

<b>Meeting/Committee</b>	<b>Quality &amp; Standards Committee</b>
<b>Date of meeting</b>	26 <sup>th</sup> June 2023 at 5pm (Via Google Meet)

## 1 Declarations of interest and eligibility

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

## 2 Welcome, introductions and apologies for absence

### Attendees:

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

### In attendance:

Tracy Mace-Akroyd	Deputy Principal/CEO
Maxine Bagshaw	Director of Governance
Dave Cosgrove	Head of Business Intelligence and Performance
Debra Adams	Director of Campus, DVC
Laura Reid	Director of Safeguarding and Student Support
Daniel Stanbra	Director of Adult Education and Contracts, English and Maths
Keith Sanderson	Director of Campus, Rotherham Campus
Cheryl Martin	Director of Quality and Academic Standards
James Godsell	Director of Business Development and Apprenticeships
Lucy Barnwell	Director of Marketing and Learner Recruitment
Melanie Smith	Director of Campus, North Notts
Mark Ryan	Vice Principal Curriculum

### Apologies for absence:

Apologies for absence were received from Sally Gillborn. Mark Ryan was welcomed to his first meeting having recently joined the college.

## 3 Minutes of the meeting held on 22<sup>nd</sup> March 2023

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 22<sup>nd</sup> March 2023.

There were no matters arising.

#### **4 Action progress report**

Committee were happy to note the content of the update provided.

#### **5 Safeguarding, Prevent and EDI**

The detailed report circulated in advance was noted. Key matters highlighted included:

- Minimal changes to the 2023 update to Keeping Children Safe in Education. There is greater focus on filtering and monitoring. Staff training will be provided on this and will include a way to check understanding. Compliance will be monitored.
- There have been some issues at Rotherham and North Notts campuses that have necessitated working with the police. These were described as community issues. Committee were given assurance that the organisation is working with various people at various levels. Particular issues are at the bike sheds and land behind college sites. College is working with the local authority to try and introduce a healthy zone around Morpeth Street, this would include it becoming a smoke and vaping free zone.
- Together all is coming up for renewal and college is exploring options in relation to this.
- College has used the support dog during exams, and this has been well received.
- There are two ongoing LADO referrals, one of which is almost resolved with no case to answer.

AGREED: to note the content of the update provided.

#### **6 Curriculum Strategy**

Deputy CEO introduced this item and explained that this document was the culmination of a lot of work in a lot of areas, including governor feedback. There have been a number of iterations. Adult and HE strategies will be developed as sub strategies. Governors then provided feedback, including:

- Suggestion to include the page which draws all of the strategies together,
- Can we better articulate the why and not just the what,
- Could we say more about resources and affordability when looking at delivering the strategy,
- Is the college applying for LSIF, as it would be good to tie it in to curriculum strategy and cement the links.

Deputy CEO indicated that, what staff are trying to do is avoid any overlaps and/or duplication across the strategies but acknowledged that it needs to be clear how different strategies interweave through cross referencing.

In relation to LSIF, Daniel Stanbra confirmed that he is leading this on behalf of the group and is operating across both LSIPs i.e. D2N2 and SYMCA. He provided assurance that the group is very actively involved in drafting the bids and has a strong seat at the table.

AGREED:

- a) To note the content of the update provided, and
- b) Subject to a review of feedback at the meeting and by email, to recommend that the Curriculum Strategy be approved by the board.

## 7 Risk Report (including QIP questions)

Deputy CEO introduced her detailed written report and key matters highlighted included:

- Risks were reviewed by the SLT on 15<sup>th</sup> June 2023,
- A number of risks remain the same, including apprenticeship provision, T Levels, internal progression and English and Maths,
- Retention has dipped slightly again,
- Most significant concern identified is the number of synoptic assessments that still need to be completed. This is not just in apprenticeship provision.
- Attendance at GCSE exams improved but is still 5% below the internal target set. Staff are now trying to work through the potential impact on achievements.
- These are the aspects that keep the SLT awake at night.

In relation to attendance at English and Maths exams, committee asked what can be done differently next year. Staff indicated that the exams this year have been a very different experience, with the new MIS team having effective oversight and planning. This meant that there was much better coordination and support. Staff indicated that, it is possible however to put in more measures and that the intention is to be informed by student voice on this as attendance is influenced by their experience. There are a number of actions in place, including:

- Staff training
- Considering the environment
- Behaviour management
- Space utilisation - ownership and accountability
- More catch-up coaches
- New enrolment processes, including
  - Smoother transition
  - New timetabling
  - Lanyard barcode links to the rooming system so that everyone has absolute clarity (students and staff) where learners should be.

One member of staff indicated that the organisation may want to explore the use of Rotherham United premises as an exam venue as this had a lower percentage attendance when compared to the campuses.

Challenge from the committee was to analyse in detail those who did not attend. Staff confirmed that work is underway in relation to this but that there is further analysis that can be completed. All agreed that this might highlight what support or other interventions can be considered.

Challenge from the new Vice Principal was the need to really review and analyse what the organisation did and didn't do this year so that it informs planning for next year. Staff indicated that, in terms of attendance, it is known that whilst some learners did attend for the exams they didn't stay for long and therefore it is unlikely that they will pass and therefore this will have an impact on achievement.

Challenge from the Deputy CEO was to review results alongside those who were making no or slow progress before the exams to see if there is a correlation, as this will also inform strategies for next year.

One governor asked for clarification regarding the in-year retention colouring and how this links to the numbers provided. Staff advised that the percentage is learner retention by all and then by site which is RAG rated. Anything above 94% is green, 90%-94% is amber and less than 90% is red. Information provided is then split down by age and curriculum areas.

AGREED: to note the content of the update provided.

## **8 Applications and Enrolments 2023/24**

The comprehensive written report circulated in advance was noted and key matters highlighted were:

- In relation to 16-18 provision, progression data is based upon variable retention percentages to give a number of scenarios. Position is looking very strong and numbers are tracking positively.
- College is putting a lot of activity now into adult recruitment as numbers are down.
- In relation to HE, there is a lot more that can be done to improve recruitment and the organisation is currently waiting for UCR signage which will be really helpful.
- Figures given include accepted offers which are up on the prior year position.
- Organisation has had strong participation in the taster days and an example given was that at North Notts today attendees were +50% when compared to last year. The organisation is now much more responsive to the needs of the customer and this seems to be paying dividends.
- All sites will be open for business over the summer and the intention is to move to becoming a 50 week a year business.
- School data is much stronger. The team are very bullish whilst also being professional and don't take no for an answer. There have been circa 2000 children in for taster days over the year.
- Enrolment starts from GCSE results day.
- Team is really looking at customer experience and the learner journey.
- A real move away, locally and nationally, from long and thin qualifications with alternatives being provided which are shorter and with multiple start points.
- A much greater focus and attention this year on existing and progressing learners.
- New Vice Principal is shaping the careers team and how they work

Challenge from one governor was that results days (not just GCSE's) are an opportunity for PR and promotion and they asked also whether the group is ready to comply with all of the Ofqual expectations. Deputy Principal indicated that the group does have an enrolment working party and it was agreed that Dave Cosgrove would check that they have considered Ofqual requirements and that these are included within the action plan ([Dave Cosgrove, June 2023](#)).

AGREED: to note the content of the update provided.

## **9 Quality of Education Reports**

### 1) 16-18

Given earlier discussions in the meeting, committee were happy to note the content of the report provided and all agreed that it was great to see how well

students are doing in competitions. Staff advised that they were hoping to develop a 'wall of honour' at each campus.

## 2) Adults

Key matters highlighted were:

- Quality metrics are all positive, as is distance travelled,
- Attendance is up but is falling short of internal targets, however the group does have high expectations,
- Financial position is 110% against the planned point in time. Expectation is 103% for the full year.
- Group has successfully built in new provision, but there is more that can still be done given the late growth allocations,
- Multiply position is positive. Financial profile for next year is £139k which is +30%
- Organisation will now seek to capitalise on successes.

One governor noted that the personal development target is RAG rated as amber and asked why this is the case. Staff advised that there is still more to do and that the organisation will be looking more closely at CEIAG, particularly in relation to access to HE. Staff indicated that the group was not yet far enough along to move to a RAG rating of green.

## 3) Apprentices

Key matters highlighted were:

- Apprenticeship conference has taken place,
- Strategic priorities have been reviewed,
- Staff have had a series of workshops with the quality team, with a focus on raising teaching expectations and providing support in relation to this. Organisation will continue with a suite of training.
- Staff are working on Onefile with employers,
- There are exciting engineering developments at Rotherham Campus. Group has successfully responded to EQA issues and is hoping to regain direct claim status. There has been good staff recruitment.
- Organisation is amending the way it records off the job training to make it simpler.
- In relation to accountability measures, the group is still amber for overall QAR data
- There are 210 Out Of Funded (OOF) learners. Of these, 82 are in gateway and are awaiting end point assessment. Committee Chair asked what the figure will be in September. Staff advised that it will be reduced to 130.

One governor asked whether 100% of learners are on Onefile and whether 100% of assessors are using the system. Staff advised that all assessors use Onefile but that there are a small number of learners who continue to be paper based. This is because they are so close to finishing that it doesn't make practical sense to transfer them, and some are significantly out of funding.

## 4) HE

Key matters highlighted were:

- Overall retention is above last year,
- As is attendance, and is the highest in the group,
- Predicted achievement, if achieved, will be improved,
- Stakeholder satisfaction is improving,
- Responses have been analysed following the NSS survey,

- Risk for the organisation is that applicant numbers are 72 down on the prior year,
- Organisation is well into the final internal survey of the year. Currently showing 91% satisfaction. HE lead confirmed that she had been tasked with improving response rates which has been achieved. Team are also looking at other methods to compliment surveys and give context and one example given were focus groups.

Challenge from one governor was in relation to another year where there is a downward trend in student numbers, and they therefore asked whether a deeper dive needs to be conducted in terms of the strategy. Staff acknowledged that this was the case and reminded that a HE Strategy Group has been introduced. This will be similar a group to the Apprenticeship Impact Group. Campus Directors now have responsibility for HE and will be reviewing LMI data for each area. Organisation also wants to look at the possibility of introducing micro credentials.

When looking at the data in relation to applications, governors asked what the split is between new and progressing. Staff advised that it is mainly internal progression where the numbers are down compared to prior year. All agreed that there was a need to be encouraging current Level 3 learners to apply if that is what is appropriate for them.

Staff advised that there are only two areas where the numbers are up compared to last year. Challenge from the committee was, it looks as if there is a need for more analysis and focus on HE. Observation from the Director of Marketing and Learner Recruitment is that the group can really improve local knowledge regarding the existence of the UCR as a first step.

#### 5) High Needs

Key matters highlighted were:

- EHCP consultations are high this year,
- Group has recruited new EHCP coordinators to ensure capacity,
- Applications to Flex are up this year. Responsibility for this is transitioning to curriculum managers.
- Functional skills will be delivered by the English and Maths team to Flex learners,
- LAC retention is lower than last year. It is believed that ESOL numbers may have inflated the position last year.
- Staff are looking to develop pen pictures for the LAC learners which can then be shared with curriculum staff,
- There is lots of transition work being done.

Deputy CEO highlighted the fact that the Landmark Specialist School is moving in to the area and that, this may mean competition in the town centre.

Chair noted that there were 116 applications and asked whether the organisation has capacity to support this, as it is a big jump from the 68 in the prior year. Assurance was given that there is capacity, with most of these learners being on the transition taster programme. One governor commented that the information

provided regarding the overlap between LAC and safeguarding was very interesting.

AGREED: to note the content of the updates provided.

## 10 Committee Annual Review

Director of Governance introduced this item and explained that this was an opportunity to look back on the year and assess what had worked well and potentially what could be improved. She reminded that the planning of agendas had significantly changed in the year to respond to feedback from governors. She invited the committee to consider the Terms of Reference in place for this academic year and discuss whether any changes are required. She expressed the view that potentially this year it is appropriate to look at more changes than is usual as there are some missing aspects within the duties section which the committee does have a focus on but do not appear. Examples given were:

- Local skills/LSIPs
- Risks
- HE
- Safeguarding, Prevent and EDI
- Stakeholder engagement
- Marketing and
- CEIAG

In general discussion, committee all agreed that the terms of reference would benefit from a refresh and indicated that they would like to see triangulation between employers, individuals and the curriculum.

Deputy CEO expressed the view that there is too much of a focus on FE and not enough focus on HE and therefore this needs to be balanced out.

In relation to the meetings this year, feedback comments included:

- In terms of the structure of the meetings, we have now got to a point where we focus on what we need to,
- Development of governor links is also really helpful,
- There is now the right balance of information and discussion with a reduction in the volume of papers. This allows focus.
- Committee feels as if it is tapping into the right sort of things
- The risk led approach is better and appropriate

Deputy CEO confirmed there is an intention to look at QIP reporting to this committee over the summer with a plan in place for next academic year.

One governor indicated that, for her personally, she would welcome receipt of meeting papers in one PDF using Adobe to compile. Director of Governance agreed that she would look at the feasibility of this ([Director of Governance, September 2023](#)).

It was agreed that the Director of Governance, Chair and Deputy CEO would review terms of reference and update ready for a new version to be presented to the board for approval. In terms of membership and frequency of meetings, committee were happy to roll forward 'as is' for the next academic year.

AGREED: to note the content of the update provided.

## 11 AOB

There were no items of additional business.

**12 Date and time of next meeting**

The Director of Governance confirmed that this would be finalised shortly and then communicated.

**Meeting closed at 6.30pm**

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_