

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the meeting held at 4.00pm on 14 June 2016

Present:	S Daley (Chair) J Gazzard	A Maltpress (Vice Chair) N Savvas	A Head
In Attendance:	R Carter, Chair R Kirk, AP QI	L Johnson, VP C&Q J Bridges, Clerk	C Shaw, AP SLS

Members confirmed that they had no conflicts of interest to declare in relation to the items of this agenda.

Action

1 Apologies for absence

Apologies for absence were received from J Bloomfield and K Heathcote. Other apologies from attendees were received from L Moody, Vice Principal Employer Engagement and R Sadler, Director of HR.

2 Minutes of the meeting held on 26 April 2016

The minutes of the meeting were agreed as a correct record.

3 Matters Arising

The matters arising from the meeting were summarised in the report and all actions reported had either been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.

At the last meeting directed study attendance came up as being low and as a consequence the Committee had asked for a further report to detail the 2016/17 plan for directed study. The Vice Principal Curriculum and Quality is developing the plan so this currently is not yet in place but each subject area has been reviewed to ensure that directed study is appropriately timetabled to ensure that students have access to the appropriate resources that they need; i.e. if an IT student is timetabled for directed study then their session will be in front of computerised device.

Curriculum Key Performance Indicators

Matters arising from the curriculum key performance indicator report were discussed. Retention looks really good which members commented was positive. Attendance has gone up in Maths and English. The only area where attendance is low is as mentioned above; directed study.

The KPI report for the meeting to be held in October should include all pass rates for the Committee to consider. Maths results are predicted to be a significant improvement on last year.

LJohnson

4 Maths and English Update

The Chair commented that the reports now are particularly useful and strong as they outline the issues, detail the areas for improvement and explain how these are planned to be achieved.

The SFA has published the new updated national rates for GCSEs. A*-C 16-18 resit GCSEs in English is 25% (last year WSC achievement was 70%), the NR for 19+ is now 42% (last year WSC achievement was 79%). National rates for Maths 16-18 is now at 22% (last year WSC achievement was 17%) and 19+ is now 43% (last year WSC achievement was 51%).

The GCSE syllabus is set to significantly change in 2017/18. So cohorts in their second year in 2017/18 will be challenged with learning the old syllabus in the next academic year and converting to the new syllabus the year after.

Functional skills national rates have also changed. Level 2 overall 16-18 is 46% (down by about 20%) because the new level 2 functional skills qualification is the equivalent of the GCSE.

It was noted that students had been resistant about Maths and English at the College so a tremendous marketing campaign has been undertaken throughout the year to win the hearts and minds of students to encourage attendance and raise awareness of how important these subjects are to a student's employability. The perception of students is changing and a recognition of the importance of Maths and English has happened. Staff CPD has been targeted to promote Maths and English to students and the whole culture and emphasis of staff has shifted to promote these subjects and encourage everyone to attend. This has been a whole College approach.

5 Destinations

The report contains a lot of data but the key points are that the College has seen a significant increase in the number of students whose destination has been tracked (70%). Destination reporting captures far more detail than previous reports and now captures more specific destinations such as supported internship, supported independent living, traineeship, voluntary work etc.

Members queried the difference in statistics between Table 1.1 and the graph on the following page. The explanation is that Table 1.1 shows the destination of all leavers irrespective of whether they've progressed into an apprenticeship, onto HE or into employment, whereas the graph shows the actual destination of all students whose destination has been tracked by a telephone survey.

The statistics reported by SSA (tier 2) show the destination of leavers in relation to their area of study and this deeper analysis suggests that the College may need to upsell the destination opportunities to its students, as a high percentage (68%) remain within their SSA which is down from 86% in the cohort of 2013/14 students.

The destination table now published by the DfE and reviewed by Ofsted when making judgements about Outcomes for Learners shows that overall the positive destination of West Suffolk College students is 5% higher than the national rate and is 4% up on the previous year. Suffolk One results are equally impressive.

Of the 1480 2014/15 students 444 were uncontactable, which means that 70% responded to the survey. This response rate is good considering the significant increase in the proportion of 'don't knows' contained within the data.

6 Complaints and Compliments

The report was received for information and has been prepared by the Executive Assistant to the Principal who collates the complaints and compliments received by the College.

The linked detail of the complaints and compliments received was appended to the report. Senior Managers have been assigned to take responsibility for the complaints received and the report details the action taken and how/if the complaint has impacted College procedures. Members commented that they were pleased to read from the report that all complaints had been dealt with

swiftly. A possible enhancement to the report could be to include reporting to the Committee where a spike in complaint trend has led to a College wide change in practice.

7 Lesson Observations

There was a perception that Ofsted inspectors were looking at our observation process with an overly critical eye, given the time of year and concluded that some of our graded lessons were over egged. Inspectors felt that a 92% good or better profile was too high and not realistic. Of the 32 observations inspectors undertook, by the end of the inspection, they agreed that our assessments of observations were accurate.

Inspectors were positive to learn of the College's plans to change the approach to measuring the quality of teaching, learning and assessment to ensure continued rigorous monitoring. The inspector for Teaching, Learning and Assessment acknowledged the approach being developed is sensible and will provide a strong risk based approach.

Dates of learning walks in the next academic year are to be shared with Governors so that they can attend and experience the process with staff.

JBridges

8 Institutional Student Survey (ISS)

The survey has been completed with foundation degree and first year students. The satisfaction result is 80% which is 3% down on the results from the survey the previous year. Every area also disappointingly is down on the responses the previous year also.

Course Committee meetings are now in place with student representation and participation. A review of the course in its entirety will be undertaken to ensure the specifics such as staffing are all taken into account. The Assistant Principal Quality Improvement, who has responsibility for HE, is attending all of these meetings to ensure that appropriate action plans are put in place to address the issues. This will be used as a mechanism to audit compliance and ensure that the actions for improvement are being completed.

The Committee suggested that the report received showed complacency about the issues raised by HE students and that this must be addressed. The issue with assessment has been reported to the Committee previously and governors had been assured that improvements to turn assessment feedback around for students had been made. Clearly the results of the survey demonstrate a different opinion among learners and cause the Committee concern about the level of service received by our learners. This will be addressed at the Course Committee meetings to ensure that accountability is placed directly with the staff and the course directors. Responsibility must be taken for the poor results by area and staff are to take ownership and address the much needed areas for improvement.

The Assistant Principal, Quality Improvement is developing key performance indicators to focus the attention of management and staff on the required improvements and will be attending all the Course Committee meetings in June 2016 and into the next academic year to ensure that the actions identified are taken forward and completed.

It was noted that a Risk Alert has been issued for HNC Engineering further to staffing issues that impacted negatively on student satisfaction rates. An action plan has been put in place to deal with the issues and concerns raised

concerning this programme. The Committee asked the Assistant Principal Quality Improvement to instigate an HE IQR which would pick up every metric of this provision. The IQR report will be shared with the Committee at the meeting to be held in October 2016 and a progress report concerning the ISS will be a standard agenda item throughout the next academic year for this Committee to consider.

RKirk
JBridges

In response to a question raised by a member around the CPD of HE staff the Assistant Principal Quality Improvement outlined the CPD that has been undertaken. From experience UCS CPD doesn't address the nuts and bolts of course management and of course HE governance is not attuned with FE and therefore resistance to standard practice that works in FE is far more evident in the world of HE.

9 External Verifier Summary Report

There were no concerns or questions raised concerning the content of the report by the Committee.

10 CPD Update

There has been a big focus in this academic year around Maths and English CPD. The CPD days in August are focused around Open Mindsets and developing Character Strengths.

Concern was raised that a high percentage (20%) of training was not attended. Assurance was given to members that despite a high percentage not attended, sessions were rebooked so this statistic is somewhat misleading as training has been undertaken. This metric will be removed from the report but final attendance figures (i.e. after staff have attended their rebooked sessions) will still be reported.

RKirk

Teaching and Learning Coaches are responding to CPD requests with sessions designed to meet specific needs of curriculum teams. In addition the TLC team, together with teachers in Grade 1 Exchange programmes have provided excellent individual support to teachers who have received grade 3 or 4 lesson observations. This approach has worked really well in this academic year and will continue to work in this way in 2016/17. Of those teachers whose lessons were graded a 3 or 4 in this year 21 have improved their lessons and now deliver good or better lessons and 5 have left the College.

11 Workforce Update

Confidential item under paragraph 18(2) of the Instrument and Articles of Government

12 Any other business

Ofsted Report

Members received a paper copy of the published report which confirms that the College continues to be Good and still making progress towards outstanding. An action plan arising from the findings of the Ofsted Report is being collated and will feed into the Quality Improvement Plan. This is to be shared with the Committee as part of the SAR for governors to monitor and keep in focus. The Committee is to congratulate and commend all staff for their hard work and effort to achieve a Good Ofsted grade.

LJohnson
SDaley

J Gazzard stepped out of the meeting for the following agenda item

i. **Co-opted Membership**

Membership of the Committee, under its Terms of Reference, is able to include up to two members who are not members of the Corporation. Co-opted membership to any Committee is subject to annual review rather than an appointment to serve a term of office of three years.

The Appointments and Governance Committee met on 11 May 2016 and subject to the endorsement of this Committee, it is proposed that a recommendation will be put to the Corporation at the 14 July 2016 meeting to re-appoint J Gazzard. The Committee agreed that his contribution has been valued and that he should be reappointed. **Proposed** by S Daley and **seconded** by A Head.

Membership

The contribution of A Head was recognised and he was sincerely thanked for his participation as a student governor over his term of office. J Bloomfield also steps down as a governor in July this year. Her HR expertise in particular will be missed by the Committee and contribution as a governor over many years.

The Committee also extended their thanks and recognition to Barbara Unwin, Quality Manager, who retires in August 2016.

Date of next meeting

Tuesday 18 October 2016 at 4.00pm. Room TG1.16

The meeting closed at 6.00pm

JBridges