



MINUTES
of the meeting of the Quality and Standards Committee
held on Tuesday 27 June 2023

Present: - Debbie Lambert (Co-opted member)
Alan Layng
Jeremy Nicholls (Chair for the meeting)
Liz Quinn
David Williams (Principal)

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

In the absence of the Chair and Vice Chair the Committee appointed Jeremy Nicholls to Chair the meeting which was quorate as five Members were present.

	Action
<p>1. Apologies for Absence Apologies were received from Laura Johnston and Barry Hansford.</p>	
<p>2. Declaration of Interests None declared.</p>	
<p>3. Approval of the Minutes and confidential Minute of the last Meeting The Committee agreed that the Chair of the meeting should sign the minutes of the meeting held on 18 April 2023 as a true record.</p> <p>All actions have been addressed noting that the workshop on CRM will be presented in October and not July.</p> <p><u>The Committee agreed:</u> -</p> <ul style="list-style-type: none">To approve the minutes	
<p>4. Student Outcomes and Student Experience</p> <p>I. Attendance to main qualifications was 88% this year and remained static; this compared similarly to last year which was 0.7% less. This related to individual students and not cohorts which are being addressed. Attendance during May had decreased with confirmation from Assistant Principals that this would not impact on student outcomes. The FTS has performed very well with robust mechanisms to measure attendance including monitoring a weekly RAG rated attendance report and using the student disciplinary procedure where appropriate. Discussion progressed to English and Maths attendance</p>	

recognising that more rigour is required at Oswestry and Walford to improve attendance. The English and Maths team have been requested to collaborate with main qualification teams to seek to improve attendance.

- II. FE fundable retention across all faculties and age groups is 94.3% and comparable with last year. No changes are anticipated at this late stage in the year with an expectation that retention will result in positive achievement and outcomes.
- III. Student progress reports showed percentages of students making limited progress, some, good or strong progress by faculty. Course tutors have been requested to predict achievement with some tutors making pessimistic predictions. GCSE English and Maths progress from the start of the course was provided showing progress of key assessment and predicted achievement. There were some students who were performing at a lower level but have positive movement within a grade. Last year there were reduced grade boundaries which may have impacted on progress combined with a loss learning between May and September. A Governor asked if any students are on their third attempt at GCSEs which was confirmed. Based on predicted achievement and progress, some students will be required to take GCSE next year. A Governor raised attendance to exams which was c87% and encouraging. A Governor asked if there are robust management structures with confirmation that Assistant Principals and tutors are responsible to support students to attain their GCSE English and Maths in addition to completing their main qualification. There has been less progress of Maths GCSE in Oswestry and Walford. Overall GCSE results are expected to compare with results nationally.
- IV. Apprenticeships 2022/23 data reports progress of apprentices who are within their end date; numbers of apprentices beyond their completion date were provided by faculty. Last year County Training had rolled over 81 apprentices which had reduced to 12 this year. There have been some issues regarding both employers and apprentices knowing expectations. English and Maths initial assessments are considered for the End Point Assessments; however, some employers focus on apprentices achieving their technical certificate. English and Maths tutors have visited workplaces to deliver English and Maths and ascertain progress. The best case for overall achievement has decreased to 65.4% and 52.7% for timely achievement. Apprentices who have rolled over will not be rolled over again. The new Apprenticeship Accountability Framework will be used instead of timely achievement in future. It was agreed to provide a presentation on apprenticeships and calculating achievement at a future Governors' Workshop.
- V. 3-year application comparisons were provided which included internal progression which must be supported by a tutor. New student offers and progression offers have increased compared to last year. There are some students who would like to continue studies who will be invited to a progression board meeting which will be based on specific criteria, e.g., behaviour, attendance, and attendance to English and Maths. The MIS system will provide reporting to include historical data and not just a weekly snapshot and influencing factors, e.g., student interviews, open days and visits to schools.

J Ricketts/
L Watkins

VI. Courses in serious concern [a confidential minute was recorded]

5. **Developmental Observation Cycle and Learning Walks**

The Deputy Principal presented the guidance which has been updated for next year with tracked changes shown. In the introduction section 1 it was agreed to replace one of the outcomes of the scheme from 'improved staff competence and skill in teaching, learning and assessment' with 'high levels of teaching'.

J Ricketts

The number of themes for observations has been reduced to planning, the learning environment, delivery, assessment and progress. This ensures better synergy the group of staff, pairing for observations and CPD offer for teachers. A Governor asked if there were any less popular themes that staff opt for noting some staff think curriculum planning is not as relevant; classroom management is very popular.

A summary of feedback from learning walks conducted in April was provided. Curriculum Leads can request referrals from mentors which includes agency staff.

Some groups have been impacted by disruption to teaching e.g.; if a teacher is on long-term sick leave which would be addressed through quality summits.

The Committee agreed: -

- To note the guidance for the developmental observation cycle

6. **Quality**

- I. 2022/23 Annual Operational Plan (AOP) reported RAG rated updates against targets. There was discussion about animal care and staff behaviour expectations noting that CDP had been provided on professional behaviour at work.
- II. The SAR Scrutiny Panel proposal and documentation used last year was presented for adopting this year noting that the process had been brought forward last year in anticipation of the Ofsted inspection. It was proposed to follow a similar format this year which would involve Governors. The quality of education will be aligned to the self assessment report template with grading boundaries. Several dates in September will be circulated to Governors to invite them to be involved in the scrutiny panels working alongside Assistant Principals and Course Leaders.
- III. Accountability Statement had been uploaded to ESFA by 31 May 2023 and also published on the College's website. ESFA have not provided any feedback to date. This is part of the requirements of the Skills and Post-16 Education Act which requires colleges to be responsive to employer needs and skills demands and compare provision with neighbouring colleges. Changes to the Committee would be discussed as part of item 9.

L Watkins

The Committee agreed: -

- To note the AOP, arrangements for SAR scrutiny panels which Governors would be invited to participate in and the Accountability Statement

7. **Equality and Diversity**

- I. The Equality and Diversity Report summarised key issues discussed by the Safeguarding, Equality and Diversity Committee, learner performance and the Single Equality Scheme update. Retention by ethnicity showed 91.3% retention compared to 94.3% total retention. Clarification was provided that this related to ESOL provision which has improved since last year but could also be affected by changes to the assessment criteria for learners. Children Looked After (CLA) retention has improved this year evidencing the hard work from tutors, student services and safeguarding team. A CLA audit has been completed which will go to professional challenge by Designated Safeguarding Governor and reported to the Committee. Overall, there were no major concerns based on retention of different characteristic groups. A Governor commented that there is a high percentage of students who have declared learning difficulty/disability noting that this covers several areas; this category will be broken down further. Progress of the objectives from the Single Equality Scheme were provided which were RAG rated evidencing that the majority have been completed. **Item 6 to seek the views of all those who use the services of the College and respond to their needs' will be addressed with a survey in July. The Committee requested the summary of the results.**
- II. Minutes of the Safeguarding, Equality and Diversity Committee: 14 June 2023 were noted. Transition work has commenced this term. There is a significant increase in the number of students with EHCPs for September 2023 enrolment who will require additional support. The number of students with EHCPs who have named the college as their place of choice has increased from 72 to 90 in the north and 69 to 122 in the south. Additional income will be allocated to provide support including LSA support. There was concern regarding recruitment of LSAs to support students which has been added to the risk register.

D Baldwin

D Baldwin

The Committee agreed: -

- To note the equality and diversity report and the minutes

8. Safeguarding and Child Protection

- I. The Child Protection and Safeguarding Report was outlined drawing Governors' attention to the Terrorism (protection of premises) bill which comes into force in the autumn. The safeguarding team are reviewing measures to ensure compliance. KCSIE 2023 has been released with changes regarding filtering and monitoring websites, reporting measures for children missing from education and incidents involving children outside of the College setting; it was confirmed that the latter is already embedded. Allegations against individuals using premises are required noting that these are already addressed. Marriage of a young person before their 18th birthday has been added. Staff are required to read part 1 and sign to confirm this electronically. Governors are required to sign to confirm part 2.

Data was provided showing that 981 students have been supported covering 1645 different concerns; this is a further increase. A breakdown by categories was provided noting that these remain similar to the previous report.

- II. The Single Central Record audit report dated May 2023 was noted which had involved the Designated Safeguarding Governor and Chair of the Corporation. No major concerns were identified with minor procedural inconsistencies found which did not relate to safeguarding and had promptly been resolved. The new payroll system has a module to track the SCR which is currently tracked manually in a spreadsheet.

The Committee agreed: -

- To note the child protection and safeguarding report and the SCR audit report

9. Annual item for Committee

There was further discussion about the role of the Committee in view of the Skills and Post-16 Education Act which requires colleges to be responsive to local needs and skills demands. It is proposed to amend the Committee to become the Curriculum and Quality Committee with an increased focus on its interface with other college provision in the area, needs and skills demands. The Committee will be required to review the curriculum offer every 3 years with a suggestion to introduce an annual rolling programme by Faculties working with Assistant Principals to review the curriculum at a strategic level. The Committee's remit will be to provide assurance to the Board. Assistant Principals will be invited to meetings as relevant which would commence with the Faculty of Technology and apprenticeships, education and training to the June 2024 committee. The Governors' workshop in October will focus on curriculum planning and the CRM.

J Ricketts/
L Watkins

The Committee agreed: -

- To appoint Laura Johnston as Chair and Barry Hansford as Vice Chair of the Curriculum and Quality Committee
- The Committee effectively met its terms of reference agreeing that the Committee had scrutinised the SAR during the meeting in November despite Governors not being involved in the moderation process at a separate meeting.
- To accept changes proposed to the Committee's terms of reference which were also discussed by the Search and Governance Committee. The Search and Governance Committee would recommend that the committee is renamed the Curriculum and Quality Committee with its remit extended to be responsive to employer needs and skills demands.

10. Any other business

The Chair thanked everyone for their informative reports. The Committee thanked Jeremy Nicholls for effectively chairing the meeting at short notice.

11. Summary of items to report to the Board

- KPIs were outlined with good progress against KPIs overall.
- A presentation on apprenticeships and calculating achievement will be provided at a future Governors' Workshop.
- Developmental Observation Cycle presented for next year
- 2022/23 Annual Operational Plan (AOP) reported RAG rated updates against targets.
- Governors invited to the SAR Scrutiny Panel on 22 September.

- Accountability Statement had been uploaded to ESFA and published on the College's website. This is part of the requirements of the Skills and Post-16 Education Act which requires colleges to be responsive to employer needs and skills demands and compare provision with neighbouring colleges. The Committee supported recommendation from the S&G Committee to become the Curriculum and Quality Committee and agreed additional areas of responsibility for the Committee.
- Equality and Diversity Report summarised key issues discussed by the Safeguarding, Equality and Diversity Committee, learner performance and the Single Equality Scheme update. Retention by ethnicity showed 91.3% retention compared to 94.3% total retention with reasons noted. Children Looked After (CLA) retention has improved this year evidencing the hard work from tutors, student services and safeguarding team.
- The Child Protection and Safeguarding Report outlined the Terrorism (protection of premises) bill which comes into force in the autumn. KCSIE 2023 has been issued with staff and Governors required to confirm they have read applicable sections.
- Laura Johnston recommended as Chair and Barry Hansford as Vice Chair of the Curriculum and Quality Committee.

12. **Date and Time of Next Meeting:** Revised date and time of Wednesday 29 November 2023 commencing at 2.00 pm.

Signed as a true record of proceedings

Chair: **Date:**