

Preston's College

Redacted¹ Minutes of the Quality and Standards Committee Meeting held on 13th June 2019 at 2.45pm in Room EA101b at Preston's College

Present:

Mr M Collard	Vice Chair
Dr E Smith	Principal and Chief Executive
Mrs J Garcia	
Ms L Mason	
Mr T Readett	

In attendance:

Ms M Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mrs C Rayner	Clerk to the Board
Ms Ireland	Head of Curriculum (14-19)
Ms Parkinson	Assistant Head of Learner and Curriculum Administration

Apologies:

Mr B Colley
Ms L Hornsby
Mr J Jepson

1. Welcome and Apologies

The Vice Chair welcomed all in attendance to the meeting and in particular welcomed Ms Ireland, – Head of Curriculum (14-19), and Ms Parkinson, Assistant Head of Learner and Curriculum Administration.

The Vice Chair reported that the Quality and Standards meeting scheduled for 6 June 2019 had been cancelled as it would have been inquorate.

The Vice Chair reported that apologies had been received from Mr Colley, Ms Hornsby and Mr Jepson.

The Committee noted that a quorum was present.

The Clerk reported that Cllr Boswell had retired from the Board and Dr Carr had resigned from the Quality and Standards Committee as he had retired from his role at the University of Derby.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the meeting held on 28 February 2019

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

The Committee agreed the Minutes of Quality and Standards meeting on 28 February 2019 as a correct record.

Resolved: the minutes of the meeting held on 28 February 2019 were approved and signed by the Chair.

4. Matters arising

The Committee noted the report on progress of actions from previous meeting.

a) Re Minute 4 (a) Ofsted preparation

In response to a query Ms Haworth confirmed that Ofsted had shifted its focus during inspections to learner progress and this was evident at the Ofsted inspection in October 2018. The Committee noted that learner progress and achievement rates would be reviewed as part of Ofsted's new Education Inspection Framework and learner data would form part of the risk reviews for providers going forward.

b) Re Minute 5 Dashboard (in year Performance) 2018/19

The Clerk reported that the Chair had a contact for the Head of Virtual School.

It was noted that some members of the Committee had conducted learner walks since the previous Quality and Standards Committee meeting.

c) Re Minute 6 Teaching and Learning Update

A member reported that staff had been informed of Continuous Professional Development opportunities and this been well received.

Resolved: the Committee noted the report on progress on actions from previous meeting.

5. Dashboard (in year Performance) 2018/19

Ms Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, presented the performance update dashboard making reference to:

- the April review of learning outcomes KPIs including monitoring of attendance by learner level (16-18,19+ and All ages);
- Classroom Based Provision Qualification Achievement Rates (QAR) forecast Achievement Outturn for 2018/19;
- Apprenticeship QAR Forecast Achievement Outturn 2018/19;
- a good attendance rate at recent GCSE maths and English exams despite a local bus strike and Eid;
- due to funding changes the College would not be able to deliver a health programme for the Manchester area going forward;
- the response of staff to a question on recommending the College to others in the DfE Employer Satisfaction Survey 2019 showed improvements on 2017-2018;

- changes to methodology for employees completing the survey;
- highlights from the learner satisfaction survey 2018- 2019, dated May 2019;
- efforts made by College management to consider learner voice with adjustments made to improve services;
- the challenges and priorities for the College including the Head of Quality leaving the College to join Ofsted.

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

- the negative impact of the transfer of learners to JTL on performance data;
- it was encouraging that, in the respective surveys, both employees and students indicated similar responses to the question on recommending the College;
- given the amount of change at the College the results of the DfE Employer Satisfaction Survey 2019 – May Interim Results were an improvement on 2018 and were considered acceptable. However, management would always strive to make further improvements.

Ms Haworth provided an update on HE making reference to:

- a Quality Standards Review (QSR) would take place w/c 7 October 2019 and the College would be charged for the review;
- QSR was a new process and there was some uncertainty from the Office for Students (OfS) on the scope of the review, particularly whether Higher Apprenticeships would be included;
- likelihood that members of the Quality and Standards Committee would be required to meet with the review team;
- the anticipated OfS costs would be based on learner numbers and it was anticipated that the fee would be between £25k - £38k;
- fees would be considered as part of the five year plan as the College was not in a position to increase fees;
- detailed planning had commenced, the College would submit a written submission, student written submission and related documentation by 6th September 2019 with workload for preparation of written statements the same regardless of student numbers;
- plans to resubmit the Access and Participation statement to enable the College to retain fees at the current level, whilst outlining our strategies for widening participation without the requirement of financial intervention;
- student numbers at the College could not be guaranteed as HE was niche and employer driven.

It was noted there would be an opportunity for a more detailed discussion at the Board strategic planning meeting.

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.

6. Progress and Performance Against the Post Inspection Action Plan and Proposed Monitoring Visit

Ms Haworth 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).

The Committee agreed it would be useful to add RAG ratings to the plan so that progress could be assessed more easily.

Resolved: The Committee noted the current performance and progress against key Executive Summary Post Inspection Action Plan milestones.

Action: To add RAG ratings to the PIAP.

7. Curriculum Planning 2019/20

The Curriculum Planning 2019/20 report was considered by the Committee.

Ms Parkinson demonstrated the 4cast system used by the College to support curriculum planning and forecasting and responded to questions from the Committee. During the discussion, the Committee noted:

- how 4cast supported College management in understanding the efficiency of the planned curriculum;
- as 4cast was embedded into the College's processes Heads of Schools were using the system with increasing proficiency.

Members commented positively on the best practice usage of 4cast by College management.

Resolved: The Quality and Standards Committee noted the demonstration of 4cast.

8. Preston's Approach to Careers Advice and Guidance Learning Support

Ms Ireland presented her report on the provision of Careers Information, Education, Advice and Guidance at the College, making reference to:

- national changes in approach to careers education;
- the developing jobs market;
- the introduction of eight Gatsby Benchmarks;
- role of Careers Team and Curriculum staff at the College.

Due to time constraints, members were invited to email further questions to Ms Ireland.

Resolved: The Committee noted the report on Preston's Approach to Careers Advice and Guidance Learning Support and the position paper at Appendix A and endorsed the approach taken to delivering Careers Information, Advice and Guidance.

9. Date of next meeting

The Committee noted that the date of the next meeting of the Quality and Standards Committee would be confirmed.

The Meeting closed at 3.55pm.