

Preston's College

Minutes of the Quality and Standards Committee Meeting held on 9th June 2016 at 5:30pm in the Board Room at Preston's College

Present:

Dr A Jones	(Chair)
Mrs L Hornsby	(Deputy Chair)
Cllr R Boswell	
Mr T Readett	
Dr L Smith	(Principal/Chief Executive)
Mr T Readett	
Mr J Taylor	
Mr J Wilson	

In attendance:

Mr C Wood	(Vice Principal - Excellence & Learning)
Mr S Fell	(Clerk to the Corporation)
Mr P McMellon	(Assistant to the Clerk)
Mr M Noblett	(Assistant Principal - Excellence and Learning)
Mrs M Haworth	(Assistant Principal - Excellence and Learning)
Mr A Gadsdon	(Learning & Development Manager – TLA) Items 1-8
Ms A Humphreys	(Learning & Development Manager – Quality) Items 1-9
Mr S Cubitt	(Head of School – Science, Adv Man & Auto) Items 1-5
Mrs J Melling	(Head of School – English & ESOL) Items 1-5
Mr S Galley	(Head of School – Health Prof. & Early Years) Items 1-5
Mrs J Tudor	(Head of School – Visual & Performing Arts) Items 1-5

27. Welcome and Apologies

The Committee noted that apologies had been received from Mrs A Markland.

28. Declarations of Interest

No declarations of interest were made.

29. Minutes of the Meeting held on 3rd March 2016

Resolved: That the Minutes be agreed as a true record and be signed by the Chair.

30. Matters Arising

Minute 22 – It was noted that revisions had been made to the Complaints Procedure in the light of comments offered by Committee members. An updated version of the Procedure has now been introduced.

31. Learner Journey Review

Mr C Wood introduced Heads of School for Science, Advance Manufacturing & Automotive (Mr S Cubitt), English & ESOL (Mrs J Melling), Health, Professional & Early Years (Mr S Galley) and Visual & Performing Arts (Mrs J Tudor).

Each Head of School then gave a presentation covering their areas of responsibility, recent performance data, challenges and priorities and key strengths and impact.

Committee members considered the information provided. All concurred that such presentations were valuable in complementing the other management information routinely brought to the Committee. The contexts and contrasts as described would inform deliberations in many regards.

In thanking the managers for their input, the Chair asked that arrangements should be made for future presentations. Also, direct input from learners would be welcome.

32. College Dashboard – In Year Reporting/Forecast

The Committee received an updated presentation from Ms Howarth and Mr Noblett covering the College's performance against recognised indicators. Ms Howarth explained how the descriptors used (retention, achievement, success rate) had recently been changed.

It was noted that overall retention seemed likely to reach the College's 92% target (although variations in performance against this measure were noted and discussed). As regards Achievement (formerly Success Rate), the impact of GCSE English and mathematics was very evident, making improvement over the previous year much more of a challenge. An overall Achievement (Success Rate) of 80% was expected.

The GCSE English and mathematics obligation tended to affect most measures of performance with particular consequences for several curriculum areas.

The presentation covered Apprenticeships (predicted learner achievement) and the timeliness of achievement.

In drawing attention to the challenges and priorities currently being addressed, Ms Howarth confirm that learner attendance remained central to most endeavours. She reminded the Committee of the strategies applied to boost attendance and she also outlined measures planned for early in the next academic year. Mr Noblett provided detail on the 'localised action plans' now operated.

In discussing the impact of GCSE English/mathematics, the funding consequences of failure to achieve were noted.

Finally, the Committee reflected on clear patterns of attendance linked to learner gender.

The Chair thanked Ms Howarth and Mr Noblett for the presentation.

Resolved: That the presentation be noted.

33. Quality Improvement Plan Update

Mr C Wood presented the updated Quality Improvement Plan for the current academic year. He drew attention to the format changes introduced in line with the Committee's previous specification.

Mr Wood confirmed that the full QIP report reflected broadly the significant progress achieved against identified Action Points. However, the GCSE English/mathematics dimension (as discussed in previous items above) consistently presented new and significant challenges.

The Committee examined the report and concurred with Mr Wood's assessment of progress. The report was suitably comprehensive and the Chair thanked Mr Wood and his team for their work.

Resolved: That the progress and performance of the College as set out in the Quality Improvement Plan report be noted with further reports presented in due course.

34. Higher Education Review Outcome

Ms A Humphreys presented the report on the initial findings following the recent Higher Education Review. She confirmed that it has now been confirmed that the College has maintained the 'academic standards of awards' and that no additional recommendations had been added.

The Committee examined the report. Ms Humphreys was asked to suggest how the College might respond to recommendation B5 ('Deliberately and routinely enable students to engage in the strategic decision making of the College...').

It was noted that the nature of H.E. reviews had now changed.

The Chair congratulated Ms Humphreys and her team on the impressive outcome.

Resolved: That the report be noted.

35. Teaching, Learning & Assessment Update

Mr A Gadsdon presented the report on Teaching, Learning and Assessment and specifically on the current position with regard to Lesson Observations. He drew attention to the data which showed a fourth year of year-on-year improvement. He outlined the steps taken where improvement was required. He

confirmed that the 5% with lesson observation grades 3 or 4 represented only 9 individuals and these were in different areas of the College.

The Committee discussed how the lesson observations process might now be further developed, including support where performance is inadequate. The relationship between learner attendance and teacher performance was also discussed.

It was agreed that future reports would be improved by less reliance upon acronyms.

Finally, it was noted that the new Learner Experience Profile would replace the current system for lesson observations from October 2016.

Resolved: That the report, including the evidence of further overall quality of teaching delivery, be noted.

36. Curriculum Plan 2016-17

Mr Wood distributed a comprehensive report on proposals to reshape the College's curriculum offer from 2016/17 onwards. He drew attention to where the curriculum plan sought to address various issues and challenges raised previously at the Committee, and he also reminded the Committee about the varying volumes of learners (and corresponding income/funding) associated with the different areas of the curriculum. The high numbers for ESOL, for example, inevitably stood out in the plan. The plan covered apprenticeships and adult learners

The Committee agreed that the plan provided a full picture of the core service of the College and it was agreed this represented appropriate ways forward for future provision. It was agreed that Mr Wood's report would be circulated separately to Committee members for further comment/reflection.

The Chair thanked Mr Wood for the comprehensive report and for his succinct presentation.

37. Risk Management Register – 'High' graded risks

The Committee examined the report on 'High' graded risks and agreed that all were readily recognised. It was also agreed that measures and actions currently being undertaken were calculated to mitigate and/or manage the identified risks.

It was noted that oversight of management of the risk associated with "Failure to recruit planned 16-18 student numbers" lay predominantly with the Business Planning Committee and it was noted that the matter was also due to be reported along the same lines to that Committee.

Resolved: That the report on High graded risks is noted.

38. Committee Self-Evaluation

Committee members noted and agreed with how it was intended that a year-end review of performance and effectiveness would be conducted in the coming weeks. This would feed into a general review of the overall effectiveness of the College's governance arrangements.

In briefly reflecting on the year's performance, it was felt that all aspects of the Committee's terms of reference had been covered. The value of appointing the Student Members to the Committee was readily recognised.

Finally, it was noted that a generic questionnaire would be used and that input from the officers serving the Committee would be included.

Date of Next Meeting: To be confirmed