

**Preston College**

**Redacted<sup>1</sup> Minutes of the Quality and Standards Committee Meeting  
held on 18<sup>th</sup> November 2021 at 5pm on Zoom**

**Present:**

Mr M Collard	Chair
Mrs L Doswell	Principal and Chief Executive
Mrs J Garcia	
Mr R Marshall-Slater	Until minute 6
Mrs L Mason	
Miss Geuye Seck	From Minute 2

**Apologies:**

Miss J Hopwood	
Mr N Hunter	
Mr M Noblett	Vice Principal - Curriculum Delivery and Planning

**In attendance:**

Mr J Boydell	Chair of the Governing Body (for Minute 2)
Mr M Driver	Chair of the Audit Committee (for Minute 2)
Mrs Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mrs C Rayner	Clerk to the Board
Ms L Roe	Head of Quality and Higher Education
Ms T Southworth	Student Services Manager (Safeguarding & Prevent Lead) (from Minute 2)

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting. It was noted that apologies had been received from Mr Hunter and Mr Noblett.

The Chair welcomed Ms Roe, the College's new Head of Quality and Higher Education, to her first Quality and Standards Committee meeting.

The Chair welcomed Mr Boydell, Chair of the Governing Body, and Mr Driver, Chair of the Audit Committee, to the meeting. The Chair explained that all committee chairs had been invited to join the meeting for the item on the Self-Assessment Report.

It was noted that a quorum was present.

The Chair reported that he had asked the Clerk to move the Safeguarding and Prevent report earlier on the agenda the next time this report was considered by the Committee.

---

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

## **2. College Self-Assessment Report 2020/21 Annual Report Grading Review (Part 2)**

The Board noted the first section of the draft Self-Assessment Report (SAR) 2020/21, at Appendix A, which had been drafted following the Committee's review of the SAR 2019/20 at its previous meeting. Mrs Haworth reported:

- on feedback from the Board's review of the Leadership and Management section of the SAR 2019/20 at the Board's Effectiveness Review on 21<sup>st</sup> October 2021;
- that the majority of areas the proposed grading continued to be "2";
- the Board had agreed a "2" for apprenticeships for the SAR 2019/20. Mrs Haworth explained that whilst the College was tracking above AoC national average for apprenticeships, there had been a decline in outcomes during 2020/21 across the sector due to the impact of Covid and delays with End Point Assessments. It was also likely that some diploma level learners would need to repeat the year. Members were asked to discuss the rating of "2" given this context.

The Committee split into two groups to review the draft SAR and test and challenge the College's emerging overall effectiveness and grading.

The two groups joined the meeting for a plenary session. Members discussed:

- whilst there were some excellent examples relating to apprenticeship provision, members raised concerns about discussions on the different College systems used to record a apprentice's progress. Members noted that different systems were used depending on the qualification. However, all apprenticeship data was collated in dynistics which was used by management for tracking and monitoring purposes. In reference to comments on inconsistencies of approach, Ms Haworth explained that these mainly related to areas which had been more significantly impacted by the pandemic, such as Health and Beauty. However, destination data for all learners could be provided. It was agreed it would be helpful to discuss at a future meeting;
- it was agreed at a grading of "2" should be proposed for apprenticeships;
- the statement on apprenticeships should be reviewed and more context provided. It was suggested that a development plan should be referenced as evidence;
- a suggestion to provide more information on the engagement with employers to demonstrate the College's key objective to meet employer needs;
- positive feedback from a student governor on work experience placements;
- the importance of the College not underselling its achievements and evidencing areas where there had been improvements;
- the College's approach to curriculum management and how the curriculum worked in practice for individual learners. Mrs Haworth reported that EBS was current being piloted.

In response to comments on the learner data currently provided to staff to enable them to better support learners, it was noted that work was ongoing to increase the sharing of relevant

confidential learner information with staff, whilst adhering to College's safeguarding and data protection policies and procedures.

Members asked management to consider if any areas had progressed and could be rated a "1". Members noted that Provision for Learners with High Needs was currently rated 1/2, with high pass rates for these learners (). It was noted that Personal Development was also moving towards a "1." Following discussion of progress made in these areas, members agreed that both areas should be reviewed to see if they could be rated "1." for 2020/21. Members noted that evidencing mitigating circumstances related to Covid and providing strong learner destination data could strengthen the case for increasing these gradings.

The Clerk referred members to the Leadership and Management section of the draft SAR and highlighted that the draft statements had been updated in light of the Board's discussions at its review of its own effectiveness session on 21<sup>st</sup> October 2021. The Committee noted that the full draft SAR would be updated in light of the Committee's discussion and distributed to the Committee for comment ahead of consideration by the full Board at its December meeting.

**Resolved: The Quality and Standards Committee reviewed the emerging strengths, areas for improvement and proposed grading of the draft Corporate Self-Assessment Report. It was noted the draft SAR to date would be revised in light of the Committee's feedback and the full SAR would be issued to the Committee for further comment ahead of review by the Board at its meeting on 9<sup>th</sup> December 2021.**

**Actions: Management to review Provision for Learners with High Needs and Person Development to see if there was sufficient evidence to increase the grading to "1."**

**The Clerk to add a discussion on the recording of learner progress to the Committee's Forward Work Programme.**

**The Clerk to move the Safeguarding and Prevent report earlier on the agenda the next time this report was considered by the Committee.**

**The full revised SAR to be circulated to the Committee for comments before the December Board meeting.**

The Chair thanked Mr Boydell and Mr Driver for attending the meeting for the SAR discussion.

*Mr Boydell and Mr Driver left the meeting.*

### **3. Declarations of Interest**

No declarations were made.

### **4. Minutes of the previous meeting**

The Minutes of the meeting held on 14<sup>th</sup> October 2021 were agreed as a correct record.

The Clerk undertook to update the website due to committee membership changes.

**Resolved: The Minutes of the meeting held on 14<sup>th</sup> October 2021 were approved.**

**Action: To update the membership changes on the College website.**

### **5. Matters Arising**

The Committee noted the matters arising report.

Members noted that as Mr Marshall-Slater had left the meeting the meeting was inquorate and the reminder of the Part 1 agenda could be discussed and noted.

## **6. Performance Outcomes and KPIs**

Mrs Haworth Vice Principal - Quality, Teaching, Learning and Learner Support, presented a report on Performance against KPIs making reference to:

- monitoring of learner attendance and retention, particularly for level 1 16-18 provision, Construction, Health, GCSE English and Maths and functional skills. Early information reflected that learner attendance was an emerging risk in 2021/22, particularly at Levels 1 and 2, and in maths and English. Management explained that there was evidence that this was in part related to the pandemic. Notwithstanding, attendance was an key focus area for the College;
- an update on monitoring of learner engagement with Head of Schools. The Executive Leadership Team also considered bi-monthly quality reports;
- the continued challenges and impact of Covid including on exam processes and delays with awarding bodies;
- anticipated 2020/21 outturn report with risk to apprenticeships as many learners had not returned following a break in learning due to the pandemic;
- the data showed that some achievement gaps in relation to demographics had been closed;
- ongoing challenges and priorities including resources for growth areas and additional support for learners;
- a position paper would be included on the March agenda which would summarise in-year progress, learner achievement and destination data to enable the Committee to test and challenge in-year progress;
- Ofsted Interim Arrangements with Ofsted carrying out interim visits and likely areas of inspection. It was noted that the Board would receive strategic Ofsted updates;
- learner behaviour and additional support required in some Schools, particularly as new learners attended College on campus for the first time following two years of disruption to learning at school. The Principal and Chief Executive highlighted that this was a sector issue which had been discussed at the recent AoC Conference.

Members discussed with management:

- the importance of sharing and celebrating the reduction of demographic achievement gaps;
- the College's efforts to improve attendance rates and the importance of recording mitigating circumstances for attendance rates and when learners were isolating due to

Covid as this would ensure the management and the Committee could monitor the underlying attendance rates.

**Resolved: Members noted the report on progress against key Quality key performance indicators (KPIs) targets for 2020/21.**

**Action: A position paper to be included on the March agenda to cover in year progress, learner achievement, including diversity achievement gaps, and destination data to enable the Committee to test and challenge in year progress.**

## **7. Outcome of the Quality Improvement Plan**

Mrs Haworth presented her report on the Quality Improvement Plan 2020/21. Mrs Haworth highlighted the key points to note:

- classroom based provision Quality forecasts for 2020/21 were in line with 2018/19, with very good outcomes for our 16-18 cohort and adult classroom based provision;
- the College successfully managed the challenges of 2020 and 2021 with remote and blended learning delivery models. One of the key priorities for the College had been to support staff and students to transfer and adapt quickly to a digital remote learning and blended delivery. Support for learners was a key priority for the College 2020/21, with increased numbers of learners either categorised as vulnerable or 'at risk.'
- learner attendance was continuously monitored and remained a concern, it would remain an area for improvement on the Colleges Quality Improvement Plan for 2021/22.

**Resolved: Members noted the Outcome of the Quality Improvement Plan report.**

## **8. Curriculum Planning**

The Principal and Chief Executive presented the Curriculum Planning report. The Principal and Chief Executive reported:

- the robust curriculum planning process at the College;
- regular review of curriculum to ensure it met the needs of the community and created employment opportunities for learners.

The Principal and Chief Executive responded to a question on the phasing out of BTECs, and potential unintended consequences for learners.

The Chair commented positively on the report which clearly and transparently outlined the curriculum planning process and the roles and responsibilities which was a key element of the Quality Education brief.

The Principal and Chief Executive reported that as part of the FE Skills for Jobs White Paper the Department of Education had published draft statutory guidance on how governing bodies should review provision to ensure it met local needs. Members noted that the Quality and Standards Committee already received and discussed curriculum reports and were aware of the critical importance of ensuring the College's provision met local needs.

The Clerk undertook to share the link to the draft statutory guidance for discussion.

**Resolved: Members noted the Curriculum planning report.**

**Action: The Clerk to share the link to the draft statutory guidance.**

## **9. Student Council and Learner Voice Update**

The Clerk referred members to the Student Council and Learner Voice Update. The Clerk referred to:

- five learners had stood for election for Student Governor (16-18) and Miss Gueye Seck had been elected by the Student Council;
- the College's approach to HE learner voice.

Miss Geuye Seck, Student Governor 16-18 and Chair of Student Council, reported on the Student Council activities to date. Miss Geuye Seck reported that the Student Council, which usually met once a fortnight, had now held a few meetings this term and had started planning for a charity fundraising event in College.

**Resolved: Members noted the Student Council and Learner Voice Update**

## **10. Safeguarding and Prevent Update**

Miss Southworth presented her Safeguarding and Prevent Update. Miss Southworth and Mrs Haworth reported:

- the Board had agreed to move the review date of the Safeguarding and Prevent policy to the first term of the new academic year, in order to incorporate the changes required by the updates to Keeping Children Safe in Education (Sept 2021). Miss Southworth outlined key changes proposed;
- due to the increase in vulnerable learners, and the complexity of their needs, the College had added two new posts to support the Safeguarding team, which had been paid for from Covid recovery funds;
- there was an increased number of learners with mental health challenges, particularly anxiety, due to the pandemic;
- launch of MyConcern system as the College's new safeguarding reporting platform;
- the College's involvement in Operation Encompass;
- on the actions taken by the College following the publication of Ofsted's Rapid Review of Sexual Abuse in Schools and Colleges report in June 2021, which looked into the experiences of children and young people in schools and colleges;
- an increase in looked after children and the support provided, with seven learners withdrawing to date in the autumn term;
- Prevent work at the College including mandatory training for staff and governors.

Members discussed the report and commented that colleges could also provide a safe space for learners to report any problems outside College.

Mrs Mason, as the link governor for Safeguarding and Prevent, commended the work of the team during 2021 including implementation a new safeguarding reporting systems during a very challenging year.

On behalf of the Board, the Chair thanked the Safeguarding team for all its hard work protecting and supporting learners during 2021.

The Clerk undertook to resend instructions for the governor Prevent training.

**Resolved: Members noted the Safeguarding and Prevent Update.**

**Action: The Clerk undertook to resend instructions for the governor Prevent training.**

#### **11. Any Other Business**

Members discussed the possibility of an Ofsted inspection and the notice the College would receive. It was agreed that a briefing paper on preparation for inspection would be helpful for governors.

**Action: Management prepare a briefing note for governors on Ofsted inspections.**

#### **12. Date of next meeting**

The Committee noted that the next meeting of the Quality and Standards Committee would take place on 3<sup>rd</sup> March 2022 and the Clerk was planning for this meeting to be held in College.

The Chair thanked everyone for attending the meeting.