

Meeting/Committee	Quality & Standards Committee
Date of meeting	1 st December 2021 at 5pm (via Google Meet)

1 Declarations of Interest and Eligibility

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. No specific declarations were made and standing declarations were noted.

2 Welcome, introductions and apologies for absence

Attendees:

Jennifer Worsdale	Chair
Heather Barnett	
Katie Curtis	
Katie Asgari	
Jason Austin	

In attendance:

Tracey Mace-Akroyd	Deputy Principal/CEO
Cath Mollart	Head of Corporate Services
Cheryl Martin	Assistant Principal
Daniel Stanbra	Director: Adult Education and Contracts
Andrew Birch	Head of Higher Education
Dave Cosgrove	Business Intelligence Manager
Tanya Gertsmar	Head of Student Services – SEND & High Needs
Laura Reid	Head of Student Services – Safeguarding & Student Support

Apologies for absence

Apologies for absence were received from Angela Bates, Rebecca Blackburn, Claire Godfrey, Veronica de Bruce McCoy, Carol Stanfield, Maxine Bagshaw, Sally Steadman and Shirley Collier.

3 Minutes of the meeting held on 18th November 2021

The minutes were reviewed and it was agreed that they were an accurate record of discussions.

AGREED: To approve the minutes of the meeting held

There were no matters arising.

4 Actions Progress Report

Committee were happy to note the content of the update provided and it was agreed that any outstanding actions would roll forward to the next meeting.

5 Group Data Summary table and Delivery Report – 2020/21 Year End (Final)

Deputy CEO presented the item and it was acknowledged that this report builds upon draft data which had previously been circulated and considered at the last meeting. Key matters highlighted were :

- 16-18 final performance declined by 12% to 72.7% which is below benchmark
- Adults improved by 1% to 88.4%, which is in line with latest National Benchmark
- L4 provision in Accountancy was particularly flagged as a concern with 58.8% achievement. Deputy CEO advised that this area would now be subject to further scrutiny, it being the case that it had only just emerged as a concern but would be addressed.
- All group performance at 82.1% is down and below provider type which is 86.3%.
- Apprenticeship provision is looking to outturn at 59.5%, which is down by 4% from last year. DCEO explained that Frameworks are the main contributor to this and that they have dipped by 7%. Committee were advised that Standards are doing better and are at 58.7%, which is above national rate of 50%.
- Attendance overall for 16-18 is 82.9% and 19+ is 85.9%, these are below the targets which were set and the 16-18 attendance rate is below other providers. Attendance at E&M is an issue to address, especially the 1hr digital slot. Committee were advised that action is being taken to mitigate this, with more learners now having face to face sessions instead of the digital slot.

In general discussion the Chair asked for more detail regarding Accountancy and particularly how the achievement rate looks against Accountancy benchmarks. The Deputy CEO stated that this still needs to be further reviewed and that there is further analysis work to do. The Director for Adult Education and Contracts said he would provide the detail once he had looked into it ([Dir Adult Ed & Contracts, January 2022](#)).

6 Group SAR Validation and QIP

The Assistant Principal introduced this item and it was acknowledged that the version for consideration today builds upon earlier discussions. Key matters highlighted were:

- Feedback and comments had been incorporated from the SAR Scrutiny meeting on the 18th November which were reflected in this latest version of the SAR.
- Included in the latest version was an Educational Recovery and Progress 2021/22 section.
- A presentation was delivered with bullet points to which each member (present at the meeting) delivered to help understand their judgement for their section.

Staff were thanked for their summaries which all agreed helped to give the context for the judgements and grades proposed.

One member of the committee asked about the High Needs section and made the observation that it appears to be presented differently when compared to other sections, in that it starts out with the Educational recovery 21/22 and doesn't give detail from last

year. The Assistant Principal explained why this had been done and that particularly significant changes had been made in that area. The Deputy CEO acknowledged the comments made and indicated she would review the section prior to submission for board approval.

Save for the observation made in relation to the High Needs section, the committee were satisfied that the judgements arrived at were accurate, reasonable and carefully considered. They were satisfied with the robust scrutiny arrangements in place and, on that basis, were happy to recommend to the board for approval.

AGREED to recommend that the board approve the 2020/21 SAR as presented.

7 Data Dashboard Demonstration

Dave Cosgrove gave an online demonstration of the new data dashboard. He explained that this was designed to bring together all the separate reports into one Portal (performance tool) for all managers. Committee all agreed that this development was a really positive step forward and would be a helpful mechanism of tracking performance for both staff and governors.

AGREED to note the content of the new data dashboard developed.

8 Apprenticeship Update

Committees attention was drawn to the detailed report provided and the Deputy CEO highlighted the main points, which included:

- New management team in position for Apprenticeships (Curriculum managers for classroom based provision now look after work based learners on day release also)
- Career and personal progression plans have been implemented which go beyond One File.
- Improvement to personal development programme supported by the Learner Experience Team.
- Retention is improving – disappointing that only six achievements to come through via JTL.

Committee noted the detail of the discussions at the Apprenticeship delivery Task and Finish Group meetings and were advised that meeting dates have now been scheduled up to July 2022. All agreed that this gives confidence that the board and the college have sufficient focus and scrutiny on this area.

AGREED to note the content of the report provided.

9 HE Update (end of year 2020/21 and in year 2021/22 data)

The Head of HE presented an update and highlighted the following :

- Retention is high.
- Student Satisfaction Survey is high – survey results show that the quality of teaching & learning is high.
- Achievement rates have declined by 3% - predominantly this is apportioned to Engineering and Computing. Achievement rates in other areas remain high.
- Achievement in minority areas is comparable to those in the sector. However, for BAME students it is significantly below.
- Attendance in Computing & Engineering is a concern and there is a specific focus on this.

- Access and Participation Plan has been approved by the OfS. (This will last for 4 years but will need annual internal reviews)
- Group is currently 7% down on recruitment and is looking at providing short courses to try and bolster this. The aim is for new courses to start in February/March 2022.
- Graduation took place – students from 3 years graduated over 3 days. It was an extremely successful event with fantastic feedback from students.

In general discussion the Chair asked if there was any indication of attendance improvements in Engineering/Computing. Committee were advised that the college is working on a flexible hybrid model where there are some elements of remote learning but if this doesn't suit some students then they were able to come into the UCR to access face to face learning. Head of HE provided assurance that the team are working to support the needs of individual students.

AGREED to note the content of the update provided.

10 Adult Education and Contracts / Subcontractors Report (end of year 2020/21 and in year 2021/22 data)

The Director for Adult Education and Contracts presented his report and highlighted the following:

- Adult Education is of a good standard
- Above average satisfaction following a learner survey
- Subcontractors have high quality provision. Committee were given assurance that there is close scrutiny on each contractor. This has been implemented by increasing quality of education activities, including deep dives/learning walks etc.
- An increasing proportion (2.16%) of adults identifying as disabled achieved in 20/21, though there remains a negative gap in achievement of 3.85% against overall 19+ achievement.
- Overall performance is strongest in Animal Care / Land Based (87.76%) and currently lowest in Professional Services (30%) and Functional Skill rollovers and Sports & Public Services (50%). In most cases, underperforming areas correlate with overall profiles of achievement.
- The current forecast income represents a 92% realisation of planned profile.
- There will be new (short) provision starting in February 2022 across all sites.
- There will be targeted marketing to ensure that the full profile is met.

The Chair asked when would the enrolments regarding January starts be realised. Committee were advised that this is likely to be towards the end of January 2022 due to the differing start dates of programmes.

AGREED to note the content of the report provided.

11 16-18 Study Programmes Update (end of year 2020/21 and in year 2021/22 data)

The Deputy CEO presented the 16-18 Study Programme update and key matters highlighted were:

- Achievement is 12% below last year
- Attendance is a concern at 82.68% - work is ongoing to address issues. The DVC campus has started to see an improvement and at NNC senior staff are working closely with the new interim management team which is also starting to see improvements.
- There is a need to ensure that the E&M digital slot is effective – attendance is fixed.

- The number of learners enrolled on study programmes is 64 less than allocation of 2945. College is hoping that the Employment Pathway course will recruit additional learners.
- Retention is holding overall. There have been 32 learners withdrawn in the past 42 days but none of the reasons for this have provided a specific pattern.
- Deep Dives carried out to date have identified that learners are making good progress and that they are benefiting from a more innovative and exciting curriculum.
- There has been an increase in learners taking part in competitions, the Group had 5 students who progressed through to the Worldskills National Finals, with a Bronze and Silver medal achieved.

The committee asked how much of the shortfall in numbers were impacted by those students who didn't achieve last year, which will have influenced progression options. Deputy CEO outlined actions taken as part of the educational recovery package and explained that some students were given a little bit more time this year to complete as their studies had been hindered by Covid, specifically on practical programmes.

AGREED to note the content of the report provided.

12 High Needs Report – including progress on Deep Dive actions

Committee received a presentation of the High Needs report and were provided with an overview of the key points :

- Retention on programmes for learners who have High Needs overall is Good at 93.54%.
- Achievement – 81.21% overall, 1.98% below last year
- Attendance is 87%
- Educational recovery – it was explained how learners were introduced to this academic year and how they are supported.
- Targets are reviewed daily so learners are clear what they are working on and towards
- Current performance – learners have settled really well, initial feedback from parents/carers is good
- The new facilities at Rotherham Campus have been extremely well received
- College is working on building and enhancing relationships with local schools. Also working on expanding the supported Internships – currently the college has 32.
- There has been a Large increase in the number of learners enrolling on vocational study programmes who have a support need. This is being supported by recruiting additional LSAs.

AGREED to note the content of the detailed report provided.

13

Bids, projects and funding

The Director for Adult Education and Contracts presented the Bids, projects and funding update and highlighted key points :

- There is £4m worth of current active Bids and Projects, of this £1.2m represents new provision secured by the Bids and Contracts Team in the October 2021 period for the National Fluid Power Centre (NFPC) to support the growth of employer responsive provision.
- A further £1.8m of potential further bid opportunities are currently awaiting outcome, and the Bids and Contracts team continue to monitor for further opportunities.
- College has introduced a new tracking system for contracts/bids so that this can be regularly visible for Exec/Governor scrutiny.

AGREED to note the content of the report provided.

14

Risk Report

The Deputy CEO introduced this item and was pleased to advise that the Group had received a 'commended' for practical teaching and learning as part of the AoC Beacon Awards programme.

The Deputy CEO outlined a number of current key risks :

- Achievement Rates for 16-18 on CBL/WBL need to rapidly improve to at least the performance evidenced in March 2020
- All learners must receive a high quality curriculum. Actions need to continue to tackle the staffing shortage in hard to recruit sectors such as plumbing and electrical installation. The performance of individual staff must be closely monitored so that it meets leaders' high expectations.
- The Group and academic staff must use the clear and accurate information they hold about the starting points of individual learners and fully utilise the KSB tracker.
- Attendance concerns regarding English & Maths – strategies are in place to mitigate risk as much as possible
- Staff sickness at SLT level is an emerging risk, this is to be closely monitored.

AGREED to note the content of the report provided.

15

Digital Strategy/Digital Poverty

Deputy CEO gave an update on the Digital Strategy/Digital Poverty report :

- Teams have been working hard to get equipment out to students facing digital poverty.
- The College has obtained Google Reference Status.
- Staff are continuing to embrace a range of digital resources
- ESOL are part of an International trial which is extremely positive for the department.

16 AGREED to note the content of the report provided.

Safeguarding, Prevent and E&D

Committees attention was drawn to the comprehensive written report provided and staff highlighted the key points of the Safeguarding/Prevent update :

- Committee were advised that Safeguarding is effective. RNN is fully compliant with the PREVENT Duty and works closely with the PREVENT regional coordinators for both East Midlands and South Yorkshire to maintain local knowledge of risk to share information and update the RNN PREVENT action plan on an ongoing basis.
- All staff (apart from some who are on long term sick) have confirmed that they have read and understand the Keeping Children Safe in Education guidance.
- Reporting systems have been further developed to identify sexual harassment and sexual violence reports, incidents separated by inside or outside of the college setting. Face to face training has been developed to deliver on mass at each campus as part of our Safeguarding culture and embedding the attitude of 'it could happen here'. It raises awareness of indicators and reiterates procedures for managing

incidents and supporting victims. Further same sex discussions and training sessions will be implemented.

- 10-minute takeovers focussing on sexual harassment/violence have been taking place in classes and learners have a good understanding of what this is and how to keep safe.
- Regular meetings with CMs has proved successful and has led to some early interventions.
- Mental Health remains a concern, support is in place through e-platforms such as Togetherall purchased by the RNN Group in March 2020 and Kooth which is funded through local NHS trusts for both Rotherham and Nottinghamshire. EdProtect monitors learner devices for safeguarding concerns including radicalisation and terrorism, new online app R;pple being explored to further safeguarding individuals searching for harmful things such as self-harm and suicide.

AGREED to note the content of the report provided.

17 AOB

There were no items of additional business.

18 Date and time of next meeting

This was confirmed as Wednesday 19th January 2022 at 5pm.

The meeting closed at 6.55pm

Signed _____ Chair

Date _____