

Preston's College

Redacted and Abridged¹ Minutes of the Quality and Standards Committee Meeting held on 1st October 2020 at 5.00 pm via Zoom

Present:

Ms L Hornsby (from Minute 5)	Chair
Dr E Smith	Principal and Chief Executive
Mr M Collard	Vice Chair
Mrs J Garcia	
Mr J Jepson	
Ms H Boulton	
Mrs L Mason	
Mr T Readett	

In attendance:

Ms Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Ms McKenna	Head of The School of Business, Health and the Uniformed Services
Ms J Melling	Interim Head of Quality, Teaching and Learning
Mrs C Rayner	Clerk to the Board

Apologies:

Mr M Noblett	Vice Principal - Curriculum Delivery and Planning
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1. Welcome and Apologies

The Vice Chair welcomed members to the meeting. It was noted that the Vice Chair would Chair the meeting on this occasion.

The Clerk reported that apologies had been received from Mr Noblett, Vice Principal - Curriculum Delivery and Planning

It was noted that a quorum was present.

2. Declarations of Interest

The Committee noted that Ms Boulton, as an employee of University of Derby, had declared an interest in item 9.

3. Minutes of the previous meeting

The Minutes of the meeting held on 25th June 2020 were agreed as a correct record.

Resolved: The minutes of the meeting held on 25th June 2020 were approved.

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.

4. Matters Arising

The Committee discussed and noted the matters arising report. The Clerk reported that Mr Edwards had volunteered to be the link governor for Partnerships and this would be on the agenda of the next Board meeting.

Resolved: The Committee noted the matters arising report.

5. School Review presentation

Ms McKenna, Head of The School of Business, Health and the Uniformed Services gave a presentation on the work of the School of Business, Health and the Uniformed Services. She reported:

- the School of Business, Health and the Uniformed Services had been established in August 2019/20, amalgamating curriculum that had previously been delivered across two College Schools and for 2020/21 the school also included apprentices in Health;
- the School delivered curriculum to young people and adults, with a progressive curriculum pathway that spans levels one four;
- provision was across all funding streams for 16-18, Adults and Apprenticeships for all Curriculum Areas;
- curriculum pathways for 14-19, Apprenticeships and Adult/Higher Education;
- performance tables and key actions for 2018/19, 2019/20 and 2020/21;
- partnership with Preston North End Centre of Sporting Excellence Trust;
- recent developments including shortlisting for AAT Training Provider of the Year, relocation of Adult HE Provision back to the College; leadership and management and T Levels;
- curriculum plans for 2020/21 including maximising online and remote learning with our newly developed digital skills;
- Autumn NCS programme would take place during September – December and other activities, including all Health Learners training as Dementia Friends;
- an example of learner volunteering during lockdown leading to employment;
- she was proud of the resilience and persistence demonstrated by staff during the pandemic in supporting learners and planning for 2020/21.

In response to queries on the impact of Covid, Ms McKenna explained how staff had supported learners on furlough, with some apprenticeships extended beyond 2019/20.

The Committee noted a copy of the presentation would be made available on the Governors' Portal after the meeting.

Resolved: The Committee noted the School Review presentation.

6. Early Indication Financial and Learner Recruitment Targets

The Principal and Chief Executive presented a report on Early Indication Financial and Learner Recruitment Targets Careers Provision 2020/21. She demonstrated a new dashboard and explained how the data from the dashboard helped management monitor enrolment and demographic of enrolled learners. She reported on:

- enrolment numbers to date which were ahead of the previous year;
- ongoing work to ensure that the College could accommodate additional learners whilst maintaining social distancing and how the introduction of a blended learning approach would assist with this;
- efforts to encourage learner retention with student managers supporting learners;
- an update on catchment areas of learners;
- virtual enrolment had been successfully introduced and would continue to be used in future years. The system also allowed management to focus on progressing learners.

The Committee noted the report on Early Indication Financial and Learner Recruitment Targets.

Resolved: The Committee noted the report on Early Indication Financial and Learner Recruitment Targets.

7. Performance against Key Performance Indicators

Ms Haworth reported on the performance against a range of Key Performance Indicators (KPI's) which had been split into: classroom based provision 16-18 and Adults, HE and apprenticeships. She reported:

- College processes in place during Covid to monitor learner outcomes;
- examinations had been delayed in some areas due to Covid and examination results had also been delayed;
- on w 2019/20 achievement rates for apprentices
- some apprentices had been furloughed and some had lost their jobs due to Covid;
- challenges as some employers did not want learners to go into College due to Covid;

- the impact of Covid on learner attendance would continue to be monitored and action taken where required;
- digital support for learners, the College had loaned IT equipment to some learners to enable them to study at home. However, due to the huge global demand for IT equipment to enable home working this could present a challenge going forward and computer equipment was also available in the learning centre;
- Ofsted's interim arrangements during Covid;
- monitoring learner engagement;
- introduction of a blended Teaching Learning Assessment approach, with all learners receiving a digital induction;
- ongoing challenges and priorities.

A member suggested it would be helpful to separate attendance figures for on campus and remote learning and see if any courses would benefit from moving on to campus. Members noted that remote and campus attendance would be reviewed at half term and that the attendance results could be related to the course rather than the location, for example English GCSE attendance was lower.

The Committee discussed the report with management and, in response to questions, noted:

- overall good behaviour of learners during the pandemic;
- staff continued to share good practice and resources across schools and management were proud of the way staff had worked co-operatively and supportively during the pandemic;
- ongoing support for Looked After Children and Education, Health and Care Plan (EHCP) learners with escalation required to external agencies in some circumstances for emergency care. A governor commented on the nationally increase in the number of children in care;
- whilst attendance of Looked after Children and EHCP learners was higher than the national average, the College always aimed to improve attendance year on year;
- additional resources had been required to provide support for learners during the pandemic.

The Committee commended College management and staff for mobilising quickly to support vulnerable learners during the pandemic.

Resolved: The Committee noted performance and progress against key Quality key performance indicators within the presentation and dashboard.

8. School Presentation

It was noted that the School Presentation had been considered at the start of the meeting.

9. Higher Education - University of Derby Partnership Review

Mrs Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented her report on the forthcoming Partnership Review with the University of Derby. She reported

- the College would be subject to a Partnership Review by the University of Derby on the 21st October 2020;
- the partnership review was the process through which the University reviewed and sought to re-approve its collaborative provision partnerships over a five-year cycle. The review would provide an opportunity for the University of Derby and the College to reflect upon the operation, management and development of the partnership and to also consider the future;
- the Partnership Review application provided as Appendix A, and associated evidence submitted, demonstrated the College's suitability and sustainability to continue its partnership with the University of Derby;
- provision with the University of Derby had reduced as the College had moved to the Pearson for Engineering provision.

The Committee discussed the forthcoming review and noted that a review was required every five years.

Resolved: The Committee noted the criteria, progress and procedures the College would be undertaking under the Partnership Review for the University of Derby.

10. Support for Learners Update

Mrs Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented her Support for Learners Update report which summarised the impact of Covid-19 on how the College's Student Services team supported learners, including challenges faced by the team and the solutions put in place to adapt working practices and ensure the College continued to offer a high quality level of service to those learners most in need. She referred to:

- the requirement to refer some learners to external agencies for additional support and the increased number of referrals in 2020 compared to previous years;
- support for learners including support for asylum seekers and learners without bank accounts had been provided with Co-op vouchers or food cards;
- attendance of learners considered at risk;

- the College represented a place of stability for some learners;
- counselling services were now remote which allowed the service to be more flexible;
- management were also supporting the Student Service Team who were under additional pressure during lockdown as more learners required support.

Members commended the College's holistic approach to support for learners and welcomed management's support for the Student Service Team facing unprecedented challenges.

The Committee discussed the report with management and, in response to questions, noted:

- the likelihood of longer term issues for a generation of young people who had experienced anxiety and uncertainty;
- how the Colleges approach to Student Services compared with the support provided by other colleges. It was noted that the level of support provided varied across the sector and the Association of Colleges were campaigning to government on behalf of the sector to increase bursaries to colleges to support learners. It was noted that the College was likely to overspend its bursary. Members recognised the importance of management highlighting the needs of learners to local stakeholders and noted that College management continued to speak with the local education ministers and the local Council to highlight the needs of learners.

Resolved: The Committee noted the report on support for students to date in 2020/21.

11. Student Governor and Student Council Update

Mrs Haworth and the Clerk presented the Student Governor and Student Council Update report. They referred to:

- virtual meetings of the Student Council, with the first meeting planned to take place w/c 5th October 2020;
- the emphasis on learner voice and increased communications with learners to finding out about how they were coping with studying during the pandemic;
- arrangements for student governor elections. It was noted that the virtual election process introduced in 2019-20 would continue;
- a new Student Governor information pack for 2020/21 had been produced to provide more information about the role of student governor to students;
- the Clerk would attend the next Student Council meeting to talk with learners about the opportunity to stand for election as student governor.

In response to a query, the Clerk undertook to ensure the opportunity to stand for election as a student governor had been advertised to apprentices. It was noted that previously 16-18 students tended to attend Student Council meetings as they were held on campus. However, it was possible that the move to virtual Student Council meetings might make the Student Council more accessible to apprentices who were not on campus the day of the meeting.

The Committee noted the Student Governor and Student Council Update.

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

Action: The Clerk undertook to ensure the opportunity to stand for election as a student governor had been advertised to apprentices.

12. Forward Work Programme

The Clerk referred members to the draft Quality and Standards Committee Forward Work Programme 2020/21. The Committee approved the Quality and Standards Committee Forward Work Programme 2020/21.

Resolved: The Committee approved the Quality and Standards Committee Forward Work Programme 2020/21.

13. Date of next meeting

The Committee noted that the next meeting of the Quality and Standards Committee take place on 19th November 2020.

The Vice Chair thanked everyone for attending the meeting.

The meeting closed at 6.45pm.