

Preston's College

Minutes of the Quality and Standards Committee Meeting held on 21st November 2019 at 5:30 pm in the Board Room, Preston's College

Present:

Mr M Collard	Acting Chair
Dr E Smith	Principal and Chief Executive
Ms H Boulton	
Mrs J Garcia	
Mr J Jepson	(until minute 12)
Ms N Kirkbride	
Mr J McMullin	
Mr T Readett	

In attendance:

Ms M Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Ms M McCarthy-Keen	HE Manager
Mr F McHale	Development Coordinator (for minute 3)
Ms J Melling	Interim Head of Quality, Teaching and Learning
Mr M Noblett	Vice Principal - Curriculum Delivery & Planning
Mrs C Rayner	Clerk to the Board
Mr N Rogan	Teaching Learning & Assessment Quality Improvement Leader (for minute 3)
Mr S Smith	Project Manager - Outside of the Classroom Learning (for minute 3)

Apologies:

Ms L Hornsby
Mrs L Mason

1. Welcome and Apologies

The Acting Chair welcomed members to the meeting. As there were a number of new staff and members, all members introduced themselves.

It was noted that apologies had been received from Ms Hornsby and Mrs Mason.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Quality, Teaching and E-Learning Presentation from Teaching and Learning Assessment Team

The Teaching and Learning Assessment Team (TLA) gave a presentation on Quality, Teaching and E-Learning, making reference to:

- the College's current position and its ambition to be the top technical college in the North West, recognised for outstanding teaching and digital innovation;
- the College's attendance at external conferences on digital innovation in teaching at which staff had showcased the College's work;
- examples of innovation across the College and examples of current best practice;
- challenges and opportunities for e-learning and digital.

The TLA team responded to questions from governors. During discussion members noted:

- how staff and students responded to the technological changes in teaching. It was noted that new digital initiatives were tested with receptive staff and then rolled out to all staff. Teaching staff were embracing technology and seeing the benefits of systems like Canvas;
- students responded well to use of Augmented reality (AR) and Virtual Reality (VR) in lessons;
- use of technology ensured the College had maximum impact;
- E-learning and digital were fundamental parts of teaching in the 21st Century rather than optional extras;
- assurance that the College remained cognisant of the legality surrounding the use of technology in teaching e.g. the legal requirement for a drone licence.

The Acting Chair thanked the TLA team for their presentation and their attendance at the meeting.

Resolved: The Committee noted the presentation on Quality, Teaching and E-Learning.

4. Support for Learners - English and Maths

Ms Melling, Interim Head of Quality, Teaching and Learning, presented her report on Support for Learners – English and Maths, making reference to;

- only 31% of learners had achieved both maths and English at a grade C/4 on entry at Preston's College compared to 44% for General Further Education Colleges;
- the significant impact of local school Key Stage 4 performance on Preston's College 16-18 student profile e.g. in 2018/19 43% of learners had neither English nor maths at grade C/4 or above and were required to retake these subjects;
- Preston's College learners ranked 216 out of 243 General Further Education Colleges in England for English and 209 out of 243 for maths, putting the College in the lowest quartile of learners on entry who had achieved GCSE Maths/English A*-C;

- learners continued to develop their skills at the College, making progress during their courses and the number of students with high grade achievement, i.e. those achieving a grade 4 or above, was improving;
- benchmark data in the MiDES Report exemplified the high grade achievement of 3/D grade learners and the progress that the College was making;
- GCSE English Progress from Grade 3/D was significantly better than all other providers at 0.35. The College had improved its rank to 47 out of 236 providers. Progress from Grade 2/E was also significantly above all other providers at 0.59;
- the positive effects of demonstrating to students the application of GCSE English and maths in day to day life and emphasising the importance of achieving GCSE English and maths qualifications for future employment; including using student alumni as positive role models;
- the College took a flexible approach to teaching with different strategies for different students;
- ensuring students attended GCSE English and maths classes could be challenging. However, improved retention was having a positive effect on achievement rates.

A governor commented that apprentices were starting to see the relevance and benefits of understanding maths in the work environment.

The Principal and Chief Executive commended the teaching staff for their hard work with students to achieve the improved results.

The Committee commended the team on the progress achieved, particularly with learners who had been unsuccessful at school.

The Committee noted the Progress against Maths and English report.

Resolved: The Committee noted the:

- **progress Against Maths and English report;**
- **current performance and progress of English and maths against KPIs.**

5. Minutes of the previous meeting

The Minutes of the meeting held on 13 June 2019 were agreed as a correct record.

Resolved: the minutes of the meeting held on 13 June 2019 were approved and signed by the Acting Chair.

6. Matters Arising

The Committee noted the matters arising report.

Resolved: The Sub-Committee noted the matters arising report.

7. Performance Outcomes & KPIs

Ms Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, and Mr Noblett, Curriculum Delivery and Planning, presented their report on Performance Outcomes and KPIs, making reference to:

- KPI targets were set in line with the Five Year Strategic Plan and associated milestones, which were aligned to the Education Inspection Framework (EIF) and the Quality Code for Higher Education;
- each School set their own targets;
- good outcomes for classroom based provision for all ages - 16-18 year old and adult classroom based learners achieved broadly in line with 2017/18 outturn and it was anticipated the College would remain within the top quartile for DfE national achievement tables for 2018/19;
- outcomes for Apprenticeships was an area for improvement particularly 16-18 and 24+ age groups. In year retention was good for 2019/20 and outcomes for 2018/19 improved to 72% +3% on 2017/18 outturn;
- improving attendance remained a priority, as part of the College's expectation and standards for 2019/20, notwithstanding, attendance remained in line with national average (AoC survey) with particular areas of focus level 1 16-18 provision, Adult short programmes, English and Maths for GCSE and functional skills.

In response to queries from members the Committee noted:

- attendance targets for 2019/20;
- requirement for apprenticeships to do 20% 'Off the Job Training' and views of employers;
- management ensured that attendance targets set by individual Schools were sufficiently challenging by benchmarking against other similar cohorts and previous years;
- extended induction period and incentives to encourage retention;
- a higher attrition rate for looked after children and efforts to monitor and improve this by increasing support provided, there had already been significant improvement with attrition rates dropping from 38% to 11.98%;
- the lack of transitional information from schools continued to be a challenge for staff, which would be valuable in supporting new students. The barriers to the College receiving transitional information remained unclear and possibly related to schools' concerns that they could breach General Data Protection Regulation.

A staff governor emphasised the importance of ensuring that apprentices on approved annual leave were not marked as absent.

Resolved: The Committee noted the performance and progress against Quality KPIs targets for 2018/19 and 2019/20.

Action: To ensure that apprentices on approved annual leave were not marked as absent.

8. Corporate Self-Assessment Report

Ms Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, and Mr Noblett, Curriculum Delivery and Planning, presented their report on the new Education Inspection Framework (EIF), making reference to:

- whilst the approach of the new EIF had shifted from outcomes to quality of education, in practice outcomes would still be discussed;
- inspectors and leaders started with a top-level view of the school's curriculum, followed by 'deep dives;'
- use of deep dives and review of evidence;
- shift from a key nominee to mini-nominees such as curriculum leaders and heads of schools;
- a new approach to observation; the tutor would be asked to leave the classroom and inspectors would speak to students;
- as the College had received an Ofsted Grade 2 rating in the past year, the College did not expect a visit in the near future, unless there was cause for concern.

Ms Haworth and Mr Noblett referred members to the Corporate Self Assessment report and 2018-19 learner achievement, making reference to:

- 2018/19 QAR Data – Overall Education & Training – 16-18 report;
- 2018/19 QAR Data – Overall Education & Training – Adult report;
- improvements of apprenticeship provision, which had been a development area, with overall achievement improving by 2.7 percentage points;
- performance had been negatively impacted (1.6%) due to the transition of Electro-technical apprentices to JTL Training which was an excellent partnership initiative;
- outcomes of self assessment in 2018/19;
- summative strengths and progress since the Ofsted inspection.

The Committee discussed the initial emerging strengths with management. In response to questions, governors noted:

- rationale for underperformance of Apprenticeships in achievement levels when compared to other cohorts, and focus areas for improvement. It was noted consultants were working with Heads of School in Engineering through the deep dive process and an external perspective had proved beneficial;
- additional maths support provided for apprentices, many had improved on previous results but not yet achieved the GCSE qualification;
- apprenticeship teaching and learning had improved. It was suggested that existing tutors could share their experience with new industry tutors. It was noted that a number of work based tutors were completing their PGCE;
- improved outcomes for apprenticeships with observations rated as “good” more regularly.

Following discussion the Committee agreed that based on the report provided and given the shift in Ofsted focus from outcomes to quality of education, it was appropriate to grade Apprenticeships as ‘2- good’ and maintain a watching brief going forward.

Given time constraints, members agreed to email the Clerk their views on the quality of governance against the two themes of Quality of Provision and Leadership and Management, ahead of discussion at the Board meeting on 12 December.

Resolved: The Committee noted progress to date and endorsed the emerging strengths and areas for improvement of the draft Corporate Self Assessment Report.

Action: The Clerk to email members with the quality of governance questions and members to respond via email.

9. Progress and Performance Against the Post Inspection Action Plan

Mr M Noblett referred to his report on Progress and Performance against the Post Inspection Action Plan (PIAP). He explained that the PIAP was time limited and any outstanding actions carried forward would form part of the continued improvement approach and would be monitored through the Quality Improvement Plan (QIP) for 2019/20. The QIP would be aligned to the College’s Five Year Strategic Plan.

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

10. Complaints Policy Update 2019/20

The Acting Chair referred members to the revised Complaints Policy and Procedure for 2019/20. Ms Haworth highlighted the changes to the policy:

- the introduction of an informal early resolution stage and a two stage formal process;
- the Office of the Independent Adjudicator (OIA) Scheme Rules have been revised to comply with legal requirements arising from the implementation of the Office for Students.

In response to a query it was noted that the Committee considered complaints as part of the Learner Experience report.

The Committee approved the revised Complaints Policy and Procedure.

Resolved: The Committee approved the revised Complaints Policy and Procedure for 2019/20.

11. Safeguarding and Prevent Policy Review

The Acting Chair referred members to the revised Safeguarding and Prevent Policy. Ms Haworth reported that the names of the deputies had been updated.

Following discussion on implementation of the policy at the College, the Committee:

- noted the November Safeguarding and Prevent Support Update report;
- agreed that the Safeguarding and Prevent Policy be recommended for approval at the Corporation Board. A governor suggested that a process flowchart would be useful.

Resolved: The Committee noted the November Safeguarding and Prevent Support Update report and agreed that the Safeguarding and Prevent Policy be recommended for approval at the Corporation Board.

12. Curriculum Development & Planning 2019/20

Mr Noblett referred to his report on Curriculum Development & Planning 2019/20, making reference to a T Level Implementation Plan.

The Committee and management discussed the implementation of T-Levels and the reservations of employers. It was noted that T-Levels was the future direction as BTECs would be phased out. The Committee noted that College management were in a working group with others providers.

Resolved: The Committee noted the report and endorsed the T Level Implementation Plan.

13. Student Governor and Student Council Update

The Clerk presented a report on Student Council activity to date in 2019-20 and the recent appointment of student governors. It was noted that an update on the activities of the Student Council would be included on the Quality and Standards Committee agenda as a standing item going forward.

Ms Kirkbride, as the new student governor (16-18), provided an update on the recent meeting of the Student Council.

The Committee noted the report and discussed the importance of supporting student governors in their role. Governors suggested that it would be helpful to attend meetings of the Student Council to engage with students. The Committee discussed other initiatives to support student governors ahead of meetings and engage with students.

The Clerk undertook to distribute to governors a glossary of acronyms regularly used at meetings.

The Committee noted the Student Governor and Student Council Update.

Resolved: The Committee noted the Student Governor and Student Council Update.

Actions: The Clerk to:

- **work with governors to continue to support Student governors and develop initiatives to engage with students;**
- **distribute to governors a glossary of acronyms regularly used at meetings.**

14. Draft Forward Work Programme 2019/20

The Clerk referred to the draft work forward programme for the Quality and Standards Committee for 19/20.

Resolved: The Committee noted the draft work programme for the Quality and Standards Committee for 19/20.

15. Quality and Standards Committee Effectiveness Review

The Committee noted the Quality and Standards Committee Effectiveness Review collated report. It was agreed, given the time constraints and as a number of members were not in attendance, to defer consideration of the Committee's Effectiveness Review until the next meeting.

Resolved: The Committee noted the Quality and Standards Committee Effectiveness Review collated report and agreed to defer consideration of the Committee's Effectiveness Review until the next meeting.

Action: The Clerk to add the Quality and Standards Committee Effectiveness Review collated report to the agenda of the next meeting.

16. Date of next meeting

The Committee noted that the next Meeting of the Quality and Standards Committee was scheduled to take place on 5 March 2020.

The Meeting closed at 7.55pm.