

Meeting/Committee	Quality & Standards Committee
Date of meeting	27 th June 2022 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:

Jenny Worsdale	Chair
Heather Barnett	
Katie Curtis	
Katie Asgari	
Jason Austin	
Donna Clifford	
Shirley Collier	
Carol Stanfield	

In attendance:

Tracey Mace-Akroyd	Deputy Principal/CEO
Maxine Bagshaw	Director of Governance
Cheryl Martin	Assistant Principal
Claire Godfrey	Assistant Principal
Daniel Stanbra	Director Adult Education & Contracts
Andrew Birch	Head of Higher Education
Laura Reid	Head of Student Services – Safeguarding & Student Support
Dave Cosgrove	Head of Business Intelligence and Performance
Mel Smith	Interim Director of Programmes for Young People
Lucy Barnwell	Director of Marketing and Learner Recruitment
Kelly Beighton	Interim Director of High Level Skills and Innovation
Dave Smith	Interim Campus Manager - Rotherham
Keith Sanderson	Interim Campus Manager – North Notts Campus

Apologies for absence

Apologies for absence were received from Veronica De Bruce McCoy.

3 Minutes of the meeting held on 11th May 2022

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 on 11th May 2022.

There were no matters arising.

The Chair took the opportunity to acknowledge that this committee had been on a journey and in fact had now come full circle. She noted that in 2019 not enough information had been provided to governors but that, at the last meeting, the feedback to staff was that there was too much provided with governors being asked to consider almost operational matters. This is why, for this meeting, there has been a move to executive summaries only. The intention is to take a view on this at the end of the meeting and agree whether this is the right format for the future.

4 Actions Progress Report

The committee were happy to note the content of the update provided. In relation to line 11 the Head of Business Intelligence and Performance provided an update in relation to internal progression data and key matters highlighted were:

- In relation to current 16-18 learners on a study programme – 64% are progressing to further FE within the Group
- Prior year position for comparison was 60.41%
- This is 1,400 learners
- 2.4% are looking to progress to apprenticeship provision
- 384 (17.5%) are intending to go in to employment
- 2.42% are moving to other colleges
- 117 (5.35%) are looking to progress to HE with over 40 intending to remain with RNN
- There is potential for a little bit of movement in terms of the actual versus predicted and the group will know better in relation to this in the autumn term.

Governors asked whether this was a usual pattern. Committee were advised that it is and is slightly higher when compared to prior years, however the group does tend to see a trend of a small reduction in actuals. Question and challenge from the committee was in terms of the group's capacity and whether or not this will stretch and strain the organisation. Committee were advised that staff are just firming up the details in relation to the levels and curriculum areas and will then know whether this is the case. Timescale for this is in the next two weeks and then the group will be able to assess any potential impact.

Committee were advised that the group is predicting growth in 16-18 numbers but that this will be accommodated using larger class sizes and therefore capacity issues are not envisaged. Staff are working much more collaboratively across the sites and the aim is to increase class sizes rather than needing to have extra classes run.

AGREED: to note the content of the update provided.

5 QIP 2021/22

The Assistant Principal presented the detailed document and a number of items were particularly highlighted, including:

- RNN1 – the strikeout included within the document is correct as there are different measures now
- Positive progress in relation to RNN5
- An amber RAG rating is when an action is achieving a positive impact and means that progress is being made

- There are three amber RAG ratings within the document which should not be considered to be a negative
- There is one more review point before the end of the year

In general discussion, committee took the opportunity to congratulate staff on the move from amber to green in relation to curriculum planning. All agreed that this was a really clear document and that good progress is being made.

One member of the committee asked a question in relation to retention and specifically the fact that page 11 refers to HR actions and a 'spikey impact'. Reasons for staff leaving given are pay, progression and workload and committee asked whether the group is not retaining critical staff in the first six months. The detail provided within the QIP was explained and committee were advised that there is a role within the HR team who has a focus on support in the first six months. Committee asked whether it will be possible to assess the benefits of this role. Staff acknowledged that there was some cross over between information provided in the QIP and HR reporting to the Finance & Resources Committee. QIP details work that curriculum staff can do and it was acknowledged that this could align more with the HR reports. Committee were assured that the issue is being tackled and that the HR team does support, however this remains 'one that keeps us awake at night'.

Committee asked whether it is possible to assess the impact of the bootcamps referred to for English and Maths. Staff advised that it won't be possible to give the full impact analysis until GCSE results are known. Committee then discussed the apprenticeship information provided on page 1 and noted that the position for 2021 was 60%. They asked how this compares with the prior year and whether or not the group is moving in the right direction. Committee were advised that the prior year figure was lower at 56%. Committee asked what the prediction is for 2022 and it was confirmed that this would be picked up as part of the later risk report.

An observation made by one governor was in relation to colour coding and that there is quite a big gap between what is determined to be 'amber' and 'red'. They asked whether it was possible to have better gradation. It was agreed that the executive and SLT would discuss and consider.

AGREED: to note the content of the update provided.

6 Risk Report

The Deputy Principal presented her detailed report and a number of items were particularly highlighted, including:

- Timing of the full Ofsted inspection – this is now likely to be from mid-September. Group is planning for a call in week three of September and there are a number of risks from an early inspection in the academic year.
 - Ofsted will look to see that the group has all students enrolled and that starting points are captured
 - It is critically important that everything is finalised early at the start of the year
 - This will mean much earlier work is required to capture starting points
 - Predicted data is reported internally. Ofsted will be considering 2021 actuals published data (March 2022) if the inspection is in September.
 - What is not known at this stage is whether Ofsted will accept the progression data captured within the progression board process
 - Ofsted may look at the scores between the June and September 2022 period
 - Group is doing a lot of taster sessions and keep warm activities and therefore improvements could be made, but this is a risk

- Overall position for the Group, 16-19 and adults are all predicted to improve on the prior year
- Group had very few TAG and CAG grades and instead used assessments which should ensure greater accuracy regarding starting points
- 16-18 is predicted to improve on the prior year however, if the 2019 national rates do not change, then this is a risk
- Group performance data will not be finalised until the first week in November
- Apprenticeship provision was 60% at the end of 2021 which is a 4% improvement and 2.3% above national averages. For this year the group is predicting lower than 60%
- Minimum level of standards (MLP) are no longer used and there is a new method of calculating apprenticeship performance. This is the first transitional year in relation to this. Group has been reviewing its position against new measures and an identified potential risk exists in relation to retention and withdrawals, however committee were reminded that this is as a result of cleansing the data.
- Expected position for 21/22 is:
 - Apprenticeship performance will dip slightly
 - 16-18 performance may be below the 2019 national average, however not when compared to the pre pandemic position
 - 19+ overall will be above 2019 national rates
 - Group has improved in all classroom based areas

One member of the committee noted that the OOF percentage is 37% and they questioned whether this would impact upon achievement. Staff advised that there are a number of reasons for the OOF position, including:

- Some legacy data
- A number of students simply waiting to go through end point assessments and these sit within the OOF calculation.

Committee were advised that the key now is to ensure that all withdrawals are completed if it is appropriate, and then focus on the end point assessments and achievements. Committee acknowledged that the covid impact on apprenticeship provision could not be underestimated. Staff advised that there is a lot of uncertainty regarding the apprenticeship standards national rates and therefore predicting apprenticeship performance is quite challenging because of the many variables. Staff provided assurance that every single learner sitting within this 37% is known. Circa 40 students (2%) are still believed to be a risk as they have indicated that they want to engage with learning but staff are not seeing them being proactive in relation to this.

When considering actions being taken, challenge from the committee was to be clear in terms of 'why we do what we do'. Staff confirmed that this is to ensure the best outcome for learners, have robust and accurate data and maximise funding. Challenge from the committee was to be clear in terms of the aims and principles. It was acknowledged that there has been discussion on this at the apprenticeship task and finish group and it has been acknowledged that there is a balance to be struck when considering apprenticeship delivery strategy.

CEO indicated that there is some great work that the group can showcase and that it is now about putting the organisation in the best possible position for an early inspection. Group is confident that it will be able to show impact for individuals. Challenge from the committee was that, going forward, it is going to be important to move away from apprenticeship rollovers and that, where required, it is better to withdraw and re-enrol if they then re-engage to ensure the accuracy of information available.

Other risks discussed were:

- GCSE English and Maths – staff have really pulled out all the stops and completed learners, however there are some vocational issues regarding exam timetabling to address. Deputy CEO suggested that this will require a culture change. Committee were advised that, now that GCSE exams are concluded, there are some lessons to be learned particularly as some learners who had positive predictions did not attend for exams.
- Risk 5 – what is important is to capture all starting points accurately
- Risk 6 – recruitment and retention risks remain because of a mix of issues
- Risk 7 – staff have retained the need to monitor the last set of Ofsted inspection actions
- New risk to be added is the fact that, in the new inspection regime from September 2022, there will be two additional inspectors looking at the groups response to skills needs. Staff and governors need to be cognisant of the fact that this will contribute towards key judgements.

AGREED: to note the content of the report provided.

7 Data Dashboard

The Head of Business Intelligence and Performance presented the two page summary and confirmed that, as requested, the content of the report has been reduced to simplify and provide top level data. Included is some narrative and also the plans for next year.

Committee in considering the information all agreed that it was really clear to see where the group is at any point in time but observed that it doesn't show where the organisation has come from. Committee were advised that the group now has a month end set of KSB data which provides an opportunity to track back month on month. He indicated that for future meetings he would be able to give some comparisons and agreed to build this in to the dashboard (Dave Cosgrove – September 2022).

AGREED: to note the content of the update provided.

8 Safeguarding, Prevent and E&D

The Head of Student Services presented her comprehensive written report and key matters highlighted were:

- Group is fully compliant with the prevent duty. The action plan has just been reviewed externally and a positive outcome confirmed.
- Group continues to work with prevent partners, including TRC
- Keeping Children Safe in Education (KCSIE) guidance has now been released again for September 2022. All staff, including governors, will need to review part one. Mandatory training will be released through the meta-compliance system. Sexual harassment advisory document is now included within the statutory guidance. Peer on peer sexual harassment and sexual violence is now called 'child on child' however this is a little strange for the FE sector and the intention is to retain the reference to peer on peer within the groups procedures.
- In terms of workload, this includes:
 - 1695 interventions
 - 1023 unique students
 - 107 potential safeguarding concerns
 - 5 child protection
 - 9 child in need

- 50 LAC
- 16 care leavers
- 19 young carers. Numbers seem to be increasing in this area but this may simply relate to positive data capture.
- Mental health continues to be a high reason for referral and the group is constantly looking at training available for staff in this area
- Split of incidents is 60% female and 40% male. 80% are 16-18 year olds.
- A new partnership is being progressed with Barnardos which has a particular focus on BAME. This is a Rotherham based project. BAME learners are a small number who access support. Inspire project was really successful and small groups continue. There is a positive picture in terms of attendance and engaging with these students has led to some referrals.
- There has been one EDI complaint – investigation has been completed with a number of improvement recommendations identified.

Committee asked how this information is monitored. It was explained that this is through the link governor arrangements, with governors in place to oversee both safeguarding and EDI. Both governors attend the safeguarding/EDI management committee meetings and actively participate in discussions and obtain assurance on behalf of the board.

Question and challenge was in relation to how the group is measuring the impact of the actions. Governors commented that it would be useful to know how actions will be evaluated so that 'the loop can be closed'. Challenge from the committee was that, as there are eight new posts within the organisation to support mental health, it is going to be important to know the impact metrics so as to be able to justify the investment.

AGREED: to note the content of the update provided.

9 Curriculum Development and Planning – executive summary

The Assistant Principal presented her report and key matters highlighted were:

- Group has now completed curriculum planning for the five main funding streams
- Group is planning for growth in all areas
- AEB allocation is reducing and, to respond to this, costs are also reducing
- Plan is for internal growth
- Curriculum development has been employer led through the use of employer advisory boards and LMI data
- LSIP plans are an integral part of curriculum planning for both D2N2 and SYMCA. The groups plan in relation to these have started but it was acknowledged that there is more to do. Challenge from one governor was to monitor whether responding to the LSIP is working for the group and that it is important to test whether the findings and recommendations are actually what employers want. Challenge from the committee was to clearly articulate where the organisation has been proactive and an example given was the non-competition across campuses. It was acknowledged that there will potentially be 'teething issues' and all agreed that it was important that any concerns are monitored. Committee were advised that the organisation will know by early October whether there has been any impact on enrolments as a consequence of this decision. All agreed that it was important to use learner voice data in relation to this, particularly the induction survey.

Staff confirmed that the organisation is trying to be really responsive across the sites with taster sessions, visits, lessons etc. and a particular example given was in relation to some joinery students. Challenge from the committee was that the organisation needs to be firm in terms of the difficult decisions made and not to backtrack on agreed strategies. Staff confirmed that there are very open discussions taking place with learners to help identify any potential barriers and examples given were transport and bursaries.

AGREED: to note the content of the update provided.

10 Progression Data - Destinations

Committee were happy to note the content of the update provided, it being acknowledged that there had been discussions on this earlier in the meeting.

11 Applications, Marketing and Internal Progression

The Director of Marketing and Learner Recruitment presented her comprehensive report and, linked to the earlier discussion, commented that the strategy to fix courses and locations was really important and helpful in terms of marketing. She advised that application data was updated again on Friday and is looking better than reported. Group is now 197 applications up on the prior year for part time courses.

Committees attention was drawn to the detail of the campaigns which are taking place. Governors all agreed that it was really exciting to see everything that is happening. It was noted that the new website launched last week.

AGREED: to note the content of the update provided.

12 Apprenticeship Update – Executive Summary

The Assistant Principal presented her written report and key matters highlighted were:

- 39% of provision is rated as good
- Detailed discussions regarding all aspects of provision take place at the task and finish group
- Group is moving forward in some areas, however there are still some issues to address particularly in relation to engineering.
- Details provided in relation to the new national accountability measures

Committee asked whether there is any one single issue that keeps staff awake at night. Assistant Principal indicated that it is staffing in the areas of Engineering and Construction.

Committee were advised that the apprenticeship strategy is to be reviewed by the task and finish group at their July meeting and that, part and parcel of this, will be the need to make some quick decisions, some of which will be based upon staffing. Challenge from the committee was to have a strategy in place which has clear bullet points i.e. what are the priorities.

AGREED: to note the content of the update provided.

13 HE Update – Executive Summary

The Head of Higher Education presented his detailed report and key matters highlighted were:

- Cumulative and multi year data is up
- Slight dip in relation to final year data
- Performance of underrepresented groups is still above other cohorts. Retention rates are within 1% of non-underrepresented. Group is making good progress.
- Group has received 497 HE applications which is positive when compared to 20/21
- UCR profile within the town is something that is being worked on
- Access and participation plan is being reviewed and there are some changes that need to be made
- Group is still awaiting the outcome of some aspects of the OfS ILR audit
- Some great student exhibitions and performances. Students have been really positive in relation to these.
- Page 2 shows that there was previously a continuation gap, however the historic gap has now been closed and retention has improved

In considering the information, challenge from the committee was to provide 3 year trends so that it is easy to see the 'ups and downs' (Head of HE – September 2022). All governors agreed that they would want to be able to celebrate the good news stories.

Challenge from the committee was that the reports all need to include student numbers as well percentages (All report writers – September 2022).

Committee were then given an update on T Levels and key matters highlighted were:

- Group has an implementation plan in place and is working through this to progress
- Staff are working with the marketing team
- Staff training is planned
- Group is working with other colleges to share best practice regarding rollout

AGREED: to note the content of the update provided.

14 Adult Education and Contracts Update – Executive Summary

The Director of Adult Education and Contracts presented his report and key matters highlighted were:

- Students continue to make a good standard of progress
- Almost all are on track to progress/achieve
- High level of satisfaction rates
- Positive survey responses, particularly when compared across the SYMCA region
- Strong positive data
- Impactful learning experience
- Financial forecast is £4.16 million. Group is on track to see an increase on the prior year position, however remains below profile/forecast. This is something being carefully considered during planning, particularly internal growth.
- Group is currently conducting a subcontract tender and the expectation is that the level of subcontracted activity will significantly reduce
- There has been a recent increase in applications as a result of a real focus and an example given was in ESOL where there has been a positive impact
- There have been some staff changes, however the group is making positive steps forward
- Group continues to really drive forward in ensuring an employer responsive approach. This is incorporated within curriculum planning.

- Case studies were provided and committee were given assurance that these were a random selection and not 'cherry picked'

Committee considered in more detail the use of subcontractors and in relation to the proposed tolerance percentage asked what 'good' will be. It was agreed that this would be provided in future reports and it was explained that the 'good' targets are set in the PIMS action plan ([Director Adult Education and Contracts, 2022/23](#)). Committee also indicated that, in this area, they would like to see long term trend data for key points of the year i.e. planned, in year and actual ([Director Adult Education & Contracts, 2022/23](#)).

Challenge from the committee was that in the next academic year they would like to see case studies included which comment on the transfer of provision/curriculum changes to specific sites. All agreed that these would be useful to build on the development of USP's for next year. As previously requested, committee indicated that they would like to see 3 year data trends so that it is possible to compare and contrast and better understand statements made and an example given was the reference to 'almost all' learners.

AGREED: to note the content of the update provided.

15 16-18 Study Programmes Update – Executive Summary

Governors' attention was drawn to the written report and key matters highlighted were:

- Excellent performance by students in the recent competitions
- There is a decline in relation to attendance but this is not impacting on progress
- Target grades set are aspirational and current predictions suggest that 31% (750 learners) will not meet the aspirational targets.
- Retention is 1% up on the prior year
- Predicted average value added score is -1.39
- 97% of ESFA funded learners have moved to a positive destination
- Group is still surveying learners and to date 1,340 have participated in the perlos survey

Challenge from the committee was that trend data in future reports would be helpful.

AGREED: to note the content of the update provided.

16 Compliments and Complaints – Executive Summary

The Assistant Principal presented the report and explained that it builds on the February 2022 reported position and that this gives a full year picture. She confirmed that the team have taken on board the previous challenge from governors i.e. whether the organisation 'embraces' complaints and the report gives two instances where it was possible to make positive changes as a result of receiving a complaint. She explained that this detail is now held and managed by the information governance team. Governors all agreed that it was really pleasing to see how the organisation had 'closed the loop'.

AGREED: to note the content of the update provided.

17 Committee Annual Review

The Director of Governance introduced this item and explained that it was an opportunity for this committee to reflect on the year and then plan for next academic year. Committee were invited to review terms of reference, membership and draft work plan.

Committee reflected on how the meeting had worked today and all agreed that they were happy to retain the executive summaries but requested the addition of trend data. Governors indicated that, in the next academic year, they would like to see more information provided in the 'risks and implementation' box included within the template report and particularly the link between this box in each report and the Deputy CEO's risk report (**All report writers – 2022/23**). Deputy CEO indicated that her paper picks up the strategic rather than the generic risks which are included within the individual reports.

Governors all agreed that they were now assured that they were receiving the right type of reports and information and, as a development, suggested that each report could be linked to the relevant strategic objective/headline KPI. Deputy CEO confirmed that she would review and update the template (**Deputy CEO – Sept 2022**). Challenge from one governor was how Ofsted will know that the board/committees have sufficient data and that it would be useful at appropriate points in the year to conduct a deep dive and ask for extra detail on certain points.

Deputy CEO indicated that she and the CEO have reviewed the SLT reports and reporting requirements and that these will still include the detail which will then feed in to the executive summary. Governors will always have an opportunity to cross reference the more detailed documents should they so wish as this will then show the information provided to SLT.

In terms of suggestions for next year, these were:

- To give more transparency to the link governor role
- Separate agenda item for EDI at appropriate points in the year

Challenge from the committee was to differentiate between those items which are routine and will come at every meeting versus those that are exceptional and only periodic.

Committee agreed that it was important for them to see a curriculum planning timetable and that detail should also be provided on the curriculum profile year by year so that changes over time are clear. For the next meeting, committee requested a diagram of the quality cycle for each student group, with a summary of internal quality assurance processes and how these link to where and when governors take assurance (**Assistant Principal – September 2022**).

Committee acknowledged that they had recently reviewed and updated the terms of reference and therefore they were happy to recommend that these, as well as membership, roll forward unchanged for the next academic year. In terms of the work plan, the Director of Governance confirmed that she would update and then circulate (Director of Governance, August 2022).

18 AOB

There were no items of additional business but governors took the opportunity to thank the Chair of the committee for her work throughout the year.

19 Date and time of next meeting

This was confirmed as Monday 10th October 2022 at 5pm (Online via Google Meet)

The meeting closed at 7pm

Signed _____ Chair

Date _____

