



MINUTES
of the meeting of the Quality and Standards Committee
held remotely on Wednesday 23 March 2022

Present: - Laura Johnston (Chair)
Igor Andronov
Debbie Lambert
Jeremy Nicholls
David Williams (Principal)

In attendance: - Debra Baldwin (Director of Personnel)
Jo Ricketts (Deputy Principal)
Linda Watkins (Clerk to the Corporation)
Alan Layng (Governor)
Tony Bramley (Governor)

The meeting was quorate as five Members were present. The Chair welcomed Tony Bramley and Alan Layng to the meeting as observers. Liz Quinn had forwarded some questions which would be raised during the meeting.

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| <p>1. Apologies for Absence
Apologies were received from Liz Quinn.</p> | |
| <p>2. Declaration of Interests
None declared.</p> | |
| <p>3. Approval of the Minutes of the last Meeting
The Committee agreed that the Chair should sign the minutes of the meeting held on 24 November 2021 as a true record. There were no matters arising from the minutes.</p> | |

The Committee agreed: -

- To approve the minutes

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| <p>4. Student Outcomes and Student Experience</p> <p>I. Attendance was 89.3%, marginally less compared to February 2021. This may in part be due to a change to an attendance register code with students recorded as present or absent. Quality summits have commenced reviewing the impact of attendance on retention and achievement with no concerns identified. English and maths are being delivered using a face-to-face model this year, and some attendance was better than pre-covid levels in 2019 this year.</p> <p>II. Retention is marginally lower than 2021 with retention for 16-18 years ranging from 88.7% at Oswestry Campus to 97.2% in FCS; retention frequently declines slightly after Christmas. There are no</p> | |
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- concerns currently as retention levels remain high. Teachers work closely with their groups to provide additional and individual support as applicable. Retention at Oswestry Campus was discussed noting that in some programmes year 1 and year 2 are taught together with retention carried into the second year of 2-year courses.
- III. Student Progress showed the number of students working on target ranged from 62% at Ludlow College to 82% in FTS. Progress is being closely monitored by Course Leaders and Team Leaders with additional support implemented for some students. Overall there are fewer students above target compared to last year as a result of TAG grades awarded to students who did not complete GCSE exams. Some students joining College are at a lower starting point compared to their incoming GCSE grades. Despite this, overall students remain on track and it is anticipated that they will achieve their targets. English and maths progress showed a high percentage of students are below target; the majority of these need to improve by one grade. North and south campuses have a different approach to determining progress towards target grades and this will be aligned next year. There are fewer Functional Skills students this academic year. Students are on track and it is anticipated that Level 1 and 2 results will be better than last year.
 - IV. Apprenticeships have moved to monitored on the new EBS ILP system which, due to a technical issue, had not recorded progress information in the tracker option creating an incomplete picture. The Principal and Deputy Principal have met all assessors this term to discuss progress. Timely achievement is predicted to be c49% and overall achievement c51%. It is anticipated that national achievement rates will be published for 2021. A Governor asked about progress of apprenticeships delivered by County Training. Following the restructure last year the Deputy Principal is working closely with assessors to identify issues and provide support, advice and opportunities for assessors to share good practice. There is integrity to recruit apprentices taking account of their GCSE English and maths results.
 - V. November 2021 GCSE results 9-4 grade profile showed 44% achievement in English and 30% in maths. A number of students retook their GCSEs including some students who had felt disadvantaged by TAG grades.
 - VI. Learner voice 2021/22 overall data was good which exceeded the benchmark in the majority of areas. Governors agreed that it was extremely positive to be above benchmark, particularly during the covid pandemic when there had been long periods of online learning. A new question had been introduced in response to the pandemic regarding developing resilience and independence, this scored 94% which was above benchmark. To introduce improvements, areas with a difference of -5 or greater have been added to curriculum area quality improvement plans to address and monitor. Lower completion rates by Ludlow College and Oswestry Campus and reasons are being reviewed. Limited social spaces at Ludlow College had impacted on the student experience score. A Governor referred to annual local market intelligence reports as a useful source for the College. Marches LEP provide some information about local market reports and employer engagement which covers the whole LEP region; the Deputy Principal would discuss potential information available further with Tony Bramley.
 - VII. Apprenticeship voice overall satisfaction was positive; there were some areas in the C quartile with +1 scores. The lowest score

J Ricketts

- related to the provider visiting at least every 3 months; this had been taken literally and not taken account online visits or phone calls.
- VIII. Courses identified in serious concern were identified in the SAR. There are seven courses, with five courses making good progress who have high levels of retention this year to date. There was discussion about the specific courses with lower retention with confirmation that these are closely monitored and that individual support is provided for students, including pastoral support.

The Committee agreed: -

- To note the comprehensive reports and data
- To record appreciation to staff for their ongoing hard work to support students

5. Developmental Observation Cycle and learning walks

The Deputy Principal reported that Team Leaders and Heads of Campus had met to discuss progress of the developmental observation cycle with positive feedback confirming that staff have embraced the process of peer observations. The majority of groups and pairings have been within departments during the first year with plans to encourage observations with other faculties in the future to further enhance the experience.

There have been some challenges regarding absence and logistics particularly regarding part time staff. There will be further discussion about teaching and learning and how Governors gain assurance that teaching is good at future meetings.

The Chair and Alan Layng reported that they have completed learning walks. Governors will be invited to participate in learning walks in the weeks commencing 25 April and 2 May.

L Watkins

The Committee agreed: -

- To note the positive feedback from the developmental observation cycle

6. Quality

- I. The Principal gave feedback from the F&E Committee's discussion of the Annual Operational Plan (AOP) who requested an additional column indicating Committee oversight. The Deputy Principal had prepared this for the meeting which was shared. Part of the Committee's focus was overseeing mechanisms and monitoring improvement to the quality of teaching, learning and assessment. There was an option to consider dedicating a Governors' workshop to showcase specific areas next year.

L Watkins

- II. The Strategic Higher Education Minutes were noted.

The Committee agreed: -

- To note AOP and Strategic Higher Education Minutes

7. Equality and Diversity

- I. The Equality and Diversity Report showed overall retention of 94.8% with comparisons against learners by the protected characteristics. Ethnicity was marginally lower particularly for Black/African/Caribbean/Black British with reasons being reviewed. Governors were encouraged by the high retention for learners with learning difficulty, disability or health problems, vulnerable

learners, students receiving disadvantage uplift and the outstanding achievement of 100% retention for CLA. This evidenced effective and outstanding pastoral support from staff. A Governor commented that this also reflected the College's ethos and culture. In future job applications will request applicants to respond to the nine protected characteristics.

- II. The Safeguarding, Equality and Diversity Committee had a substantial agenda with the majority of items already discussed or being discussed by the Committee. The effect of events in Ukraine on students and staff was raised noting that support is being provided to students and staff. Some staff and students are planning activities to fund raise and provide care packages for Ukraine.
- III. The quiet room protocol applies to students and staff which can be used for prayer, other purposes or confidential discussion. Rooms are available at each campus.

The Committee agreed: -

- To note the reports
- To congratulate staff on the high learner retention particularly by the protected characteristics and thank all staff for their hard work

8. Safeguarding and Child Protection

- I. The Child Protection and Safeguarding Report summarised data encapsulated from MyConcern. There were concerns logged for 520 students since September equating to 873 different concerns. Sexual harassment and peer on peer cases were reported separately; the Director of Personnel has planned to audit these areas along with CLA next term. The number of students with anxieties has increased with support provided. Governors were invited to observe the Safeguarding, Equality and Diversity Group.
- II. RSM internal auditor's safeguarding report gave substantial assurance for safeguarding procedures with low level actions.
- III. The Designated Safeguarding Governor and Chair of the Corporation will provide professional challenge to the autumn term internal safeguarding audit to add another tier of scrutiny. Audits will be completed termly.
- IV. Safeguarding Network Meeting minutes were noted.
- V. Safeguarding arrangements and audit meeting minutes were noted.
- VI. Staff referral checker was noted.
- VII. Staff safeguarding bulletins were presented for information.
- VIII. DfE Prevent assessment tool was presented for information.

The Committee agreed: -

- To note the reports

10. Any other business and comments

There were no items.

11. Date and time of next meeting

The next meeting was arranged for Wednesday 29 June 2022 commencing at 3.15 pm.

Signed as a true record of proceedings

Chair: **Date:**