

Meeting/Committee	Quality & Standards Committee
Date of meeting	27 th September 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	
Katie Curtis	
Katie Asgari	

In attendance:

Tracey Mace-Akroyd	Deputy Principal/CEO
Cath Mollart	Executive Director of CS & SP
Dave Cosgrove	Head of MIS
Laura Reid	Director of Safeguarding and Student Support
Daniel Stanbra	Director of Adult Education and Contracts, English and Maths
Cheryl Martin	Director of Quality and Academic Standards
James Godsell	Director of Business Development and Apprenticeships
Lucy Barnwell	Director of Marketing and Learner Recruitment
Mark Ryan	Vice Principal Curriculum

Apologies for absence:

Apologies for absence were received from Sally Gillborn.

3 Minutes of the meeting held on 26th June 2023

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

Matters Arising

Item 8 - The Head of MIS confirmed Ofqual requirements had been discussed.
Item 10 – The Executive Director for CP & SP advised that the team are looking to move to PDF format – single file for papers, this had been delayed due to staffing gaps within the executive admin team.

AGREED: to approve the minutes of the meeting held on 26th June 2023.

4 Safeguarding, Prevent and EDI

The Director of Student Support & Safeguarding introduced her detailed report and the key matters highlighted included:

- The arrangements for Safeguarding are effective
- Currently in the process of embedding a new Safeguarding structure
- Keeping Children Safe in Education 2023 was launched 1st September 2023, all staff will read and complete a knowledge check to ensure compliance, HR will chase any staff with outstanding compliance
- 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 and inform training and practices
- The Director has been asked to be part of a round table discussion referring back to the Manchester bombing incident
- Predicted achievement for 22/23 is 84.98%, there are minimal gaps between identified groups.
- Safeguarding training is written in line with local and national risks/threats and current guidance.
- Over 200 staff members have completed trauma informed practice introduction training, this will continue to be rolled out.

The Chair asked about reduced achievement relating to asylum seekers. The Director advised that unfortunately a high volume of these learners had to move out of the area, therefore unable to complete their qualification.

AGREED: to note the content of the update provided.

5 Applications & Enrolment 23/24

The Director of Marketing & Learner Recruitment introduced her detailed written report and key matters highlighted included:

- Update to enrolment numbers since the report - at present EFA learners is at 3350, against target of 2850.
- Enrolment communications this year has been much more focused and frequent with learners having had a letter, emails with QR code, texts, what's apps (July / Aug), a reminder the day before enrolment interview with what to bring, a reminder if a no show.
- Learners who have not turned up received reminders on the day to come to the Late Enrolment organised for Saturday 2nd September.
- Additional enrolment events have taken place including one on 2nd September which allowed for application, interview and enrolment on the same day and included over 500 attendees across the Group as well as late night enrolment events for learners in Tuesdays and Thursdays.
- This year there is data to show 'no shows' which has led to instant follow-ups.
- Marketing campaigns to remind learners to enrol or that it's not too late to apply, are in place. The 'It's Not Too Late' campaign has been running since the end of August and will continue into October.
- Work being carried out on retention strategies.

One Governor asked about enrolment to T-Levels, the Director of Marketing & Learner Recruitment advised that this varies between areas. The Vice Principal gave an update on the exact numbers and advised of themes nationally. Work is ongoing around further recruitment.

The Deputy CEO updated on the current level of withdrawals which was much lower than previous years and confirmed that any withdrawals prior to being processed are being scrutinised by the Vice Principal alongside Directors of Campus.

AGREED: to note the content of the update provided.

6 Risk Report (including QIP questions)

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

- The updated QIP has been uploaded and also the draft of the 23/24 QIP
- Focused on key items for 23/24, discussions with SLT have also identified some of the main areas
- Attend to Achieve meetings have commenced to have a more focused view on attendance
- Group attendance likely to start in the Amber category, report to next meeting to confirm
- Monitoring risk of Estates work due to take place
- Personal Development Curriculum is a new team and still roles to recruit to
- Work Placement scheme confirmed with Gullivers, positive for the learners
- Securing achievement outcomes for 22/23 – work ongoing with MIS and curriculum teams to ensure achievement is maximised
- Over recruitment is providing staffing challenges
- New provision on board which is being monitored.

The Chair asked about the variation in achievement across the sites within the same course, engineering as an example, could best practice be shared. The Deputy CEO explained the differences in the curriculum. Once the final outturns have been confirmed there will be further analysis carried out. The Vice Principal gave an overview of how curriculum is running within the first 3 weeks of term.

AGREED: to note the content of the update provided.

7 Sustainability within the Curriculum

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

- Embedding and embracing sustainable values throughout the Group, aim to equip staff and students with the chance to develop their knowledge and understanding of sustainability and therefore make informed choices now and influence future through their own lens.
- Each student will be enriched for having sustainability embedded within the College campus activities and their study programme, helping them to understand sustainability in a contextualised curriculum environment and how sustainability is linked to almost everything.
- Students will have a voice in how sustainability is delivered across the Group, whilst gaining the skills, behaviours and knowledge to support their progression

for future careers. This will be achieved through the Student Voice and Student Union, in addition to the personal development provision.

- The UN SDGs are a selection of 17 interlinked global goals to transform our world designed to be a “blueprint to achieve a better and more sustainable future for all”. The Group incorporates the SDGs into the priorities and where appropriate into the curriculum.
- Aim to embed sustainability throughout the curriculum, creating sustainability conscious students who will leave the Group with the skills and knowledge required to contribute to a more sustainable society. Each curriculum area and Campus will have Sustainability Action Plans linked to 17 Sustainability Development Goals (SDG). This will be measured through Quality Deep Dives.

One governor asked if there was anything within specifications from awarding bodies? The Vice Principal advised that a holistic approach has been adapted and sustainability embedded within programmes rather than specific standalone qualifications.

AGREED: to note the content of the update provided.

8 Compliments & Complaints Annual Report

The Executive Director of Corporate Services and Strategic Planning introduced her detailed written report and key matters highlighted included:

Key matters highlighted were:

- Increase in complaints year on year however there no specific trends.
- There has been a number of complaints relating to a specific course this academic year and an investigation is ongoing into these matters.
- Largest percentage of complaints is in relation to teaching learning and assessment as you would expect from an educational establishment.
- Trialled a not yet logged system which has been successful.
- Training has taken place with managers on complaint handling which has been well received, this will continue throughout the academic year.

The governor asked about the course which had received a high volume of complaints, the Executive Director provided some explanation around the issues and advised of process.

AGREED: to note the content of the update provided.

9 Quality of Education

a) **16-18** - The Vice Principal introduced the detailed written report and key matters highlighted included:

- Almost all of our students in 22/23 made positive progress on their knowledge skills and behaviours (KSB) from their starting points. The final Knowledge, Skills and Behaviour (KSB) tracker identified that 97.19% of young people significantly improved their wider skills to build on what they already knew and could do from their starting points to achieve their learning goals and prepare them for their next steps.
- Students enjoy their time at college and are positive about the difference their learning journey has made. Results from the exit survey identified that 92.3% of students agreed their course had met their needs, 92.2% felt the course had helped them develop the skills needed to move to the next level and 94.8% understood how to apply their, learning and skills in the workplace.

- Retention for main programmes for 16-18 is 90.71%, which is an increase 1.59% v 21/22.
- Final retention including English and maths for ages 16-18 is 89.58% which is an increase of 0.22% v 21/22.
- Current achievements are predicted at 80.5% v 77.92% (21/22) for main programme which is 2.58% above 21/22, however, this is 0.2% below the latest published NA in 21/22 (80.7%).
- Gatsby Benchmark for the Group needs to be developed and improved within 23/24 in particular GB5 - Encounters with employers and employees, GB6 - Experiences of work places, GB7 - Encounters with FE and HE. The introduction of Industry weeks devised with curriculum teams, CEIAG, Work Experience team and Business Development will see an increase of engagement and opportunities and growth of employer academies.
- Week one at all campuses started with a really positive atmosphere with students engaging with activities that have taken place across the Group, with students visiting and utilising other campuses. All learners were taken through the high expectations of the college and what they should expect from studying with the Group.
- Learners have been able to access a variety of activities over the week, such as, Rocket League cross campus competition, Team building and physical activity challenge, Team challenges using MTA, Manvers Lake challenge, Escape Room, Treasure hunts of campuses and key spaces.
- A variety of employer speakers spoke to learners about future industry developments that will require new skills, career and work experience opportunities and the behaviours they are looking for in their future employees.

AGREED: to note the content of the update provided.

- b) **Adults** - The Director of Adult Education & Contracts introduced the detailed written report and key matters highlighted included:
- Predicted 19+ achievement shows a 0.2pp decline (related to decline in subcontracting) but remains +4.73pp above 21/22 19+ national achievement rate.
 - 19+ Predicted EDI achievement gaps have improved overall with BAME performance against White British learners increasing by 1.01pp.
 - Destination Data indicates 82% positive destination outcomes - +7.8pp / 2pp against NOMIS data for Rotherham / Bassetlaw.
 - For 23/24 a robust and responsive curriculum plan is in place to ensure realisation of profiles with a high quality and agile offer.
 - Initial indications suggest that the increased promotion of adult marketing has significantly improved enrolments at this point in the year, specifically at Rotherham Campus.
 - Exciting opportunities in the pipeline with DHL and DWP, further information will be provided in due course.

One governor had asked about support for those affected by the Wilko closure. The Director of Adult Education & Contracts advised that the team had worked responsively to support those affected by the Wilko closure in terms of a dedicated drop-in service to support with employability skills and bespoke training opportunities.

The Chair asked for a breakdown of the results without subcontracting to see the impact of reduced subcontracting (**Director of Adult Education & Contracts**)

AGREED: to note the content of the update provided.

c) **Apprentices** - The Director of Business Development & Apprenticeships introduced the detailed written report and key matters highlighted included:

- The Group's Apprenticeship provision, whilst showing improvement across all areas is not consistently good. The leadership and management team are setting high expectations for both staff and apprentices.
- Attendance continues to improve by month and at 86.16% this is the second highest across the group.
- Further development is required on the use of starting points to differentiate the assessment activities.
- Further development is required to ensure reviews and off-the-job training records accurately capture the full range of skills apprentices develop and the impact this has on the employer's business.
- A refreshed intervention procedure along with greater management scrutiny will ensure early interventions prevent learners from falling behind and increasing OOF numbers. Training has commenced on this procedure.
- Inductions are almost complete for all learners, positive feedback received on timeliness of processing enrolments. Further development on the wow factor.
- Achievement and retention have improved (+4%) and further significant improvements planned for 2023/24.

One governor asked about the OOFs, the Director of Employer Engagement & Apprenticeships advised there are 190+ OOFs, some of this due to the unavailability of End Point Assessment centres, however, plans were explained which would help to reduce this number significantly by the second quarter of this academic year.

d) **HE** - The Director of HE & Academic Standards introduced the detailed written report and key matters highlighted included:

- Predicted overall achievement at 79.03% is currently 5.12pp above that of 2021/22, and 8.51pp above 2020/21.
- Enrolment numbers to date have not reached target and are currently at 427 291 against a target of 427. The Group are still recruiting but unlikely to meet target. Recent information provided has indicated that local universities have lowered their entry criteria which is impacting on student enrolment number.
- Work has taken place with the link governor and this will feed into the newly created HE Strategy Group. The remit of the Group is to revisit the HE Strategy and focus on the future of HE offering at RNN group. Focus on reviewing delivery models and researching potential university partners.
- End of year programme and module boards were held in July and resit boards in September for those students who did not meet deadline dates. Excellent feedback was received from the majority of Academic Contacts and External Examiners who highlighted outstanding practice across the Group's University of Hull provision. Full feedback can be found in Appendix 1.
- In terms of the Groups Access and Participation Plan – good progress has been made in achievement for those students within this group.

e) **High Needs** - The Director of Student Support & Safeguarding introduced the detailed written report and key matters highlighted included:

- Predicted achievement for High Needs students is 83.97%, which is line with learner who do not have High Needs.
- Predicted achievement for 16-18-year-old EHCP learners is in line with those learners without an EHCP.

- Transition work has been carried out for new and progressing learners through a number of activities pre and as part of the induction process.
- 351 enrolled EHCP learners across the group to date, this has increased by 52 learners compared to 22/23.
- Early indicators for 23/24 show 65 Looked after Children are enrolled.
- The DCEO/ Deputy Principal will retain the strategic responsibility for SEND and with the support of the ALS & SEND Manager will work closely with Directors of Campus and Curriculum Managers to support the development of High Needs/ FLEX curriculum.
- Need to continue to focus on positive destinations of those learners moving out of Flex into vocational curriculum areas.
- A focus will also be on strong teaching of English & Maths within the Flex department.

AGREED: to note the content of the update provided.

10 Curriculum Planning Process

The Vice Principal introduced the detailed written report and key matters highlighted included:

- Updates in stage 0, which includes schools' teams, marketing is up-to-date ready for the collaboration and offer available to future students. The removal of support of curriculum efficiency Financial Sustainability and support (CEFFS) model for 2023-24 and support from FEC team. The Attend 2 Achieve and target v enrolment review will commence in Stage 0 to manage the plan from previous year and ensure that the Group progress the student body and monitor attendance in preparation for the future stages of curriculum planning.
- Stage 1 is developed by the inclusion of CEIAG to inform curriculum and reform updates, including skills priorities locally and regionally for the Group. There is a continued drive to assess with stakeholders and LMI the everchanging and constant feedback and action to shape curriculum for future workforce.
- Stage 2 includes the growth of all curriculum in line with reforms and stakeholder and LMI feedback. Within the stage the new curriculum panning tool – 4cast will be introduced for all lines except apprenticeships, this is an ongoing development
- Stage 3 includes the continued assessment with LMI and stakeholders in planning and shaping the curriculum. An inclusion for Director of Campus (DoC) and Curriculum Managers to provide narrative of the curriculum and changes for the future. Dovetailed is the DoC to provide written a summary of staffing needs to meet future plans and skills gaps and or CPD developments to generate a future proofed college. Marketing and MIS team include at this stage to support DoC and CM with the forecast of progressing students, which will be supported via the Attend 2 Achieve policy initiated I stage 0.
- Stage 4 includes the refinement of the curriculum plan, with continued support from LMI and stakeholders. At this stage the sustainability within curriculum action plan will be delivered by the DoC for each campus and continued support for DoC's and CM's in forecasting progressing students through levels and years. A further addition to the stage is the inclusion of Risk Plan via insight against the proposed plan, including inherent and residual risk to mitigate
- The development of stage 5 for MIS to offer and implement progressive enrolments prior to the summer for returning learners, acquiring a robust process for enrolment against the 2024-25 plan

One governor asked about the timeline, the Vice Principal advised that this would be initiated in October, dates for other stages have been amended and included. The DCEO advised that last year the process started slightly earlier as they were viewing the Curriculum Plan into 2024 and beyond. Therefore with the level of work which has already taken place and the additional work that the VP as done it would mean a much stronger start to the process for 2023/24.

The Director of HE & academic Standards advised that through the Attend to Achieve meetings which had been held so far, already information was coming out which would help improve the curriculum.

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 next meeting will take place on Wednesday 31st January 2024 at 5.00pm

Meeting closed at 6.15pm

Signed _____ Chair

Date _____