

Preston's College

Redacted / Abridged¹ Minutes of the Quality and Standards Committee Meeting held on 28th February 2019 at 5.30pm in the Board Room at Preston's College

Present:

Ms L Hornsby	Chair
Dr E Smith	Principal and Chief Executive
Cllr R Boswell	
Mrs J Garcia	
Mr J Jepson	
Ms L Mason	

In attendance:

Ms M Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mr M Noblett	Vice Principal - Curriculum Delivery & Planning
Mrs C Rayner	Clerk to the Board

Apologies:

Mr D Carr
Mr M Collard
Mr T Readett

1. Welcome and Apologies

The Chair welcomed all in attendance to the meeting and in particular welcomed the new members, Mrs Garcia and Mr Jepson. All in attendance introduced themselves.

The Chair reported that apologies had been received from Mr Carr and Mr Collard.

The Chair reported that the November meeting had been cancelled as it would have been inquorate.

The Committee noted that a quorum was present.

The Chair noted that this was the first meeting of the Quality and Standards Committee since OFSTED had rated the College as 'good' and, on behalf of the Committee, recorded congratulations to all management, staff and students of the College for their hard work in achieving this result.

2. Declarations of Interest

No declarations of interest were made.

¹ Please note that any matters which the Corporation is satisfied should be dealt with on a confidential basis have been redacted from these minutes.

3. Minutes of the meeting held on 4 October 2018

Resolved: the minutes of the meeting held on 4 October 2018 were approved and signed by the Chair.

4. Matters arising

a) Minute 6 OFSTED preparation

Mrs Haworth reported that, once all examination results had been received, the Vocational Level 3 data had been reviewed and the final results were as anticipated. Noted.

Mrs Mason confirmed that she had met with management ahead of the OFSTED inspection and, following this meeting, information had been provided to governors. Noted.

b) Minute 8 Safeguarding policy

The Principal reported that plans were in train for all governors to complete mandatory safeguarding and PREVENT training and also equality and diversity training. It was noted that a session on safeguarding, including PREVENT, had been scheduled to take place prior to the March 2019 Board meeting.

The Principal reported that a review of DBS checks for governors was in progress.

c) Minute 10 Appointment of Vice Chair

The Chair reported that Mr Collard had confirmed he would serve as Vice Chair to the Quality and Standards Committee. Noted.

5. Dashboard (in year Performance) 2018/19

Ms Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, and Mr Noblett, Vice Principal – Curriculum Delivery and Planning presented the performance update dashboard making reference to:

- the January review of learning outcomes KPIs including monitoring of attendance by learner level;
- learners at risk and receiving support, in particular the additional support provided to some demographic groups, particularly looked after children, and efforts to ensure all students were aware of the support available;
- the introduction of Dynistics which enabled management to better monitor learner progress and identify key risks and potential achievement gaps. The data could also be used to demonstrate to OFSTED where the College had strong impact on learner outcomes;
- the remit and scope of the new Apprenticeship Officer role;
- retention targets 2018 – 2019 and progress to date, particularly the impact of students who moved or relocated during their studies, particularly ‘looked after children.’
- challenges and priorities going forward.

The Committee discussed the report and dashboard with management and, in response to queries on the dashboard, noted:

- the dashboard would enable management and governors to test the impact of curriculum planning;
- that management processes were in place for accurate registration of students;
- the high level of support required for Level 1 students and the considerable efforts of staff to better understand individual needs. It was noted that a supportive approach was more effective;
- that as attendance targets were standard, the data did not show the considerable progress some individual learners had made from a poor base level for attendance at the start of term;
- 2018/2019 retention levels and outcomes, particularly for apprenticeship students;
- student numbers would be provided, alongside percentages, in future dashboards which would be particularly useful for small cohorts;
- that, to address the Committee's request to have a clear line of sight of the impact of KPIs on achieving the College's five year plan, a presentation would be developed on the objectives which informed the KPIs. Narratives would also be provided with the dashboards to explain the objectives behind KPIs;
- the Chair would provide a contact for a Head for Virtual School in order to share best practice and provide advice and support regarding best practice for sharing data for looked after children which could help further inform the College's approach in the future;
- that further consideration would be given to how the Committee monitored the student learning outcomes and student satisfaction, possibly annually alongside reviewing student surveys.

Resolved: The Committee noted:

- **the performance and progress against key quality KPI targets for 2018/2019.**
- **the dynistic information performance dashboard (in year progress) against targets set for 2018/2019.**

Actions:

- **A presentation would be developed for the next meeting to ensure the Committee had an understanding of the objectives which informed the KPIs. Narratives would be provided with the dashboards to explain the objectives behind KPIs.**
- **Consideration should be given to how best to provide qualitative information learning outcomes and experience.**

- **The Chair undertook to provide a contact for a Head of Virtual School with a view to the College accessing best practice advice and support which would be useful for obtaining future local demographic information.**

6. Teaching and Learning Update

The Teaching and Learning Update report was considered by the Committee.

Ms Haworth outlined Teaching and Learning progress and next steps following the OFSTED inspection in October 2018, making reference to: methods of evaluation of teaching and support for teachers including formal learning walks, areas of strength by curriculum area, projects with the Education Training Foundation, the development of the digital strategy including the new Virtual Learning Environment (VLE) and the use of teaching triangles to share best practice.

During discussion the Committee requested further insight into teaching challenges and how these were being addressed by the College. Governors were also invited to observe a learner walk at the College to develop further understanding.

Resolved: The Teaching and Learning Update report was considered and noted.

Action: Further consideration would be given to how best to provide the Committee with further insight into the teaching and learning challenges and how they were being addressed, including sharing best practice was shared between different College 'schools.'

7. Post Inspection Action Plan

Mr Noblett presented the Post Inspection Action Plan (PIAP) which outlined the feedback received from OFSTED inspectors in November 2018 and key areas for improvement identified in the Self-Assessment Report (SAR) (2017-2018). It was noted that the SAR had been endorsed by the Board in December 2018. It was proposed that the PIAP was time-limited until the completion of the next College SAR (2018-2019), at which point any ongoing actions would be amalgamated into the Quality Improvement Plan.

During discussion, the Committee suggested:

- a brief reference of 'desired outcomes' could be included alongside milestones for every outcome, as where they had been included they were useful;
- the milestones outlined in the plan should be aligned to the College's KPIs;
- further consideration be given to how best to use the experience of former successful students to engage students who were at risk of not succeeding.

Resolved: The Committee noted the progress made to date and endorsed the PIAP and the proposed Quality Indicators which would be used for reporting purposes in all future Quality and Standards meetings. The Committee recognised that, as OFSTED frameworks and objectives were subject to change going forward, the PIAP should be time-limited until the completion of the next college Self-Assessment Report (2018-2019), at which point any ongoing actions would be amalgamated into the Quality Improvement Plan.

Action: It was agreed that:

- **the PIAP would be updated to include further detail in the “desired outcome” column for all sections with milestones;**
- **the Quality Performance Indicators outlined in the PIAP would be aligned to the College’s KPIs.**

8. Curriculum Planning 2019/20

Mr Noblett presented the report on Curriculum Planning 2019/20 making reference to:

- the focus areas for curriculum planning;
- ongoing work with the Education Training Foundation and the local business community;
- aligning curriculum planning to needs of employers, with heads of school responding to local labour market information;
- application for T Levels had been submitted for 2020 – 2021 for construction, health and science;
- further Vector sessions to inform curriculum planning and make effective use of Labour Market Information;
- the option of students completing an A Level qualification alongside technical-vocation qualifications (A Level Extra) at the College from September 2019.

Management responded to questions on A Level Extra which the Committee noted would be treated as a pilot initiative for 2019/2020.

Following discussion the Committee agreed it would be helpful to have further detail to the on curriculum plans and forecasting.

Resolved: That the Quality and Standards Committee noted the report and endorsed the approach taken to Curriculum Planning.

Action: Live models of forecasting plans would be demonstrated at the next meeting.

9. Learning Support

The Committee considered a report on Learning Support provided to students. During discussion the Committee noted that bespoke safeguarding training was provided to all staff and safeguarding guidance for students included information on online safety.

Resolved: The Committee noted a report on Learning Support provided to students.

10. Date of next meeting

The Committee noted that the next Meeting of the Quality and Standards Committee was scheduled to take place on 6 June 2019.

The Meeting closed at 7.15pm.