

## Preston's College

### Minutes of the Quality and Standards Committee Meeting held on 7<sup>th</sup> June 2018 at 5.30pm in the Board Room at Preston's College

#### Present:

Ms L Hornsby (Chair)  
Cllr R Boswell  
Mr T Readett  
Dr E H Smith (Principal)  
Mrs A Markland  
Mr M Collard

#### In attendance:

Ms A Coles (Clerk to the Corporation)  
Ms M Howarth (Vice Principal Quality, Teaching, Learning & Learner Support)  
Mr M Noblett (Vice Principal Curriculum Delivery & Planning)  
Mr S Cubitt (Head of School for Science, Engineering & Automotive Technologies)  
– For item 5 only

#### Apologies: Ms P Davies

#### 1. Welcome and Apologies

Apologies had been received from Ms P Davies.

#### 2. Declarations of Interest

No further declarations of interest were made.

#### 3. Minutes of the Meeting held on 1<sup>st</sup> March 2018

**Resolved:** The minutes of the previous meeting held on 1<sup>st</sup> March 2018 were approved and signed by the Chair.

#### 4. Matters arising

There were no matters arising.

#### 5. School Review Presentations (Agenda Item 9)

Mr Cubitt gave a presentation on the School for Science, Engineering & Automotive Technology. The presentation focused on what improvements have been made within the school, recent performance data, key strengths, challenges and priorities for the future.

Mr Cubitt provided the Committee with information regarding a recent positive project with a local employer.

The Committee members considered the information provided and discussed the process regarding obtaining apprenticeships from employers and tailoring the curriculum according to requirements.

There was further discussion regarding how the College builds relationships with employers.

The Chair thanked Mr Cubitt for his presentation.

Mr Cubitt then left the meeting.

#### **6. College Dashboard: Forecast Outturn – Performance against KPIs (Agenda item 4)**

Mr Noblett's presentation concentrated upon attendance, retention, achievement and value added.

Changes in the recruitment process to address the challenges with apprenticeships was noted.

Mr Noblett presented to the Committee a table of key performance indicators by school for May. The table showed consistency of high performance across the curriculum schools.

A discussion ensued amongst the Committee about the importance of building up relationships with employers and that the College does carry out due diligence on employers as part of the process.

Mr Noblett reported on the challenges, the key one being the 20% off the job training aspect of apprenticeships. The Committee noted the priorities going forward.

**Resolved:** that the current performance against KPIs is noted.

#### **7. Teaching Learning & Assessment Update (Agenda item 5)**

Ms Haworth presented the TLA Update Report (prepared by Ms A Humphreys) focusing on the progress following the monitoring visit made in October 2017 and the most recent Ofsted monitoring visit made in May 2018.

Ms Haworth reported that the Ofsted inspector was pleased with the College's clear focus on teaching and learning and had reviewed the college's targets and monitoring and felt that was all positive.

The Committee discussed how the feedback from students shows improvement.

**Resolved:** that the Teaching Learning & Assessment Update Report be noted.

## 8. Ofsted Update (Agenda item 6)

The Committee received a summary report from Ms Haworth outlining the content of the Ofsted Monitoring visit letter. The Committee was informed that the report referred to the Ofsted letter being attached but the approved letter had not yet been provided. Ms Haworth confirmed that the approved letter would be circulated to the Committee once received.

Ms Haworth took the Committee through the key points of the report. The Ofsted inspector was pleased with the learning walks and felt good progress was being made. The inspector's recommendations mainly consisted of persisting with what they are doing, so in all the inspection was positive. The inspector was keen on English & Maths and was positive about the processes the college has put in place.

The Committee considered the information provided. The issues which were discussed included:

- (i) preparation for the next inspection;
- (ii) the quality of apprenticeship provision being a key priority for the College;
- (iii) concern regarding regularly changing the criteria but it was noted that the College is developing those improvements not changing them; and
- (iv) the effort staff have put in over the last 18 months.

The Committee noted that the College has been working with other colleges to learn from their challenges.

**Resolved:** that the Ofsted Update Report be noted.

## 9. Quality Improvement Plan Update (Agenda item 7)

Ms Haworth provided the Committee with the Quality Improvement Plan 2017/18.

The Committee were informed that the areas identified for improvement mirrored those areas that the Ofsted inspector identified. It was reported that the College has seen some good in year retention rates and KPIs are in line with what has been set.

The Committee approved the report and it was agreed that the heads of schools start to look at the QIP plan shortly.

**Resolved:** that the current performance and progress against key QIP milestones be noted.

## 10. Office for Students (Agenda item 8)

The Principal informed the Committee that as part of the reforms identified in the Higher Education and Research Act 2017, the funding body for Higher Education, HEFCE and the Office for Fair Access, OFFA, have been dissolved and a new independent body, the Office for Students, OfS, has been established, being fully functional from August 2019.

The Principal reported that we have had to register with the OfS by 23 May 2018, with a detail access and participation plan, and during the transition year will be expected to develop a number of areas as part of the ongoing conditions of registration. The Committee noted that the College has submitted the plan, and if approved will be able to deliver HE and receive funding for it.

The Committee were informed that a key focus for the Office for Students relating to how we manage our provision and outcomes for learners is governance and the Principal recommended that a separate sub-committee is set up in order to strengthen the College's governance. The Principal recommended that a subcommittee is set up from 1<sup>st</sup> August and that the chair of the sub-committee should have HE experience.

The Chair commented that whoever chairs the sub-committee will need to be a member of the Quality and Standards Committee to avoid duplication.

It was agreed that the Principal shall develop the terms of reference for the sub-committee and circulate them to the Committee agreement prior to them going before the Board on 12<sup>th</sup> July. It was also noted that the terms of reference would be considered by the Search and Governance Committee.

**Resolved:**

- (i) That a Higher Education Sub-Committee of Quality and Standards is set up, to be in place from 1 August 2018.
- (ii) That the chair of the HE Committee has expertise and experience from HE.
- (iii) That the terms of reference and membership of the Committee be established for agreement by the Board 12 July 2018.

**11. Date of the next meeting**

Date and time of next meeting to be confirmed.

7<sup>th</sup> June 2018