

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the meeting held at 4.00pm on 26 April 2016

Present:	S Daley (Chair) K Heathcote	A Maltpress (Vice Chair) N Savvas	A Head
In Attendance:	R Carter, Chair L Johnson, VP C&Q S Steeds, HE Director	C Shaw, AP R Kirk, AP QI J Bridges, Clerk	L Moody, VP EE R Sadler, HR Director

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

1 Apologies for absence

Apologies for absence were received from J Gazzard and J Bloomfield. Other apologies from attendees were received from B Unwin, Quality Manager.

2 Minutes of the meeting held on 2 February 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.

Members were pleased to receive the progress report outlining the disciplinary process undertaken with students who have been identified as at risk for a number of reasons and the support offered to students to get them back on track.

Curriculum Key Performance Indicators

The report was available to the Committee prior to the meeting via a link. There are issues highlighted in the report and members were satisfied that the actions identified are likely to suitably redress the position. Members asked to receive a report concerning the effectiveness, added value and 2016/17 plan of Directed Study sessions.

LJohnson

It was noted that attendance is now a key priority running up to the exams and that there was generally good news regarding assessment and retention and particularly the best case success rates for work-based learning at 83%, 13% above the national rate.

It was agreed that the Vice Principal, Curriculum and Quality will provide future KPI reports at Sector Subject Area level (Tier 2 level) in order to triangulate the data (attendance, retention, assessment, at risk etc) reported to the Committee.

LJohnson

S Steeds joined the meeting at 4.30pm.

4 Maths and English Update

The Chair has met with the Director of Maths and English and has been impressed with the level of commitment and work undertaken in year to improve the provision for students.

Attendance at Maths and English is a condition of funding and members were pleased to hear that the College is 99.8% compliant. Compliance in the sector is set at 95%. Meeting the condition of funding means that a student must have at least two marked attendances to a Maths and/or English class so while the College has achieved a high compliance on condition of funding concern was

raised that for a large number of curriculum areas (identified in table 1.1. of the report) attendance rates of students are less than 87%, RAG rated Red. Students have been supported by staff to attend their lessons and in some instances have been accompanied to the classroom to ensure that they attend. This work continues to encourage improved attendance rates. Changes planned to the syllabus for functional skills level complicates the issue and there remains some lack of motivation in students to attend Maths and English.

There is a strong correlation between attendance and delivery of Maths and English by vocational teachers (e.g. Hospitality and Foundation Studies), where the relationship ensures that students attend their Functional Skills, but this is not necessarily the case in all areas where vocational teachers are involved in delivery. The college is looking to spread best practice across the curriculum, remaining aware that one size does not fit all and delivery needs to match needs of students.

Functional skills achievement is now at more than 50% on all qualifications. GCSE Maths and English 2015/16 predictions are based on the RAG rating of students, their attendance and monitoring or performance of Markbook assessments and approach/attitude to learning. Table 3.1 of the report shows the target grade versus the expected grade of 16-18 and 19+ students on GCSE Maths and English programmes. Learners who are not predicted to achieve a C grade are receiving extra targeted support in their revision. The Committee asked to receive a report that shows how this prediction compares against the grades achieved by students when the results are available. The predicted achievement on GCSE Maths this year is predicted to be much better than the previous year but with a slight reduction on the performance for English.

LJohnson

5 HE Attrition Rate Update

Since the report in January there have been no individual courses with unusually high numbers of withdrawals and totals across all provision compared to the same point last year has reduced from 48 to 28 individuals.

Plans are in place to create a unique selling point on Applied and Social Science courses (specifically the FdA Sports Coaching Programme) to offer progression opportunities onto 3 year BA Hons programmes for example to help address the high attrition rate in this area. Withdrawals are due to individual specific unrelated issues.

The Committee sought assurance that the other areas where in-year attrition is approaching the 10% mark are being effectively managed. Performance Arts, Combined Routes and Counselling and Education are nearing the mark. The Committee is to receive the next update report at first meeting in the new academic year. The Clerk is to circulate the embedded PDF document within the report that provided a comparative of withdrawals by course. The document could not be opened by members.

SSteads

JBridges

6 Learning Walks and Internal Quality Reviews

In response to the shorter Ofsted inspection regime the College has heightened its use of learning walks in curriculum areas. These are a snap shot in time, making a judgement on the part of the lesson/area observed which is attuned to the experience staff will receive at inspection. These have proved to be exceptionally effective to identify improvement and enact the support required. It is proposed that these are to be timetabled for the next academic year and inform the observation of teaching and learning process and policy.

R Carter shared his experience from the Learning Walk he undertook last week as part of the Governors' First Hand programme and concurred that the process exposes the areas for improvement but is used in a supportive and developmental way. It was suggested that the evaluation of the first hand experiences of governors could be enhanced by the sharing of anecdotes and observations made by governors as well as through the feedback form and the Clerk is to think about how these can be encapsulated in the future.

Areas for Internal Quality Review were selected on the basis of risk of either low retention, achievement or poor compliance with College policy and procedure (Building Services and Construction and In-Roads). An area may be selected because of changes in the teaching team, curriculum or practices (Maths and English). Some areas may also be selected because there is good or outstanding practice, but a metric, such as Markbook Completion, has flagged issues that require more detailed understanding as to the contributory reasons (Computing).

More learning walks and Internal Quality Reviews will be undertaken and these will all be incorporated into the overall annual Quality Improvement Plan (produced as a result of the Self-Assessment process).

7 **Workforce Update**

The report highlights the key activities relating to the workforce that have been carried out in recent months and those planned for the future.

International/European recruitment remains at the forefront of the recruitment strategy and the College is seeking to expand its current advertising approach to ensure the widest audience is targeted.

A review took place in March 2016 of the College Catering provision and this has concluded positively.

A revision of the capability policy has been discussed with UCU which would clarify that a teacher who received three grade 4 observations would be dismissed for capability. This approach has been met positively by the Union and they are comfortable to consult on proposed changes concerning addressing continued underperformance.

Short term absence management is under review to ensure a robust, effective and consistent approach is taken across the College. Bradford Factor scores that have reached or exceeded the trigger point of 200 are to be reported weekly to managers who will then be contacted and coached on the next required action. Long term absence is still low but is rising, with many of the cases in 2016 so far, being due to recovery from operations. A review of the Occupational Health contract is underway to assist in managing long term ill-health cases and to support staff with specific health conditions and general well-being.

A proposal has been agreed in principle to explore the option to remove the current annual appraisal system and replace it with a regular 'bite sized' feedback system which will reduce the workload for managers and ensure that staff receive quality, timely feedback to support their performance and development. Any change in process will be implemented with staff through a variety of training mechanisms.

Workforce Key Performance Indicators

The report was available to the Committee prior to the meeting via a link.

Members were pleased to read in the report that while the public sector has seen a significant increase in stress related absence in 2015, this is not the current experience for the College with a low number of staff citing stress/anxiety/depression as the reason for their absence over the period of 1 September 2015 to 31 March 2016.

No issues from the report were raised by members.

8 Workforce Risk Management

The risk register had been filtered to identify the workforce related risks for the College. Two new risks had been added to the register since the last report to the Committee. Members asked that risk R079 (unmotivated staff working in zero pay environment) be removed from the register. This is not an emerging risk to the College at this time. It was agreed that risk R078 (Equal Pay Audits) does not identify exactly what the risk is to the College. It is thought that this is linked in some way to the Government's agenda to eradicate gender pay inequalities for Women and BME groups but the risk is to be reviewed. The HR Director and College Secretary are to undertake a review of all workforce risks for the next meeting of the Committee to be held in June 2016.

RSadler
JBridges

L Johnson left the meeting at 5.55pm

9 Any other business

The Chair of the Corporation, R Carter, reminded managers to use the new report templates for Committee and Corporation papers. The Clerk will recirculate the template to colleagues.

JBridges

Date of next meeting

Tuesday 14 June 2016 at 4.00pm. Room TG1.16

The meeting closed at 6.00pm