

Preston College

**Redacted and Abridged¹ Minutes of the Quality and Standards Meeting held on
12 October 2023
at 5.30 pm, Boardroom**

Present:

Mrs Laura Mason	Chair
Mrs Jane Hilton	
Mrs Lynda Mason	Remote (Until Minute 10)
Mrs Jen Walters	
Mr Simon Nixon	Principal and Chief Executive

Apologies:

Mr Robert Marshall-Slater (retrospectively)

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

1. Welcome and apologies

The Clerk welcomed everyone to the meeting.

2. Appointment of Chair

The Committee appointed Mrs Laura Mason as Chair.

3. Declaration of Interests

No declarations of interest were made.

4. Minutes of the Previous Meeting

The Minutes of the meeting on 15 June 2023 were approved as a correct record.

Resolved: The Minutes of the meeting that took place on 15 June 2023 were approved as a correct record

5. Matters arising

The Committee noted the Matters arising report.

Resolved: The Committee noted the Matters arising report.

6. Performance against KPIs with Learner Recruitment Target

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.

Mr Mick Noblett, Vice Principal - Curriculum Delivery and Planning, presented the Performance against KPIs with Learner Recruitment Target report. Management reported:

- that in contrast to the pattern in previous years, attendance had started lower than previous years but was steadily improving rather than decreasing;
- that all learners with attendance of less than 90% had been sent a letter from the Principal and Chief Executive and this appeared to have had a positive effect on attendance;
- the growth of Level 1 and 2 learners in the 2023/24 intake and the increased numbers of learners taking maths and English CGSEs;
- on a new construction pilot including the successful introduction of blended learning to provide more options for learners;
- when a learner's attendance was less than 50% it would be reviewed by the relevant College School to work with the learner, and where possible parents, to understand the reasons. If learners had not given permission for the College to contact their parents this was more difficult;
- that initial discussions were ongoing with Lancashire County Council about information sharing within legal parameters on new learners from their previous school to help the College better support new learners;
- that the College had introduced more categories on the absence recording system which allowed staff and management to build a clearer picture of the reasons for absence and to ensure that learners with valid reasons for not attending were not contacted by staff unnecessarily;

Ms Haworth gave a verbal report on Mides data. It was noted that this data was FE only and did not include sixth form colleges. It was noted that some of the FE colleges still offered A Levels.

Members discussed with management:

- whether the increase in Level 1 and 2 learners had impacted attendance. Members noted that the reasons for decreased attendance varied considerably across the different learner cohorts, for example, adult learners had work and sometimes childcare commitments. It was noted that management were continuing to emphasise to learners the importance of attendance and working with learners and their families;
- the letter from the Principal and Chief Executive had clearly engaged some learners and prompted some discussions;
- that attendance improvement was relative and for some learners achievement of 80% attendance was a positive improvement and that staff were careful not to demotivate learners;
- whether learners at Level 1 felt disengaged;
- impact on Special Educational Needs and Disabilities (SEND) learners and the learning plan.

Resolved: The Committee noted the Performance against KPIs with Learner Recruitment Target.

7. Curriculum and Skills Link Governor Plan

Mr Noblett presented his Curriculum and Skills Link Governor Plan report and outlined the proposed implementation plan for the autumn term. The Committee noted that four governors had volunteered to date and the proposed Schools they would be allocated to. Members commented positively on the link governor role and proposed plans and the importance of the role in supporting the Board in assessing whether the College's curriculum met local skills and training needs.

Following discussion it was agreed to request a further link governor at the Board as this would enable the College's Schools to be split more evenly. The Clerk undertook to share the Curriculum and Skills Link Governor role description again with all governors before the Board so that the role and time commitments were clear.

In response to a query Mr Noblett reported that the College's first Accountability Statement, approved by the Board on 29 June 2023, had been published on the College's website. The Board was required to review the College's curriculum in relation to skills needs as part of a three year review cycle. However, it was anticipated that the College's Accountability Statement would be reviewed annually.

In response to a query, it was noted that there would be opportunities for Curriculum and Skills Link governors to feedback to the Board and Quality and Standards Committee, particularly as part of discussion on the College's Self Assessment Report.

Resolved: The Committee agreed to recommend the plan to the Board.

Action: To request a further volunteer from the Board so that all College Schools could have a Curriculum and Skills Link Governor.

8. Forward Work Programme 2023/24

The Clerk reported that she had sent the draft Forward Work Programme for 2023/24 out prior to the meeting for members' comments and she had added the comments that she had received from members to the draft. She referred to a suggestion to add a School presentation to the November agenda and include a Teaching, Learning and Assessment (TLA) Report on the November meeting agenda. The Clerk explained that a School presentation had not been included in November to allow more time for the SAR discussion.

Ms Haworth explained that a TLA report was not normally given at the November meeting as insufficient data was available by this date as formal learning walks did not start until after half term. Ms Haworth outlined a proposal to instead expand the Member Voice/Student Council report into a start of term report which would include: Member Voice Update, Student Council Update and a TLA narrative update with key themes.

The Committee agreed to invite Committee chairs to the SAR discussion at the next meeting.

Following discussion, the Committee approved the Quality and Standards Committee Forward Work Programme 2023/24.

Resolved: The Committee approved the Quality and Standards Committee Forward Work Programme 2023/24.

9. Safeguarding, Child Protection and Prevent Policy Update and Safeguarding Update

Ms Haworth, Vice Principal - Quality, Teaching, Learning and Learner Support, presented the proposed changes to the Safeguarding, Child Protection and Prevent Policy Update and Safeguarding Update.

Ms Haworth reported that most of the updates were as a result of changes to Keeping Children Safe in Education (KCSIE) which were summarised in the NSPCC briefing document at Appendix A. She explained that as the College had introduced a new policy in 2022 the other changes were minor and were shown in track changes at Appendix B.

Members thanked Ms Haworth for the NSPCC briefing document which provided a useful summary of the key changes to KCSIE.

Ms Haworth reported on the introduction of 'Confide' IT system for staff to report low level safeguarding concerns which could be monitored.

Mrs Haworth reported that the Search and Governance Committee had discussed Safeguarding and Prevent CPD training for governors at its last meeting.

The Committee agreed to recommend the changes to the Safeguarding, Child Protection and Prevent Policy to the Board and noted that all governors must complete mandatory Safeguarding and Prevent training.

Resolved: The Committee:

- **approved the new Safeguarding, Child Protection and Prevent Policy for recommendation to the Board;**
- **noted that all governors must complete mandatory Safeguarding and Prevent training.**

10. Self-Assessment Report (Part 1) – Quality of Education / Leadership and Management/Ofsted Update

Ms Haworth delivered the Self-Assessment Report (SAR) presentation. She reported on:

- the key performance indicators for 2022/23;
- the emerging strengths and areas for improvement that had been identified during 2022/23;
- the outcomes of the Ofsted inspection in January and the integration of the Post Inspection Action Plan into the Quality Improvement Plan;
- proposed KPIs for 2023/24 including consideration of how stretching to make the learner attendance target.

Members reviewed the evaluative statements emerging from School SAR, noted the Key Performance Indicators (KPIs) and the themes for the College's SAR and the importance of the Committee in testing and challenging the College's emerging strengths.

Members discussed with management the attendance targets and the importance of instilling in learners the importance of good attendance in College not their studies and also preparation of entering the workplace. Members noted initiatives at the College to encourage learners and

celebrate good attendance such as a free builder's breakfast for construction learners. It was noted that as a result of interventions and new initiatives there had been improvements in learner attendance.

Members agreed that the recommendations from the Ofsted Inspection had been appropriately integrated in the SAR.

Members discussed Apprenticeships and end point assessments.

Expenditure on resources by the College to support T Levels. The Committee discussed recruitment and retention on T Level courses with management.

Members discussed that the more general scope of BTEC qualifications, which were more familiar to stakeholders, might be one of the reasons they continued to be more popular for learners whilst they were still available. The College would maintain a watching brief on enrolments on T Levels.

Following discussion, members suggested that further clarification on the reference to improving pace and what was meant by this would be helpful. It was noted that improving pace had been an Ofsted recommendation following the inspection but College staff had also recognised the need to make lessons more engaging. Management explained that they were keen to give teaching staff more autonomy to try new teaching methods. Members suggested that management did not have to use Ofsted language in the SAR and could use the terminology used in the College.

The Committee discussed with management the impact of learner assessment and what would happen if a learner fell behind.

Following discussion the Committee agreed that, whilst in previous years the draft SAR had underplayed the College's achievements, this year the draft was at the appropriate level and did not over or underplay the College's strengths.

Resolved: The Committee reviewed the emerging strengths and areas for improvement of the draft SAR 2022/23.

Action: To provide clarification on what was meant by improving pace.

Mrs Lynda Mason left the meeting.

The Chair thanked members and management for their contribution to the discussions.

11. Date of next meeting

The Committee noted that the next meeting of the Quality and Standards Committee would take place on 30 November 2023.