



MINUTES
of the meeting of the Quality and Standards Committee
held on Wednesday 13 June 2018

Present: - Mr Igor Andronov (Chair for the meeting)
Mrs Debbie Lambert
Mrs Elizabeth Patrick
Mr Ian Peake (Principal)

In attendance: - Mrs Debra Baldwin (Director of Personnel)
Mrs Jo Ricketts (Deputy Principal)
Mrs Linda Watkins (Clerk to the Corporation)
Ms Laura Johnston (Observer)

The meeting was quorate as four Members were present. The Chair welcomed and introduced Laura Johnston who the Search and Governance Committee had agreed to recommend to the Board to appoint as an Independent Governor.

1. Apologies for Absence

No apologies.

2. Declaration of Interests

Debbie Lambert: son to commence at Ludlow College in September 2018.

3. I. Approval of the Minutes of the last Meeting

The Chair signed the minutes of the meeting held on 21 March 2018 as a true record.

II. Matters arising from the Minutes and Action List

A. Personnel have begun an analysis of the gender pay gap to identify any anomalies to male and female salaries, so far none had been identified.

The Committee agreed: -

- To approve the minutes

4. Student Outcomes and Student Experience

The Deputy Principal presented the reports.

I. Retention 2017/18 was 95.2% for all courses based on 7129 enrolments (this did not include all courses delivered but followed Ofsted rules for enrolments). It was noted that enrolments had increased since the last meeting; mainly on short courses. The breakdown by faculties showed lower retention in some areas. There were questions about reasons which were provided with specific

Action

courses outlined. A Governor asked about progress against targets noting that these are reported to the Board in the KPIs. CMT track monthly quality improvement reports including retention of students by the protected groups.

- II. Attendance was 90.19% which was marginally lower than last year. There was a question about attendance in the Faculty of Landbased Studies and on evening courses which was lower. Comparisons with last year's attendance were requested as a comparison. GCSE maths and English attendance were lower despite changes implemented and additional resources allocated to improve attendance and student achievement. Observation of teaching and learning assessments showed some correlation between some grades and achievement rates in English and maths. Assurance was provided that alternative strategies are being embedded to improve attendance and performance.
- III. Applications for 2018/19 have increased marginally to date but fluctuate at this stage in the year. It was anticipated that recruitment will be broadly similar to last year.
- IV. Five courses have been identified in serious concern who individually meets the Deputy Principal to discuss and monitor progress against an action plan. Specific progress was outlined noting there were positive improvements but the impact will not be known until achievement rates are confirmed.

J Ricketts

The Committee agreed: -

- To note the reports
- To thank the Deputy Principal for preparing the reports

5. **Teaching, Learning and Assessment** (Presented by the Deputy Principal) 89% of observations have been graded as good or outstanding, a marginal improvement on last year. This correlated with the learner voice feedback. A Governor asked if strengths and areas for improvement were collated and shared with staff. Faculty and staff development covers areas identified for improvement.

The Clerk will invite Governors to attend learning walks 2018/19.

L Watkins

The Committee agreed: -

- To note the positive report on lesson observations completed to date

6. **Leadership and Management**

I. **Equality and Diversity Report** (Presented by the Director of Personnel).

- A. The equality and diversity report showed overall retention of students at 96.6% with specific breakdowns by the protected groups. Assistant Principals monitor retention within faculties working closely with Team Leaders. Areas with wider gaps included Looked After Children (LAC) which had decreased towards the end of the year to 91.9% compared to 96.7% for non-LAC. Vulnerable learners remained high at 95.8% compared to 96.6%. There was a question if the College had a member of staff dedicated to provide mental health support. The Director of Personnel is the Designated Safeguarding Officer and the College has recently employed a Safeguarding Officer. Students

are signpost to appropriate support. The College does not receive specific funding to support students experiencing mental health issues.

II. Safeguarding and Child Protection Report (Presented by the Director of Personnel).

- a. Child Protection and Safeguarding Report: MyConcern software had been trialled at Hereford and Holme Lacy Campuses to log safeguarding incidents. Relevant Information from the previous system is being transferred to MyConcern. This will be implemented throughout the College for the next academic year. There have been 42 new incidents recorded on the safeguarding log since the last meeting. Self-harm and suicide attempts have increased with support provided for staff. Deputy DSLs have been formalised with the additional duty added to job descriptions.
- b. Framework for Safeguarding (RSM report): It was agreed that this was a comprehensive and useful report noting that some of the recommendations were being challenged. RSM had commented that MyConcern should take account of GDPR. It was agreed that safeguarding should take a priority over GDPR. To address this, changes have been made to levels of staff access on MyConcern.
- c. Safeguarding and Child Protection Policy: Changes were highlighted noting that there will be further revisions in response to legislative amendments in the autumn. An option was proposed to include hyperlinks to the relevant safeguarding boards.

III. Quality (Presented by the Deputy Principal)

- a. A progress report of the Quality Improvement Plan (QIP) as at June 2018 was presented. Progress of some objectives had already been discussed during the meeting.
- b. Office for Students (OfS). The application had been submitted with confirmation this had been received. The outcome of registration is anticipated in September and will be reported to Governors.
- c. Teaching Excellence Framework (TEF): The College had been awarded a silver award for TEF which was a measure of teaching and learning standards for HE.
- d. Quality Strategy: The strategy had aligned procedures across HLC and NSC.

The Committee agreed: -

- To note the reports
- To recommend the Board approve the Safeguarding and Child Protection Policy
- To recommend the Board approve the Quality Strategy
- To congratulate the College of achieving a silver award in the TEF
- To thank the Director of Personnel and Deputy Principal for their immense work

7. Annual item for Committee

The Committee agreed: -

- To appoint Laura Johnston as Chair of the Committee for 2018/19
- The Committee self assessed its performance and agreed that it was effective and adequately met the requirements of its terms of reference
- No changes were suggested from Governors to the terms of reference which the Clerk would thoroughly review during the summer. This would take into account any potential changes resulting from the merger.

7. Any other business or comments

Appreciation was recorded to Liz Patrick as this was her last Quality and Standards Committee. She responded that it had been a privilege to contribute to the Committee and see the progress of students.

It was agreed that this had been a positive meeting with clear papers and explanations provided.

8. Date and time of next meeting

The next meeting was arranged for Wednesday 21 November 2018 commencing at 3.30 pm.

Signed as a true record of proceedings

Chair: **Date:**