

Preston's College

**Minutes of the Quality and Standards Committee Meeting held on 4th October 2018 at 5.30pm in the Board Room at
Preston's College**

Present:

Ms L Hornsby (Chair)
Dr E Smith (Principal)
Ms M Haworth (Vice Principal - Quality, Teaching, Learning and Learner Support)
Cllr R Boswell
Mr T Readett
Mr D Carr
Ms L Mason

In attendance:

Mr B Riley (Interim Clerk to the Corporation)
Mr M Noblett (Vice Principal - Curriculum Delivery & Planning)
Mr S Nixon (Executive Director of Resources)

Apologies:

Mr M Collard

1. Welcome and Apologies

The Chair welcomed all in attendance to the Meeting.

The Chair noted that apologies had been received from Mr M Collard.

All in attendance introduced themselves and it was noted that:

- the first meeting of the newly formed Higher Education Sub-Committee had taken place earlier this afternoon;
- Mr D Carr from the University of Derby had been co-opted as the Chair of the Higher Education Sub-Committee and as a member of the Quality and Standards Committee; and
- Ms L Mason had agreed to become a member of the Board, the Higher Education Sub-Committee and the Quality and Standards Committee.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the meeting held on 7th June 2018

Resolved: the minutes of the meeting held on 7th June 2018 were approved and signed by the Chair.

4. Outcomes for Learners 2017/18

Ms M Haworth and Mr M Noblett presented their report to the Members on the outcomes for learners 2017/18, in which it was noted that (whilst the final few outcomes were yet to come in) the College was generally predicting similar outcomes to last year.

The key points highlighted in the report were discussed and noted.

Two areas for concern appeared to be Health and Construction, with the reasons for this thereafter being discussed.

Resolved:

- **that performance and progress against key quality performance indicators (KPIs) targets be noted for 2017/18; and**
- **that the key performance indicators (KPIs) targets for 2018/19 are noted.**

The Chair thereafter requested that items 6 and 7 on the agenda be moved up in the order of the Meeting and be discussed before item 5.

5. Dashboard 2018/19 (item 6)

Ms M Haworth and Mr M Noblett circulated some source material to the Members and thereafter gave a presentation to the Members on the Quality and Standards Key Dashboard Information, talking the Members through various trends they were seeing in the data collected over the course of the last year.

Each of the slides on the powerpoint presentation were discussed at length, with Ms M Haworth and Mr M Noblett providing their thoughts / commentary on and responses to the same to the Members. It was noted that the results showed an improving 3 year performance and that they felt there were a number of success stories to reflect on following the analysis of the data.

Data was presented on the following:

- Attendance by school – 3 year data;
- 2018/19 Predicted Attendance and QAR KPI's;
- 16-18 Classroom Based Learner Outcomes by Sector Subject Area;
- Adult Classroom Based Learner Outcomes by Sector Subject Area; and
- Apprenticeship Outcomes by Sector Subject Area.

The Members discussed some of the key data presented to them by Ms M Haworth and Mr M Noblett, touching on the positives, negatives and areas for improvement coming out of the data, including strategies/action identified for the areas of improvement. It was felt that the data was of good quality and allows the College to better understand / report on / analyse patterns in attendance rates, etc. It was noted that there had been a focused approach across the whole College to drive an improvement on attendance, with various initiatives / strategies put in place to focus on improving the same. These were then discussed.

The Chair agreed that the quality of the data was very good and that the data had improved over the last 12 months. The Chair thanked Ms M Haworth and Mr M Noblett for their presentation.

6. OFSTED preparation (item 7)

Ms M Haworth and Mr M Noblett presented to the Members on the preparation which is underway with the OFSTED inspection expected at any time. Highlighting:

- Some of the key pre-inspection steps were believed to include the following:

- self assessment reporting and QIP action plans;
 - better understanding the data from Dashboard to enable us to get the narrative right / be better aligned;
 - predicting potential lines of enquiry;
 - position papers;
 - preparation of staff and governors; and
 - preparation of a detailed plan,
- and it was noted that this preparation was well underway.

Ms M Howarth confirmed who each of the leads were for the OFSTED inspection. The meeting thereafter reviewed and discussed some potential lines of enquiry.

The meeting discussed a number of the perceived strengths of the College:

- teaching, learning, assessment – lot of work done – good and improving;
- adult programmes are managed effectively;
- good or outstanding in key areas of classroom based provisions;
- employers contribute positively;
- comprehensive learner strategy;
- accessible and impartial careers service;
- strong focus on employability / progression;
- learners with high needs make good progress; and
- classroom based achievement rates for 16-18/adults are very good.

The meeting thereafter went through some of the improvements since the last OFSTED inspection in November 2016:

- progress with the tracking, monitoring and recording of assessments;
- improvement in quality of feedback;
- improved progression for learners;
- 16-19 study programme monitoring and interventions has impacted on closing achievement gaps;
- classroom based achievement for 16-18/adult is very good;
- fully embedded the College's approach to teaching, learning and assessment;
- learning observation process has increased monitoring and reporting;
- safeguarding and PREVENT practices embedded; and
- provision for SEND/High Needs Learners is effective and improving.

Mr M Noblett thereafter touched on some of the College's 2017/18 challenges:

- attendance rates – inconsistent but improving;
- learner attendance/engagement/outcomes in GCSE Maths and English;
- apprenticeship outcomes on identified frameworks requires improvement;
- value added measures require improvement, especially at level 2;
- key focus on exam preparation for BTEC and Maths and English; and
- focused approach to monitoring / learner progress throughout.

Ms M Howarth undertook to review vocational level 3.

Action: Ms M Howarth to review and report further on the vocational level 3 data.

The Chair suggested it would be a good idea to provide governors with a pack of relevant documents for information as part of the ongoing quality assurance updates, also providing a useful summary of progress ahead of the OFSTED inspection.

Action: Upload a pack of relevant documents for the governors to the portal ahead of the OFSTED inspection.

It was noted that Ms L Mason had recently been through an OFSTED process and it may be helpful for her to pull together a list of some thoughts/ questions which would help the preparation process for the inspection.

Action: Ms L Mason to provide the Quality and Standards Committee with some thoughts / questions based on her recent OFSTED inspection experience, which may better inform the College's approach to the upcoming inspection.

7. Self-Assessment Report – 2017/18 Governance Workshop (Item 5)

It was noted that it had been recommended that the Members of the Quality and Standards Committee review and endorse the emerging strengths and areas for improvement of the draft Corporate Self-Assessment Report.

The Committee then split off into two groups to undertake a workshop based around the Corporate Self Assessment Report, with reference to the AOC guidance for governors. A copy of the AOC guidance was provided to all, it being noted that this contained governor guidance to help reinforce their understanding of the following:

- strengths;
- areas for improvement; and
- what we have done / achieved on our journey of improvement.

The following matters were considered to be some of the College's strengths:

- quality of teaching;
- resources;
- capacity to improve;
- appraisal system;
- low staff turnover;
- quality assurance; and
- flexibility (though maybe an area for improvement?).

The Committee considered the College's strengths and weaknesses.

Resolved: the Quality and Standards Committee endorse the emerging strengths and areas for improvement of the draft Corporate Self-Assessment Report, having reviewed and discussed the same at length.

8. Safeguarding Policy

It was noted that:

- the Safeguarding Policy had been updated with a new statutory requirement and a copy of the same had been provided to the Members for their reference;
- safeguarding and PREVENT in an educational setting remains high on the agenda for learners, both from an OFSTED and statutory requirement perspective; and
- it is a requirement that all governors undertake mandatory safeguarding training (every 2 years) and PREVENT training, as the governors are ultimately responsible for safeguarding at the College.

With regards to the training, the Chair recommended that training was organised for governors for both safeguarding and PREVENT and that training could also be tied in with some additional training on equality and diversity.

The Chair noted that the updated safeguarding policy was dated 1 August 2018 but would be re-dated once formally approved.

Resolved:

- **that the draft updated safeguarding policy produced to the meeting be recommended for approval at the Corporation Board; and**
- **that all governors will complete mandatory safeguarding and PREVENT training, as well as training on equality and diversity.**

Actions:

- **there was a query as to whether every one of the governors had up to date DBS checks in place, which Dr E Smith promised to double check.**

9. Higher Education Sub-Committee - Update

The Principal provided the Members with some further background as to the need to establish the Higher Education Sub-Committee, which has a specific focus on the Higher Education provision at the College.

It was further noted that the first meeting of the Higher Education Sub-Committee had taken place earlier this afternoon.

Mr D Carr provided his thoughts on the Higher Education Sub-Committee to the Members, and how he felt that it would serve the College well in response to its aspirations in respect of the Higher Education provision. Mr D Carr touched on some of things the earlier meeting had discussed and how he hopes the Higher Education Sub-Committee will work alongside the Quality and Standards Committee.

10. Appointment of Vice Chair

The Chair added a final item which needed to be considered by the Members. Whilst the Chair shall remain the chair of the Quality and Standards Committee, there is currently no Vice Chair appointed to the CCmmittee.

The Chair and the Principal have been discussing this and they both felt that Mr M Collard would be a good person to undertake this role.

It was recommended to approach Mr M Collard and ask whether he would be interested in becoming the Vice Chair of the Quality and Standards Committee.

Resolved: in the absence of any objections, it was resolved that the Chair and the Principal shall approach Mr M Collard and gauge his interest in becoming the Vice Chair of the Quality and Standards Committee.

11. Date of next meeting

The Members noted that the next Meeting of the Quality and Standards Committee was scheduled to take place on 22 November 2018 at a time to be confirmed.

The Meeting closed at 7.35pm.