

Preston College

Redacted and Abridged¹ Minutes of the Quality and Standards Committee Meeting held on 17 November 2022 at 5.30 pm, Boardroom

Present:

Mrs Lynda Mason	Acting Chair
Mr Steve Browne	(Until Minute 6 inclusive)
Miss Safa Dalvi	
Mr John Boydell	(Until Minute 6)
Mr Marcel Driver	(Until Minute 5)
Mrs Janine Garcia	(Zoom)
Mr Robert Marshall-Slater	From Minute 4
Mrs Laura Mason	
Mr Simon Nixon	Interim Principal and Chief Executive
Mrs Nashwa Osman	

In attendance:

Ms Marie Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mr Mick Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs Clare Rayner	Clerk to the Board
Mrs Lyndsey Roe	Head of Quality, Teaching and Learning

1. Welcome and apologies

The Acting Chair welcomed everyone to the meeting.

The Acting Chair welcomed the new student governors Miss Safa Dalvi (16-18) and Mrs Nashwa Osman (FE) to the meeting.

It was noted that a quorum was not present. The Acting Chair proposed that the items for discussion be considered until a quorum as present.

2. Declarations of Interest

No declarations of interest were made.

3. Presentation – Performance against KPIs 2021/22

It was noted that the meeting was quorate.

Mr Mick Noblett, Vice Principal - Curriculum Delivery and Planning, delivered the Performance against KPIs 2021/22 presentation. Mr Noblett reported:

- a slight decline in outcomes for 16-18 in 2021/22 compared to 2020/21;

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.

- overall apprenticeships achievement rate (16-18, 19-23, 24+ combined), however the rate for 2021/22 could not be finalised until December 2022. Management explained that Covid had impacted on this outcome as many apprentices had been furloughed and had changed sectors due to Covid or had gained full time employment and had not completed their qualification;
- in total 70 learners had left the College between March and July 2020;
- despite the challenges due to Covid there had been some success stories with some learners starting switching to nursing careers;
- Ofsted were aware of the impact of Covid on apprenticeship outcomes;
- learner attendance, which had not yet returned to pre pandemic levels, remained a cause for concern with College and reported on current attendance . The Committee noted that tailored actions plans by provision type and school were being developed to address this;
- the College's ongoing priorities and challenges and impacts at the College;
- introduction of the four As: attendance, attitudes, achievement and aspiration which had been well received by learners.

Members discussed with management. In response to questions, the Committee noted:

- the number of learners with an Educational, Health and Care Plan (EHCP) during 2021/22 and the impact of this. Members noted that achievement gaps between those learners with an EHCP had narrowed. However, achievement gaps had been identified for Level 3 learners on free school meals and this would be explored;
- a decline in outcomes of Level 3 diploma learners had also been identified and had been added to the Quality Improvement Plan. It was likely that teacher assessed grades had contributed to the decline;
- the plans in place to prepare for learners returning in the new year, when there was typically a dip in attendance at FE colleges. The Committee noted that staff contacted learners when they did not attend and where appropriate also their parents;
- that in response to a question on whether the College had sufficient resources to support learners, members noted that the College had invested in additional student managers, however, there was a vacancy at present. Members agreed that due to the impact on learners, staffing resources should be an area the Board should have continued oversight of;
- in response to a question on whether a learner should be allowed to continue their studies at the College if their attendance consistently dipped below 50%, it was noted that staff took an individual approach to learner attendance as for some learners attendance of 60% was a considerable improvement. Members agreed it was important to celebrate the improved attendance of some learners even if they did not achieve College target attendance levels;

- that the College's attendance figures did not include any authorised absences;
- one of the student governors confirmed that the Four As had been welcomed by learners. Members welcomed this approach as it would help learners to understand and articulate their targets. Following a question from a student governor, Mr Noblett confirmed that the 4 As would be added to students' Progress and Attainment booklets and posters would be developed.

The Committee noted the Performance against KPIs 2021/22 report.

Resolved: the Committee noted the Performance against KPIs 2021/22 report.

4. Student Council and Learner Voice Update

Mr Noblett presented the Student Council and Learner Voice Update. Mr Noblett reported:

- that Kate Morris, the new Pastoral Coordinator, would attend a future meeting to present the Student Council and Learner Voice report;
- on the work the Student Council had undertaken during 2021/22 including research with learners on whether there were any parts of the College learners felt unsafe and the action taken by management as a result of this research;
- that it would be helpful for the Committee to consider any particular themes it would like to Student Council to consider. Following discussion it was agreed that it would be helpful to hear from Student Council members if they found their education at the College enjoyable.

Miss Dalvi, Student Governor (16-18 and Chair of the Student Council), reported that the focus of the Student Council in the first instance was increasing its membership and starting a foodbank project.

The Interim Principal and Chief Executive provided a brief overview of the College's foodbank initiative which had launched that day and that the College had also introduced free porridge for learners every morning as an incentive to improve attendance;

Mr Noblett provided an overview on Learner Voice feedback on induction. It was noted that once all the feedback had been collated a report would be shared with the Committee. Mr Noblett also reported on plans for the next Learner Voice session in spring 2023. Members suggested it would be beneficial if governors could be invited to attend.

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

Action: To invite governors to attend a Learner Voice session in spring 2023.

5. Equality, Diversity and Inclusion Report 2021/22

Ms Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented the Equality, Diversity and Inclusion (EDI) Report 2021/22. Ms Haworth reported:

- that achievement rates for Gypsy/Irish Traveller learners had improved from underperformance in 2020/21 with results for 2021/22 showing performance 8.5% above national average;
- on initiatives in place to support learners who were travellers which were a small percentage of the College's learners.

The Acting Chair noted that the College's EDI strategy, KPIs and action plans would be included in other documents and this document was a summary of performance in 2021/22. However, she referred to the areas of improvement section of the report and requested that in future reports the areas for improvement included measurable targets.

Management confirmed that EDI targets were included in the Quality Improvement Plan.

The Committee noted that EDI reports were also considered by the Resources Committee and the Board as well as internally by management and the College's EDI group.

Resolved: The Committee noted the Equality, Diversity and Inclusion Report 2021/22.

Action: To include measurable targets in future EDI reports to the Committee.

Marcel Driver left the meeting.

6. Self-Assessment Report (Session 2) Grading Review

The Committee noted the first section of the draft Self-Assessment Report (SAR) 2021/22, at Appendix A, which had been drafted following review of the SAR 2021/22 at the previous meeting. Mrs Haworth reported:

- the grading document for the SAR has been updated to reflect feedback from members of Quality and Standards Committee. As members had suggested that the areas of strength listed should be less modest, alternative statements had been included and were shown in italic for consideration;
- the Leadership and Management Section had been updated following the Board's review of its effectiveness on 20 October 2022;
- on the proposal for Provision for Learners with High Needs to upgraded to 1 and the rationale for this;
- the rationale for grading of apprenticeships as 2;
- the new statutory requirement for the Board to review how the College met local skills needs.

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

John Boydell left the meeting during this item.

The two groups joined the meeting for a plenary session. Members provided the following feedback:

- to include more evidence in the SAR on how the College met local skills needs and how this was communicated to businesses and learners;
- to include references to engagement with stakeholders: employers, learners etc in the leadership and management section and reference the challenges of the pandemic and how these had been addressed by management as this was a real strength of the College and could be evidenced by the staff's trust in management;
- to celebrate the achievement of learners who achieved maths and English GCSE qualifications at the College and highlight the progress made by learners, even if they did not achieve Grade 4 or above;
- to consider adding content on efforts to support staff and learner wellbeing;
- whilst the grade 2 for apprentices was appropriate, more evidence was required in the SAR;
- to include more information on the positive destinations of learners;
- to be less modest in SAR statements on areas of strength or where progress had been made.

It was noted that the revised SAR would be re-circulated before the Board meeting.

The Committee reviewed the draft grading document for the SAR 2021/22 and endorsed the proposed gradings.

Resolved: The Quality and Standards Committee reviewed the emerging strengths, areas for improvement and proposed grading of the draft Corporate SAR.

Action: Management to update the SAR following feedback from the Committee.

Steve Browne left the meeting.

7. Safeguarding and Prevent Update

Ms Marie Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented the Safeguarding and Prevent Update. Ms Haworth reported:

- Keeping Children Safe in Education had been updated in September 2022 and the changes to the policy would be considered by the Board in January 2023;
- 94% of staff had completed the College's safeguarding training in 2022;

- due to the increase in vulnerable learners and the complexity of their needs, the College had added two new posts to support the team, following the new posts added in 2021/22 funded by the tuition fund. The College had recruited an additional 0.8 FTE Student Support Co-ordinator and a 0.4 FTE Safeguarding and Prevent Officer;
- the categories of concerns logged in the first half term reflected the increase in issues related to poor mental health and family relationships as 38% of concerns related to matters outside of College and 20% related to matters at home;
- the College received reports on an almost daily basis from the police as part of Operation Encompass. The College would be informed if a learner had been present at an incident or witnessed an incident which involved the police;
- the benefits of ensuring all staff completed trauma informed training to support learners was evident, particularly on learning walks;
- support for vulnerable learners and looked after children/care leavers as the College was experiencing ongoing year on year increases in higher needs learners.

A staff governor commented that staff members did not have access to all the safeguarding related comments on learners' in MyConcern. Ms Haworth explained the rationale for this approach and explained that if a staff member recorded a concern on MyConcern they would be able to view the resolution in ProMonitor. She undertook to provide an update to staff.

The Clerk referred to the new requirement for College staff to complete annual safeguarding training and reported that the arrangements for safeguarding training for governors would be reviewed in light of this.

Resolved: The Committee noted the Safeguarding and Prevent Update.

Action: Management to explore the use of MyConcern by staff for review purposes.

8. Policy Review

Mr Noblett referred members to the proposed revisions to the Anti-bullying and Harassment Policy 2022 at Appendix A which were shown as track changes.

The Committee agreed to recommend the proposed changes to the Anti-bullying and Harassment Policy to the Board.

Mr Noblett referred members to the proposed changes to the Further Education Admissions Policy, at Appendix B which were shown as track changes. The Committee agreed to recommend the proposed changes to the Further Education Admissions Policy to the Board.

The Committee considered the proposal to extend the Complaints Policy until 2023 as guidance was awaited from the Office for Students (OfS) which would impact on this review. The Committee agreed to recommend to the Board extension to the Complaints Policy to March 2023 to enable a full review to be undertaken once all relevant guidance was available.

Resolved: The Committee agreed to recommend to the Board:

- **approval of the revised Anti-Bullying and Harassment Policy;**
- **approval of the revised FE Admissions Policy;**

- the extension of the current Complaints Policy until March 2023.

9. Curriculum Planning 2022/23

Mr Noblett presented the Curriculum Planning 2022/23 report. Mr Noblett reported:

- Business Planning sessions were on going and curriculum planning cycle would be revised once the meeting had been completed;
- the progress of T Levels and the plan and government plans to phase out other qualifications such as BTECs by 2024/25.

Resolved: The Committee noted the Curriculum Planning 2022/23 report.

10. Review of Quality and Standards Committee Terms of Reference

The Clerk reported that the Search and Governance Committee had reviewed the College's governing documents. The Clerk explained that this review included proposed changes to committees' terms of reference. The Clerk referred members to the proposed changes to the Quality and Standards Committee Terms of Reference which were shown as track changes in Appendix A and outlined the rationale for the proposed changes. The Committee noted the proposed changes to the Quality and Standards Committee Terms of Reference.

Resolved: The Committee noted the proposed changes to the Quality and Standards Committee Terms of Reference.

11. Higher Education Update

The Committee noted the Higher Education Update which had been considered by the Board on 20 October 2022.

Resolved: The Committee noted the Higher Education Update.

12. Quality Improvement Plan Close-down

The Committee noted the Quality Improvement Plan Close-down report which had been considered by the Board on 20 October 2022.

Resolved: The Committee noted the Quality Improvement Plan Close-down report.

13. Complaints and Compliments 2021/22

The Committee noted the Complaints and Compliments 2021/22 report which had been discussed by members on 13 October 2020. The Committee agreed it would improve the Committee's oversight of complaints and compliments if the Committee reviewed termly reports on Complaints and Compliments 2021/22 rather than an annual report at the end of the academic year.

Resolved: The Committee noted the Complaints and Compliments 2021/22 report.

Action: The Clerk to update the Quality and Standards Committee Forward Work Programme to include a termly report on Complaints and Compliments rather than an annual report at the end of the academic year.

14. Minutes of the Previous Meeting

The Minutes of the meeting on 23 June 2022 were approved as a correct record.

The Notes of the meeting on 13 October 2022 were noted.

**Resolved: The Minutes of the meeting on 23 June 2022 were approved as a correct record.
The Notes of the meeting on 13 October 2022 were noted.**

15. Matters Arising

Members noted the matters arising report.

Resolved: Members noted the matters arising report.

16. Any Other Business

a) Lancashire and Cumbria Institute of Technology

Mr Noblett gave a verbal report on the formation of the Institute of Technology.

The Interim Principal and Chief Executive confirmed that a report would be prepared for the Board. He also referred to consultation with other committees as appropriate, particularly the Search and Governance Committee who would consider the L&CIoT's governance arrangements.

The Committee noted the verbal update on the formation of the L&CIoT.

b) Retirement

The Acting Chair reported that this would be Mrs Garcia's final meeting as Staff Governor (Academic) as she would be leaving the Board and the College in December. On behalf of the Board the Acting Chair recorded thanks for Mrs Garcia for her contribution to the Committee over the last four years and wished her well for the future.

Mrs Garcia thanked the Acting Chair and wished the Committee well for the future. Mrs Garcia commented that she had found gaining experience of governance valuable and enjoyable.

17. Date of Next Meeting – 2 March 2023

The Committee noted that the next meeting would take place on 2 March 2023.

Preston College

Minutes of the Quality and Standards Committee Meeting held on 2 March 2023 at 5.30 pm, Boardroom

Present:

Mrs Lynda Mason	Acting Chair
Miss Safa Dalvi	
Mrs Jane Hilton	
Mr Robert Marshall-Slater	From Item 8
Mrs Laura Mason	
Mr Simon Nixon	Interim Principal and Chief Executive
Mrs Nashwa Osman	From Item 6

In attendance:

Mrs Marie Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mr Mick Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs Clare Rayner	Clerk to the Board
Mrs Lindsey Roe	Head of Quality, Teaching and Learning
Mrs Rebecca Paley	Principal's Executive Assistant

1. Welcome

The Chair welcomed everyone to the meeting, noting the attendance of Mrs Rebecca Paley who would take the minutes of the meeting and Mrs Jane Hilton, as Staff Governor at her first Quality and Standards Committee meeting.

It was noted that a quorum was present.

2. Apologies

There were no apologies.

3. Declarations of Interest

No declarations of interest were made.

4. Minutes of the Meeting

The Minutes of the meeting on 17 November 2022 Part 1 and 2 were approved as correct records.

The Minutes of the meeting on 17 November 2022 part 2 were noted.

Resolved: The Minutes of the meeting on 17 November 2022 Part 1 and part 2 were approved as a correct record.

5. Matters Arising

The Acting Chair queried the pending items and asked for reassurance that these were not overlooked. The Clerk confirmed that all pending items were followed up. The Committee noted that items were not removed from the report until they had been actioned.

Resolved: Members noted the matters arising report.

6. Performance Outcomes and KPIs 2022/23

Mrs Marie Haworth, Vice Principal – Quality, Teaching, Learning and Learner Support, presented the Performance against KPIs 2021/22 report. Mrs Haworth reported:

Mrs Nashwa Osman arrived at the meeting.

- attendance continued to be a challenge for 16-18 and adult cohorts, particularly within Engineering, maths and Level 1 provision. Additional strategies had been put in place and were continuously reviewed, and attendance improvement was high on the agenda at all levels across the College. Recommendations from the Ofsted Report were also being explored. 'At risk' learners were robustly monitored and this was highlighted as good practice by Ofsted.
- attendance within apprenticeships was similar, however the new dynistics dashboard had improved reporting within this area.
- learner retention was up on last year, with the College's destinations data also being praised by Ofsted.
- the Ambition Framework had been planned and work was now being explored around the embedding of it in to all programmes.

Following governor questions it was confirmed that:

- attendance reports enable leaders to monitor data at all levels, drilling down by school, programme, class and individual learner. Programmes, as well as learners were risk rated;
- a Curriculum Leader training session had been organised as to how to embed the 'Five As' into classes. These would impact on all learner programmes, not just the 16-18 cohort;
- positive discussions through business planning aided understanding of the learner experience and Quality Practitioners had now been appointed to directly enhance learner experience. It was hoped this would also have a positive impact on attendance.

Mrs Nashwa Osman provided very positive feedback from her own experience at the College, noting her amazing teacher and that attendance had never been an issue on her programme. The Acting Chair asked for this feedback to be recorded as a compliment and passed on to the teacher.

Resolved: the Committee noted the Performance against KPIs 2022/23 report.

Action: Feedback to be shared with Mrs Osman's teacher.

7. Ofsted Report

Mrs Lyndsey Roe, Head of Quality Teaching and Learning, presented the Ofsted Report. Mrs Roe reported that:

- the inspection took place from 17 to 20 January 2023 and every school was visited. A series of deep dives were undertaken and the process was rigorous;
- there was significant focus on apprenticeships and learners with high needs;
- meetings took place with all stakeholders, including governors and all systems and processes were looked at;
- the College felt it was a fair process and were very pleased with the grading and skills inspection outcomes. The report was very positive and the recommendations made by Ofsted had been included in the College's Post Inspection Action Plan (PIAP).

The Chair asked the Clerk to note the Committee's thanks to all staff and the leadership team for their hard work towards this outcome, emphasising that the Board were delighted with the result.

Resolved: The Committee noted the report.

8. Quality Improvement Plan (QIP) 2022/23

Mrs Haworth presented the QIP to the Committee. Mrs Haworth reported:

- that ten areas had been taken from the College's Self-assessment report (SAR) as areas for focused continuous improvement and they formed the QIP. The three areas for improvement recorded within the Ofsted report were also embedded, along with their findings around pace.
- on the progress made to date and highlighted key areas of impact.
- that the College was likely to be subject to a review of HE provision in the near future and preparations for this had commenced. HE had been included with the QIP to ensure improvements were driven across the College.

Following governor questions, it was confirmed that:

- preparations were being made for the progression of learners at level 2 and the creation of viable pathways for T Level programmes, noting that this was currently at subject level development. The lack of information around the new T Level programmes for September 2023 starts was causing great challenge and complexity. The College would continue to manage and monitor the situation;

Mr Robert Marshall-Slater arrived at the meeting.

- a separate PIAP was not required for HE.

Resolved: the Committee noted the QIP and what the provider needed to do following the Ofsted Inspection and; the current performance and progress against the key QIP milestones.

9. Local Skills Impact 2023/24

Mr Mick Noblett, Vice Principal - Curriculum Delivery and Planning, delivered the report on Local Skills Impact 2023/24. Mr Noblett reported:

- since the last meeting of the full Board the landscape had become clearer regarding the expectation and the accountability framework regarding local skills. The College must upload a draft document by the end of May 2023.
- link governors for skills had previously been discussed and a draft role description was presented to the Committee for review.

The Committee reviewed the role description and agreed it was appropriate. Members agreed it was appropriate for this role to be for independent governors in the first instance. Discussion then took place around logistics of how independent governors would be asked to volunteer in the first instance. It was also agreed that governors need not to have specific skills relating to the area they were linked with.

Resolved: The Committee reviewed the Curriculum Link Governor Role Description and agreed to recommend it to the Board for approval.

10. Impact of Partnerships and Collaborations on Curriculum Planning 2023/24

Mr Noblett presented the Impact of Partnerships and Collaborations on Curriculum Planning 2023/24. Mr Noblett reported on aspects around partnerships and collaborations that impact on curriculum planning, including:

- Strategic Development Fund (SDF) projects, for example within SEAT utilised electrical vehicle charging and therefore created a need for new curriculum in those areas;
- the Lancashire and Cumbria Institute of Technology (L&CIoT), which had not yet been publicly announced, was planned to commence delivery in September 2023;
- a shift in the last academic year regarding the introduction of 'free courses for jobs'. The College was performing well in year in relation to the Education Skills Funding Agency (ESFA) contract for this provision and this was needed to continue;
- T Level implementation - following the College's first three subjects introduced in 2021, there was potential that the T Level offer would become substantial by 2024/25. Competing qualifications would need to be removed;
- the Multiply Project (externally funded project), with the College acting as Lead Accountable Body (LAB). The project has significant delivery expectations and plans were in place to support the achievement of this income.

Following governor questions it was confirmed that:

- the Multiply project had a duration of 3 years, with re-profiling taking place following the first year.
- funding was increasing for T Level provision, however there would be increased costs to the College around industry placements. There was also a challenge with human resource within some technical areas.

Resolved: The Committee noted the report.

11. Safeguarding and Prevent Update

Mrs Haworth presented the Safeguarding and Prevent Update. Mrs Haworth reported on information and work that had been carried out during the first term. The following key points were noted:

- the Prevent Action Plan was at Appendix A for information, but it was confirmed that this would be further updated following publication of Encompass requirements;
- Ofsted found that the College had good control measures and actions in place and learners were able to articulate aspects of safeguarding and local prevent when asked. The Safeguarding and Prevent Link Governor met regularly with the Designated Safeguarding Lead and this was also highlighted as good practice;
- the College would work through all the requirements of Martin's Law, ensuring that the new legislation was followed;
- the College had high numbers of looked after children (76) with 44 unaccompanied asylum seekers. These numbers were increasing year on year. An increase in Fitness to Study requests had also been seen.
- a new College public announcement system (Audie Bant) has been introduced and is currently being tested for use in emergency situations.

Following a question from a governor it was confirmed that work was ongoing to ensure that an automated system was in place to ensure that any deaf learners/staff received a text message when any urgent announcements were made over the Audie Bant system.

Resolved: The Committee noted the Safeguarding and Prevent Update and reviewed the updated Prevent Action Plan.

12. Learner Voice/Student Council Update

Mr Noblett presented the Student Council and Learner Voice Update. Mr Noblett reported:

- learner attendance had been a struggle at recent Council meetings and Ms Safa Desai (Student Governor and Chair of Student Council) gave a brief update on efforts being undertaken to engage learners. The Council was a valuable tool for the College in receiving direct feedback from learners and jointly working to improving the learner experience;
- 921 responses had been received for the induction survey and the coinciding 'you said we did' was timely for the Ofsted inspection;

- the Student Council was involved in supporting a cross college sustainability project which aims to improve the College's approach to sustainability;
- the new HE Manager took up post at the College in January and had started work on learner voice for HE learners.

The Interim Principal and Chief Executive confirmed that he was planning on attending the next cycle of Learner Voice and Student Council meetings in order to carry out consultation on the development of the new Strategy Plan.

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

13. Complaints and Compliments – Termly Report

Mrs Haworth presented the Complaints and Compliments Termly Report. Mrs Haworth reported:

- out of the 11 complaints received during the first term, seven were received for Construction and Engineering. These were related to the national issues around recruitment to vacancies in specific technical areas. Work was continuing to address the problems.
- that the College was not yet effective in forwarding compliments and that the report did not reflect the true number of positive messages received. Work would continue to improve this.

Management and governors discussed the difficulties seen in recruiting staff to certain technical areas and alternative ways to alleviate this. Governors were pleased to see that all complaints received had been dealt with and responded to.

Resolved: The Committee noted the Complaints and Compliments Termly Report.

14. Higher Education Update

Mrs Roe presented the Higher Education (HE) update. Mrs Roe reported:

- changes had been proposed to the Student Protection Plan following a recent review, undertaken by the new to post HE Manager.
- the Office for Students (OfS) would soon be a stand-alone organisation, as the Quality Assurance Agency was to cease at the end of this month. It was thought that in the near future HE reviews would be undertaken on a risk basis and as the College had low numbers of HE learners it would potentially fall into the low risk category.
- additional hardship funding for HE learners had been announced by the OfS in response to the cost of living crisis.
- work on the National Student Survey this year was positive, with a 67% completion rate so far, compared to 33% last year. The new HE Manager had worked hard on this area.
- work with University of Central Lancashire (UCLan) remained positive. Work was also taking place with Advanced HE networks looking at working with other colleges and visiting other colleges. Exploration was also taking place with Research toolkit looking at staff scholarly activity.

Following governor questions, it was confirmed that:

- teachers at the College were undertaking Masters and PhDs;
- there was also a governance induction resource available specifically around HE. The College also had involvement in a mental health social prescribing project.
- HE attendance figures would be reported in more detail in the next report and would include breakdown by School and level;
- Level 4 and 5 Higher Apprentices would be inspected by OfS.

Resolved: The Committee noted the Higher Education Update; recommended the Student Protection Plan for approval by Board and; noted the additional student hardship funding for academic year 2022/23.

Action: HE attendance figures to be reported in more detail in the next report.

15. Any other Business - AoC Beacon Award

The Interim Principal and Chief Executive reported that the College had won the prestigious AoC Beacon Edge Award for Engagement with Employers. The College was the only Lancashire based college to be announced as a finalist and staff and leaders were very proud to find that the College had won. This along with the College's 'strong' result in the Ofsted Skills Inspection provided very strong validation for the College that work done in supporting the local community was making a difference and this had been recognised externally.

Resolved: The Committee congratulated the College on this achievement.

16. Date of Next Meeting – 15 June 2023

The Committee noted that the next meeting would take place on 15 June 2023.

The meeting closed at 19.01.

Preston College

Minutes of the Quality and Standards Committee Meeting held on 15 June 2023 at 5.30pm, Boardroom

Present:

Mrs Laura Mason	Chair
Miss Safa Dalvi	
Mrs Jane Hilton	
Mr Robert Marshall-Slater	From Minute 8
Mrs Lynda Mason	via Zoom
Mr Simon Nixon	Principal and Chief Executive
Mrs Jen Walters	

In attendance:

Mrs Marie Haworth	Vice Principal - Quality, Teaching, Learning and Learner Support
Mrs Kat Fawcett	Head of Learner Support (For Minutes 10 - 12 only)
Mr Mick Noblett	Vice Principal - Curriculum Delivery and Planning
Mrs Rebecca Paley	Principal's Executive Assistant (Minutes)
Mrs Lyndsey Roe	Head of Quality, Teaching and Learning
Mrs Clare Rayner	Clerk to the Board

1. Welcome and Apologies

The Chair welcomed everyone to the meeting, welcoming in particular Mrs Jen Walters to her first Quality and Standards Committee meeting. The Clerk confirmed that Mrs Lynda Mason was attending via Zoom and Mr Robert Marshall-Slater would arrive later. There were no apologies.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the Meeting

The Minutes of the meeting that took place on 2 March 2023 were approved as a correct record.

Resolved: The Minutes of the meeting that took place on 2 March 2023 were approved and signed as a correct record.

4. Matters Arising

The Committee noted that the Clerk had provided an update on progress of actions from meetings. Following a query, Clerk confirmed that work would progress on the review of the role of student governors over the summer period.

Resolved: Members noted the matters arising report.

5. Strategies

Mr Mick Noblett, Vice Principal Curriculum Delivery and Planning, outlined the work that had been undertaken on the Curriculum and Quality Strategies and provided context as to their creation. Governors were asked for their comments/feedback on both the Strategies and the following points were raised:

- a suggestion to include a diagram to portray curriculum growth within the Curriculum Strategy, and an addition to the summary on page 14 to broaden the reference to technical learning growth;
- the proposed eight objectives were reflective of local and national priorities;
- the documents were well written and presented and were easy to read;
- the Strategies would be active documents, used to drive the College's provision.

Following questions, governors were reassured that the ongoing impact of Covid would be continually assessed and appropriate actions taken where needed. It was planned that performance against the proposed milestones would be reviewed and points adjusted as necessary to ensure that the College was able to adapt to any future change.

Resolved: The Committee reviewed the draft Curriculum Strategy 2023/26 and draft Quality Strategy 2023/26 and agreed to recommend them to Board for approval.

Action: To include a diagram to portray curriculum growth within the Curriculum Strategy.

6. Accountability Statements

Mr Noblett presented the draft Accountability Statement for review by the Committee. Governors were reminded that the original Education and Skills Funding Agency (ESFA) deadline for submission of Accountability Statements was 31 May 2023. However, ESFA had subsequently recognised the difficulties this deadline created in relation to Board meeting dates and approval. Extensions were then offered, to enable colleges to submit Statements by the end of July 2023.

Governors agreed that the draft statement was well written and very comprehensive. They felt the external input was also very important. It was confirmed that the submission of Accountability Statements would be an annual requirement and that this would allow the College to constantly review and develop what was included.

The Committee agreed to recommend the Accountability Statement to Board for the approval. The Committee noted that once submitted the Statement was to be published on the College website.

Following further discussion, Governors highlighted the importance of digital accessibility and the need for documents published on the College website to be accessible by all.

Resolved: The Committee agreed to recommend the Accountability Statement to Board for the approval.

7. Performance against KPIs 2022/23

Mrs Marie Haworth, Vice Principal Quality, Teaching, Learning and Learner Support, provided an update on the College's performance against KPIs. Mrs Haworth reminded Governors of the challenges that the College had seen throughout the year regarding attendance, highlighting the work that had been done to address these issues during 2022/23 and the work that would continue into next year to further impact on the challenging areas. The Committee noted the report and governors raised the following points:

- retention figures were very positive, including for looked after children and free school meals learners which were both in line with the College average, with a less than 1% gap;
- areas of greatest concern with regard to attendance were confirmed as English and maths and Level 1 programmes;
- new Learning Support Coaches were fully utilised;
- assessments within technical qualifications were being reviewed to ensure they were appropriate, timely and engaging, reviews would also include learner input. Good practice in this area would also be shared across the College.

Mr Robert Marshall-Slater arrived at the meeting.

Resolved: The Committee noted the performance and progress against the Quality KPIs outlined in the report.

8. Teaching, Learning and Assessment (TLA) Report

Mrs Lyndsey Roe, Head of Quality, presented the TLA Report. The Committee noted the report. Responding to Governors' questions, it was confirmed that:

- strong behavioural management techniques had been seen across learning walks within English and maths; a key aspect of learning walks for 2023/24 was to review the curriculum within maths and English provision to reduce its intensity and provide time for tutors to build relationships with their learners;
- College staff have one formal learning walk each year, but several informal across the year;
- a school based approach to learning walks would be introduced for 2023/24;
- approximately 8 staff required mentoring and improving throughout the year, some of these were self-referrals and not all were related to performance;
- the Artificial Intelligence Working Group was very positive and staff were engaged with the topic, events were planned at the end of June to share progress with the College, along with a digital day planned for October to run Continuing Professional Development (CPD) for staff.

Resolved: The Committee noted the report.

9. Quality Improvement Plan (QIP) 2022/23

Mrs Haworth provided an overview of the QIP for Governors.

The Committee made reference to the petting zoo, noting the success of the event and congratulated the College on all the awards received during the year. It was confirmed that the College had also been shortlisted for two BIBA awards within the categories of Apprenticeship Team of the Year and Educational Establishment of the year. Learner attendance and cohesion awards for learners were also commended.

Resolved: The Committee noted:

- the QIP and what the provider needs to do following the Ofsted Inspection;
- the current performance and progress against key QIP milestones.

10. Special Educational Needs and Disability (SEND) Policy Review

Mrs Kat Fawcett, Head of Learner Support, outlined the proposed revisions to the SEND Policy which were shown in track changes.

The Committee agreed that the Policy was very clear and agreed to recommend the new SEND Policy to the Board for approval.

Resolved: The Committee agreed to recommend the new SEND Policy to the Board for approval.

11. Complaints Policy Review

Mrs Haworth provided information relating to the review of the Complaints Policy and outlined the proposed revisions to the Complaints Policy and Procedure which were shown in track changes. The Committee agreed to recommend the revised Complaints Policy and Procedure to the Board for approval.

Resolved: The Committee agreed to recommend the revised Complaints Policy and Procedure to the Board for approval.

12. Safeguarding and Support for Learners Annual Report

Mrs Haworth and Mrs Fawcett presented the Safeguarding and Support for Learners Annual Report. The following key points were highlighted to Governors:

- the number of safeguarding concerns had continued to increase over recent years (106 learners for 2022/23) and would continue to grow for 2023/24, with significantly higher numbers expected;
- 46 out of 86 asylum seeker learners are unaccompanied minors;
- progression and achievement within English for Speakers of other Languages(ESOL) provision was excellent and the College was very proud of its College of Sanctuary status;
- the increase in the number of requests for bursaries had been significant and numbers of learners who had already applied for next year were significantly higher;
- learner retention and achievement figures for the area were very positive;
- various learner events were planned to celebrate diversity within the College;
- Safeguarding and Prevent CPD for staff and governors.

The Committee noted the report. Governors acknowledged the impact that could be seen from the work undertaken by staff across the College to support learners.

Members suggested it would be helpful to include in future reports the actual number of learners alongside some bar charts as some learners would be in more than one column.

Resolved: The Committee noted the Safeguarding and Support for Learners

Action: If possible to include actual numbers of learners in future reports.

13. Learner Voice and Student Council Update

Miss Safa Dalvi, Student Governor and Chair of the Student Council, informed the Committee about the 'College day of Culture' event which was organised by the Student Council. Governors thanked Miss Dalvi for her report, noting the vibrant and informative nature of the event.

Mr Noblett then presented the Learner Voice and Student Council update. It was confirmed that following the Board engagement session with scholarship learners a review of the learner voice process had been undertaken to ensure more opportunities for feedback to be recorded and acted upon were presented to learners. Governors recognised the value of the Learner Voice cycle and the impact that it had on the learner experience and agreed that the changes were a positive step to enhance this further.

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

14. HE Update

Mrs Roe presented the HE update paper, noting the revised Access and Participation Statement for review by the Committee.

The Committee note the report and agreed to recommend the Access and Participation Statement 2023/24 to Board for approval.

Resolved: The Committee note the report and agreed to recommend the Access and Participation Statement 2023/24 to Board for approval.

15. Learner Experience – Careers and Progression

Mr Noblett referred members to the Learner Experience – Careers and Progression. He confirmed that careers and progression continued to be successful. Governors commended the College on the successful placement of all T Level learners within a relevant industry workplace as required as part of their provision. It was emphasised that T Level challenges would intensify over the coming years.

Mr Noblett highlighted the request for a link governor for Careers from the Committee as the position was vacant. Members were asked to contact the Clerk if they were interested. Following discussion, the Clerk also undertook to contact all governors regarding the Curriculum Skills Link Governor role.

Following questions from governors, it was confirmed that progress was being made on the issues raised around UCAS and it was hoped that the changes made would have an impact.

Resolved: The Committee noted the report.

Action: The Clerk to contact all governors for expressions of interest in the Curriculum Skills Link Governor role.

16. Complaints and Compliments Termly Report

Mrs Haworth presented the Complaints and Compliments termly report. Particular reference was given to complaints received from Construction learners, of which the majority were as a result of ongoing difficulties around staff recruitment within that area. The number of vacancies within

Construction had now decreased, following the implementation of various stratagems, including the utilisation of cross provision tutors to cover generic sessions.

Mr Noblett noted the College's planning around hard to recruit staffing areas for 2023/24, in order to ensure that learner enrolments were to appropriate levels and managed to ensure the right learners were placed on those programmes.

Governors suggested the introduction of a congratulatory card system for those staff who receive compliments.

Resolved: The Committee noted the Compliments Termly Report.

Action: Management to explore other ways congratulate staff receiving compliments.

17. Partnerships and Subcontracting Update

Mr Noblett outlined the proposed subcontract arrangements for 2023/24 and presented the partnerships report. The Committee noted the report and agreed to recommend to Board the proposed sub-contracting arrangements for 2023/24.

Resolved: The Committee noted the report and agreed to recommend to Board the proposed sub-contracting arrangements for 2023/24.

18. Any other Business

a) Pottery provision

Mr Nixon, Principal and Chief Executive, provided Governors with an overview of recent complaints received regarding the College's decision to stop offering pottery provision from 2023/24. Mr Nixon outlined the reasons for the College's decision, related to the age of the existing kiln and the necessity to prioritise provision areas relating to local and national need. He reported that the decision had promoted a small amount of online commentary.

The Principal and Chief Executive reported that a number of the complaints received had been sent for the attention of the Board and had been shared with the Chair of the Governing Body.

Following the response from learners and others, the Principal and Chief Executive reported that he had met with learner groups who were impacted and had agreed a way forward, offering provision until Christmas 2023 to allow time for them to look into other opportunities for space and funding. Mr Nixon confirmed he would keep Governors updated as to any progress.

The Committee discussed the matter with management and were supportive of the approach taken.

b) Thank you

The Chair noted that this was the last meeting for Miss Dalvi and Mrs Osman, the student governors, and thanked them for their contribution to the Committee over the last year.

19. Date of Next Meeting – TBC

The Committee noted that the date of the next meeting would be confirmed at the Board on 29 June 2023.

The meeting closed at 19:30.