

Preston's College

Redacted and Abridged¹ Minutes of the Quality and Standards Committee Meeting held on 25 June 2020 at 5.00 pm via Zoom

Present:

Ms L Hornsby	Chair
Dr E Smith	Principal and Chief Executive
Mr M Collard	
Mrs J Garcia	
Mr J Jepson	(until minute 10)
Ms H Boulton	(from minute 6)
Mrs L Mason	
Dr J McMullin	
Mr T Readett	

In attendance:

Ms K Fawcett	Assistant Head of Learner Support (SEND) (from minute 7 to minute 8)
Ms M Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mrs D Ireland	Head of Curriculum (14-19)
Ms J Melling	Interim Head of Quality, Teaching and Learning
Mr M Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs C Rayner	Clerk to the Board
Mrs T Southworth	Student Services Manager (Safeguarding and Prevent Lead)

Apologies:

Ms N Kirkbride

1. Welcome and Apologies

The Chair welcomed members to the meeting. The Chair welcomed Mrs Mason back to the Committee.

It was noted that apologies had been received from Ms Kirkbride.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the previous meeting

The Minutes of the meeting held on 5 March 2020 (Part 1) were agreed as a correct record.

Resolved: The minutes of the meeting held on 5 March 2020 (Part 1) 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. Minutes of the previous meeting

The Minutes of the meeting held on 5 March 2020 (Part 2) were agreed as a correct record.

Resolved: The minutes of the meeting held on 5 March 2020 (Part 2) were approved.

5. Matters Arising

The Committee discussed and noted the matters arising report. The Clerk reported that she would arrange further opportunities for the Committee to engage with learners in the 2020/21 year when it was safe to do so.

Resolved: The Committee noted the matters arising report.

6. Careers Provision 2020/21

Mrs Ireland, Head of Curriculum (14-19), presented her report on Careers Provision 2020/21 which outlined plans to embed careers education into curriculum delivery. She reported:

- based on the findings of the Gatsby review, and the subsequent introduction of the Gatsby Benchmarks, the College had effectively worked alongside the Careers and Enterprise Company to enhance and re-shape the College's offer;
- in June 2019, the College successfully completed the accreditation process for the Matrix standard, a mandatory assessment for establishments to ensure that they have the correct mechanisms in place to deliver effective Careers Education, Information, Advice and Guidance (CEIAG). Following assessment, the College received an excellent report in relation to :14-19 Curriculum, Adult Learning, Apprenticeships and Higher Education;
- throughout 2019/20, the College had taken significant steps in further enhancing its provision, and the introduction of a careers plan which engaged every learner within the College. In December 2019, the College's Careers statement had been revised and had been provided the Committee at Appendix A;
- changes to careers education delivered at College, including a refurbished space on the College 'high street' to support group and individual activity;
- careers staff deliver a structured programme of activity through tutorial and 'Progress and achievement' workshops, and the team conduct regular surveys with learners in order to identify needs and specific areas of support to ensure effective provision;
- the College's website had been updated and now incorporated the 'Emsi Career Coach' software package;

- in response to the Education Inspection Framework (EIF), it was important to ensure that the impact of careers education was reflected in the intent and implementation of the College curriculum;
- Careers Leader for the College completed a nationally recognised Level 7 Careers Leader programme and the team of Recruitment, Careers and Progression Advisors had been supported in undertaking appropriate CEIAG qualifications;
- the College was required to complete a self-assessment in relation to performance against the Gatsby benchmarks. Progress was reviewed on a termly basis with the College's Enterprise Advisor. To date, the College was at 96% compliance and was expected to move to 100% compliance by October 2020;
- a proposal to have a link governor for careers.

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

- how careers guidance was embedded into the curriculum and how this could be demonstrated;
- the first cohort of scholarships learners would leave the College shortly and the College planned to keep in touch to track education and career progression.

The Committee agreed to recommend to the Board that Mr Collard should act as a link governor for careers.

Resolved: The Committee:

- **noted the progress made in developing provision and working towards the successful achievement of the Gatsby Benchmarks;**
- **agreed to recommend to the Board Mr Collard as the link governor for careers.**

7. The Impact of Covid-19 on Curriculum Delivery and Planning

Mr Noblett, Vice Principal Curriculum Delivery and Planning and Ms M Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented their report on The Impact of Covid- 19 on Curriculum Delivery and Planning.

Mr Noblett made reference to:

- 16-18 school leaver applications continued to be strong, and the College had remotely interviewed and offered places to 1200 young people for the next academic year;
- the impact of Covid-19 on business planning for 2020/21;
- support for children in Year 11 ahead of joining the College;

- the College would take a blended approach to learning in 2020/21 with a mixture of remote and on-site learning. He referred members to the Timetabling Principles – Term One 2020-2021 report at Appendix A for more details.

Ms Haworth made reference to:

- the necessity to support digitally disadvantaged learners and Year 11 learners who had not studied during lockdown;
- tailored induction plans for September 2020;
- CPD for staff in teaching and supporting learners remotely.

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

- plans to support existing College learners returning to the campus in September 2020;
- a small number of instances where course fees had been partially refunded due to lockdown;
- assurance that College communications were clear on the offer to learners for 2020/21, particularly the digital components.

The Committee noted the Impact of Covid-19 on Curriculum Delivery and Planning.

Resolved: The Committee noted the report on the Impact of Covid-19 on Curriculum Delivery and Planning.

8. Support for Learners Update

Mrs Southworth, Student Services Manager (Safeguarding and Prevent Lead), and Ms Fawcett, Assistant Head of Learner Support (SEND), presented their report on support for learners in 2019/20. They reported on:

- the number of High Needs Learners and learners placed on Fitness to Study procedures in 2019/20 and support provided;
- the number of Safeguarding concerns raised in 2019/20 and the number of confidential comments which did not meet the threshold to be categorised as safeguarding concerns;
- impact of lockdown on safeguarding and the number of concerns raised during lockdown;
- support for Children Looked After (CLA) and Care Leavers at the College. The Committee noted that retention rates for CLA had significantly improved in 2019/20, and this was largely due to the creation of a Safeguarding and Prevent Officer role and the impact of

this Officer, who liaised with social workers and carers and developed individual learner strategies. To build on this work the College planned to appoint a Learner Support Coach (LSC) within the Student Services team, to work with CLA and other identified vulnerable learners;

- wellbeing and financial support for learners, including CLA and vulnerable learners, during lockdown, including referral to counsellors where required;
- mandatory staff Safeguarding and Prevent training during the College shutdown which would include information on mental health;
- a summary of Learner Voice feedback from the meetings held in February 2020 and actions taken by the College in response;
- a summary of the Remote Learning – Student Survey 2019/20, provided at Appendix A; which replaced the round of Learner Voice meetings which would have been held in May 2020;
- support for learners with an Education, Health and Care Plan (EHCP) including weekly risk assessments; digital resources and learning support coaches;
- support for self isolated learners and plans to develop virtual College tours;
- safeguarding support for staff when teaching and supporting learners remotely and development of a COVID-19 - Addendum to the Safeguarding and Prevent Policy.

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

- the College was above the national average for the retention levels for looked after children. However, as the national average was low, the College focused on improving its own retention rates year on year;
- how the College had supported learners in many ways during lockdown including remote counselling.

The Committee noted the update on support for learners. The Chair recorded thanks to the team on behalf of the Committee for their hard work and progress made. The Committee agreed to recommend the COVID-19 Addendum to the Safeguarding and Prevent Policy to the Board for approval.

Resolved: The Committee:

- **noted the update on support for learners;**
- **agreed to recommend to the Board the COVID-19 Addendum to the Safeguarding and Prevent Policy, dated April 2020 for approval.**

9. Complaints and Compliments

Mrs Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, presented her report on Complaints and Compliments received by the College between 1st August 2019 and 1st June 2020.

The Committee noted that additional detail was provided in the termly reports, Appendices A, B and C.

The Committee welcomed the increased efforts to resolve complaints informally where possible and noted the report on Complaints and Compliments.

Resolved: The Committee noted the report on Complaints and Compliments.

10. Progress and Performance against the Quality Improvement Plan

Ms J Melling, Interim Head of Quality, Teaching and Learning, presented a report on the Progress and Performance against the Quality Improvement Plan (QIP). She reported:

- quality continued to be robustly monitored during remote learning and consideration would be given to the introduction of remote lesson observation for 2020/21;
- extensive work with Awarding Bodies on student examination grades where examinations could not take place;
- many aspects of the QIP had been discussed earlier in the meeting;
- further detail was included in the update Appendix A Quality Improvement Plan 2019/20 at Appendix A.

The Committee discussed:

- the importance of retaining initiatives which had worked well during remote learning;
- support for new learners who were unfamiliar with College IT platforms. The Committee noted ongoing work to ensure learners felt they were on one remote learning platform;
- necessity to maintain enthusiasm of staff for remote teaching.

The Principal and Chief Executive commended the team for its work with Awarding Bodies to recommend grades where examinations could not take place as this had been a complex and challenging task.

The Committee thanked Mrs Melling for the work conducted and noted the Progress and Performance Against the Quality Improvement Plan report.

Resolved: The Committee noted the Progress and Performance Against the Quality Improvement Plan report.

11. Qualification Achievement Rates 2018/19

Mrs Haworth presented her reported on Qualification Achievement Rates (QAR) 2018/19. She reported:

- the report had been updated following discussion at the Board on 2nd April 2020;
- the final 2018/19 QAR data had been published in late March 2020, along with the national average rates (NARs). Learner achievement targets for 2018/19 reflected the high expectations of the College and an assurance that the College could sustain the impact of the improvements made since 2016/17;
- changes to the accountability measures in achievement rates as in 2017/18 non regulated learning aims were included in the qualification achievement rates which represented 4% of the College's overall achievement percentage rate, in 2018/19 non regulated learning aims have been excluded from the qualification achievement rates;
- Preston's College was recognised as one of the top 20 FE providers out of all General FE Colleges in the country, in the Government's QAR league tables for 2018/19. The College's overall outcomes for all ages at 88.5% meant that the College had been ranked 20th best nationally across its classroom based provision and 45th out of GFE for Adult E&T and 22nd for E&T All Ages combined;
- in relation to 2018/19 QAR data, apprenticeship achievement remained an area for improvement. However, the College had made improvements in outcomes and nationally apprentice outcomes had declined;
- significant improvements in Maths and English GCSE results;
- disappointing value added scores for Level 3 Academic progress (A levels within the Faith Schools) and the reason for this;
- QAR results for 2019/20 would not be published due to impact of Covid-19.

The Committee noted the Qualification Achievement Rates 2018/19 report.

Resolved: The Committee noted the Qualification Achievement Rates 2018/19 report.

12. Student Council and Learner Voice Update

Ms Ireland presented an update report on Student Council and Learner Voice. She reported:

- College teams had worked hard to overcome barriers presented by the transition to home learning and throughout this period had captured learner views, both formally and informally, on learning, health and wellbeing and ongoing support requirements;

- an update on Learner Voice had been considered as part of the report on support for learners;
- a meeting of the Student Council had been held virtually on 6th May 2020 and a summary of the key discussions and feedback from the Council had been provided in the report.

The Committee noted the Student Council and Learner Voice Update.

Resolved: The Committee noted the Student Council and Learner Voice Update.

13. Higher Education Update

Ms Haworth presented her Higher Education Update report. Ms Haworth reported on:

- the external factors impacting on the College's Higher Education provision and in particular the impact of the Covid-19 pandemic;
- the external context of Higher Education provision within Further Education and the difficulties in predicting how the pandemic would affect HE numbers;
- government plans for temporary and limited student number controls for domestic and EU students at English providers for the academic year 2020/21 to ensure a fair, structured distribution of students across providers;
- dealing with communications from the Office for Students (OfS) including a new temporary condition of registration;
- how universities and awarding organisation Pearson had worked to ensure that students were not delayed or impeded by the COVID-19 situation;
- Higher Apprenticeship provision would move to standards from the 1st August and the College was considering changing the awarding organisation for some Engineering provision with the University of Derby;
- on-line teaching had been received positively by students. The College would continue to embrace blended learning approaches to pedagogy for all students including its higher skills offer; and that virtual learning in some capacity would be a part of its curriculum delivery models for the foreseeable future.

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

- assurance that the College's offer, and the extent of remote learning and teaching, would be communicated to PGCE students and to ensure students were still able to achieve their 100 hours of teaching;
- contingency plans in case of a second wave of coronavirus.

The Committee noted the Higher Education Update.

The Clerk reported that, as the last scheduled meeting of the HE Sub-Committee had not taken place, the Sub-Committee had approved the minutes of the meeting on 21 November 2019 as a correct record by written resolution.

The Clerk reported the questions raised on the papers from the 21 November 2019 meeting had been addressed at the meeting. She reported that a copy of the final report on the QAA Quality Standards Review had been uploaded to the Governors' Portal in June. A summary of management's comment on the draft report had been included on the March Board agenda and would be included on the Board agenda on 9 July 2020.

Resolved: The Committee noted:

- **the Higher Education Update;**
- **the minutes of the HE Sub-Committee had been approved by written resolution.**

14. Partnerships 2019/20

Mr M Noblett presented his report on Partnerships 2019/20. He reported;

- that it had been recognised at the Board's Strategic Planning day in January 2020 that the Board required greater oversight of the College's partnerships and subcontracting activities. Also, following DfE consultation with the sector it was anticipated that, in order to improve sub-contracting provision, greater engagement of the Governing Body would be a key recommendation. To help achieve this, the appointment of a link governor for partnerships and subcontracting was recommended. The link governor would work with the Vice Principal (Curriculum Delivery and Planning) in responding to DfE recommendations;
- on the College's subcontracting projects were subject to annual review;
- a summary of the College's subcontracting partners and an overview of how the partnerships were progressing
- on changes in Faith School Provision for 2020/21.

The Committee considered a proposal to recommend to the Board endorsement of the enhancement of the College's partnership with Preston North End Community and Education Trust (PNECET) as outlined in Appendix A. The Committee agreed to recommend enhancement of this partnership to the Board.

The Committee noted the Partnerships 2019/20 report and agreed to recommend to the Board the appointment of a link governor for partnerships and subcontracting. It was noted that the Board would agree which governor should be appointed following a review of committee memberships planned for later in 2020.

Resolved: The Committee noted the Partnerships 2019/20 report and agreed to recommend to the Board:

- **the appointment of a link governor for partnerships and subcontracting;**
- **the enhancement of the College's partnership with Preston North End Community and Education Trust (PNECET).**

12. Any other business

a) AoC Webinars

The Clerk referred to her report on recent AoC Webinars relating to Quality and Standards. The Committee noted that members could register and participate live or watch the recordings at a later date.

b) Student governors

The Chair recorded thanks to the two student governors, Dr McMullin and Ms Kirkbride, for their contribution during their term as student governors. She particularly thanked the students for participating in the Governors' Question Time panel.

13. Date of next meeting

The Committee noted that the next meeting of the Quality and Standards Committee would be confirmed at the Board on 9 July 2020.