the majority of learners in classroom based provision, this is demonstrated through improved achievement and retention rates.
- The 16-19 Study Programme achievement rate is good and demonstrates a 3-year improvement
- Adult overall achievement remains strong and is demonstrated by a 3-year improvement
- The highly effective support from specialist staff positively supports learners with high needs to make strong progress and achieve well in their studies.

Signed : _____ Chair

Date:

- Staff and learners value the inclusive and welcoming environment which fosters a culture of mutual respect. Diversity is celebrated extremely well through cross-college events and campaigns. Staff support learners to develop their understanding of topics relating to diversity and British values, this has helped create a respectful and inclusive environment.
- Learners are safe, feel safe and develop resilience to negative influences, including radicalisation.

The Committee took the opportunity to discuss safeguarding and were advised that the College still has some work to do in terms of training to be provided to employers so that they are very clear when an absence is to be notified to the college. It is believed by all that the process for absence recording can improve. This is a two-way process. The College has addressed feedback from employers that they must be informed if an employee does not attend College. The Committee agreed that safeguarding data, by exception, would come to this committee at each meeting.

VP CE&SE

Standing item

Areas for improvement

- Improve leadership and management to ensure accountability and responsibility at all levels
- Increase the monitoring of progress and ensure swift intervention for all apprentices at all levels and ages to significantly improve overall and timely achievement.
- Improve the design and delivery models of all apprenticeships to meet the needs of employers, taking in to consideration individual apprentices' starting points and job roles.
- Improve delivery models for directly delivered apprenticeships to ensure that maths, English and ICT are planned and developed throughout the apprenticeship, to not only meet but extend learning to support future progression in to employment. There is a need to avoid delays in terms of completions and achievements.
- Greater scrutiny of apprentices engagement with learning and improve communication with appropriate stakeholders to prevent potential safeguarding risks.
- Improve the capturing of meaningful feedback from apprentices and employers to support the valuation of effectiveness that the apprenticeship programme has on the individual's career progression and long term goals.

The Committee were advised that there are some issues identified regarding apprenticeship delivery in the south of the country, where there were 1200 apprentices rolled over in to this academic year. Many of these will actually be withdrawals and as a consequence there will be a negative data impact rolled over in to the 18/19 year. Withdrawals to date, and expected, are significant and will negatively impact upon achievement. It was confirmed that a full report would be provided at the next meeting which articulates this position. The Committee all

Dir Q&P

Feb 2019

Signed : _____ Chair

Date:

<p>agreed that they would find it useful to have trend data provided at future meetings so that they can fully understand the impact.</p> <p>The Committee were advised that there is a need to improve staff engagement with the use of OneFile; this is a compliance issue. A challenge from the Committee was that this needs to be linked in to staff performance management to ensure compliance, of course with the appropriate support provided. The Director of Quality and Performance indicated that improvements in 18/19 have been seen in terms of use of OneFile, however, this needs to be maintained and consistent. Significant training has been provided to support this. What needs to be in place is a consistent approach, both internally and externally with employers regarding the use of OneFile.</p>	Dir Q&P	Standing item
<p>The Committee indicated that at the next meeting they would wish to see a data report which shows how many students are at, exceeding or under target.</p>	Director Q&P	Feb 2019
<p><u>Areas for continued development</u></p> <ul style="list-style-type: none"> • Continue to improve the quality of teaching, learning, assessment and intervention to ensure all learners meet their aspirational challenges. This is to ensure maximum stretch and challenge. • All study programme learners to have access to high quality work placements/work experience to support destinations to employment and further study. There is a belief that the College could better use the employers it currently works with. What is important is the right quality experience. The Vice Principal: Communication Engagement and Student Experience explained the College's approach to identifying and securing work placements. She advised that there was a pilot underway with some Mansfield 2020 employers and it is hoped that the positives in relation to this can be disseminated at the appropriate time to encourage more employers to engage. The college currently works with between 200-300 employers but more are needed and improvements could also be made in terms of the synergy between work placements and apprenticeships. A request was made to include this specifically within the Quality Improvement Plan. • Continue to improve the consistency in the marking of the learners' work, feedback, feedforward and precise punctuation, grammar and spelling correction across all types of provision. • Continue to increase the progression of full-time learners to sustained employment and higher levels of study • More work needs to be done to raise learners' awareness of what will happen should they report a Prevent concern across all types of provision. <p>Members' attention was drawn to page 1 of the document and the update provided in relation to the QIP in place for 17/18. The Committee</p>	Dir Q&P	Jan 2019

Signed : _____Chair

Date:

were advised that progress was made against targets relating to induction and tutorials to minimise withdrawals within the first 6 weeks. The heightened focus on employability skills within the tutorial process supported a slight increase in the number of learners attending external work placements (85%). Some progress was made to support learners to meet their minimum target grade, however more work was required to ensure that more learners exceed and meet aspirational grades. There was insufficient progress made against targets for apprenticeship provision and this is reflected in the outcomes for 17/18. Greater accountability is required to ensure the embedding of practice, particularly in the use of e-portfolio to ensure college expectations are met.

The Committee considered the summary table and were concerned that only one of eight actions was RAG rated as green. This demonstrates that the QIP in place was not effective and therefore something different needs to be considered going forward. The committee discussed the quality of experience of directly delivered apprenticeships and noted its red RAG rating. It was explained that there are some subcontractor concerns, however, in the main it is the quality of the colleges own delivery which needs to be dramatically improved.

The Committee were reminded that it is their role to review the grades suggested and then make recommendations to the Board in relation to these. The summary of grades proposed was considered at the top of page 1; these are:

- Effectiveness of leadership and management – grade 4 (this is a two grade difference from the prior position)
- Quality of teaching, learning and assessment – grade 2
- Personal development, behaviour and welfare – grade 2
- Overall college outcomes – grade 3 (this is a decline from a previous grade 2)
- 16-19 study programmes – grade 2 – this is an improvement
- adult learning programmes – grade 2 – this remains the same
- apprenticeships – grade 4 – this is a two grade difference
- provision for high needs learners – grade 2 – this remains the same grade
- safeguarding – effective
- Overall effectiveness – grade 3 (this is a decline of one grade)

A challenge made by the Committee was that the wording used on pages 5 and page 18 was not appropriate. Instead of it reading that ‘these areas require significant improvement’, it should read that ‘they are inadequate’. It was agreed that the wording would be changed to reflect this challenge from the Committee.

Dir Q&P

Jan 2019

It was noted that one of the issues said to cause improvements required in leadership and management is because of the strategic direction taken in terms of apprenticeship policy and the move away from subcontracting. The interim Principal expressed the view that there was

Signed : _____Chair

Date:

also an issue in terms of college staff monitoring and tracking students in learning.

As an overview, the Committee felt that the points made in the self-assessment report were appropriate and reflected the current position. On this basis the Committee were happy to put forward a recommendation to the Board for approval. The Committee felt that there was an important communication message to staff in terms of the grade 4s. It was confirmed that detail regarding this would be shared in weekly staff bulletins but that heads of department and course managers would be expected to speak to staff directly first.

AGREED: to recommend that the Board approve the Self-Assessment Report for 2017/18 as presented (subject to the minor changes recommended at the meeting today).

19.07 QIP 2018/19

The Director: Quality and Performance indicated that this plan is very much linked to the SAR report just considered. In terms of the 17/18 QIP, any items concluded have been removed and if not concluded they have been rolled over and added to. She provided assurance that all weaknesses identified in the self-assessment report text have been mapped across to the QIP.

She described the QIP as a live document which is reviewed formally at least three times a year.

The Committee considered the QIP document and a number of observations were made:

- A challenge from the Committee was that staff should not accept the lowest target to be achieved. Target setting should go beyond 'at least expected progress'.
- There is a need to strengthen the link between target setting and employer activity within work placements.
- This Committee needs to know, with a greater degree of certainty, whether the college has an issue with its teaching, learning and assessment or is just seeing the negative impact of contaminated data, particularly for apprenticeship provision.
- The QIP and reports need to include more regarding apprenticeship outcomes and achievements and particularly the known decline expected in 18/19. There needs to be greater articulation in terms of what the College intends/needs to do about this.
- If it is acknowledged that there is some contaminated 17/18 rollover data, it is going to be important to ring-fence this and see the real position. The theory needs to be tested. This needs to be included within the QIP. The Committee feels that it urgently needs to receive a report which shows the real picture for 17/18 and now.

Dir Q&P

Jan 2019

Signed : _____Chair

Date:

- The Committee were invited to provide any feedback that they may have on the QIP before finalisation next Wednesday
- A request made by the Committee was to ensure that the dates in the QIP align with the Committee work plan in place for 18/19.

Comm Members

Jan 2019

Dir Q&P

Jan 2019

The Committee considered again that, the vast majority of actions sitting within the 17/18 QIP were not achieved and on the basis that it was unsuccessful. They feel that there is more that this Committee needs to do to critically challenge the percentage progression regarding actions throughout the year.

AGREED: to note the content of the QIP for 2018/19 presented.

19.08 CONFIDENTIAL ITEMS

It was agreed that confidential items would be recorded separately.

19.09 AOB

There were a number of additional items raised

- 1) Quantity of data to be provided to this Committee. The Chair indicated that she would wish to see a key data trend quality report at each meeting; this is to be provided on a single sheet. She invited Committee members to provide feedback to the Clerk before the end of the month regarding any additional specific reports or information to be scheduled.
- 2) The committee agreed that they would wish to see a safeguarding exceptions report each meeting. It was confirmed that this is usually a standing agenda item and it was agreed that the Vice Principal: Communications Engagement and Student Experience would share some examples of previous reporting with the Chair (these are available to compare and contrast on the Governors' portal).
- 3) Review of the work plan for 2018/19 – governors were invited to provide the Clerk with any feedback on suggested changes before the end of the month.
- 4) Ofsted training – the Committee all felt that this would be of benefit to them and the wider Board. It was agreed that the interim Principal would ask Julie Ashton to provide a training session. They also felt that it would be useful to have training on the QAA framework, the Vice Principal Communications Engagement and Student Experience agreed to arrange.

Director Q&P

Standing Item

Interim Principal

Jan. 2019

VP CE&SE

Feb 2019

For the next meeting it was agreed to schedule the presentation of
a) HE report, and
b) E&D report.

The Committee noted that this was the last meeting for Amanda Jogela; the Committee's thanks and appreciation were shared.

Signed : _____ Chair

Date:

19.10 **DATE AND TIME OF NEXT MEETING**

The Clerk confirmed that the next scheduled meeting was 28th February 2019 at 5pm.

Staff and students left the meeting at 6.30pm

Meeting closed at 6.45pm.

Signed : _____Chair

Date: