

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the meeting held at 4.00pm on 18 April 2017

Present:	S Daley (Chair) J Winter	A Maltpress (Vice Chair) J Gazzard	K Points N Savvas, Principal
In Attendance:	R Carter, Joint Chair T Locke, Head of HE J Bridges, Clerk	L Johnson, VP C&Q C Shaw, VP S&LS	L Parish, Head of QII 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 W O'Reilly. Apologies for attendance at the meeting were also received from L Moody, Vice Principal Employer Engagement. L Parish, Head of Quality Improvement and Innovation for Employer Engagement attended the meeting in her absence. Apologies from governors attending the Maths and English Briefing that preceded the meeting were received from H Nydam, S Clarke, C Higgins and S Healey Pearce.

Action

2 Minutes of the meeting held on 28 February 2017

The minutes of the meeting were agreed as a correct record subject to replacing the words 'Motor Vehicle' with 'Engineering' to read 'Automotive and Engineering courses' in the second paragraph under item 3, matters arising.

JBridges

3 Matters Arising

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

KPI Report Matters Arising

It was noted that Access to HE MarkBook progress is rag rated Red indicating that students are not making the expected progress on programme. The Vice Principal Curriculum and Quality explained that the support and help has been put in place to get the students back on track. Governors asked for assurance that those repeat areas where progress continues to be below target are being addressed and expect to see a notable improvement in the next report.

Agenda item 8 preceded items 4 to 7 of the meeting to enable the Vice Principal Students and Learning Support to leave the meeting for another appointment

Overall Effectiveness

4 2016/17 Quality Improvement Plan Update

At the request of the Committee, since the last report the Areas for Improvement have been highlighted and numbered in the Quality Improvement Plan, where they were actions arising from the May 2016 Ofsted Short Inspection.

The Committee expected that all the actions arising from the Ofsted inspection were on track to be signed off as completed by the time of the SAR.

The Vice Principal Curriculum and Quality was asked to make clear at the beginning of future papers that the Quality Improvement Plan is a live document which addresses current issues for this academic year and is not only dealing with areas for improvement identified the previous year.

LJohnson

Outcomes for Learners

5 Automotive and Engineering Update

The Committee asked to receive a structure chart to detail who is responsible for these curriculum areas as there are a number of Curriculum Directors, Managers and Senior Managers who can be named as being accountable and responsibility is unclear. The Committee would like to see the correlation between who the manager is and what exactly at curriculum level they are responsible for. This will be detailed in the structure chart(s).

The Committee recognised that these areas are strategically under development currently and the IQR report shows a number of areas that are working well and a number of improvement areas that are being addressed. The main priorities around Engineering are focused on the development of the Vintens Centre and the Institute of Technology.

The Committee was concerned to learn of the inadequate teaching of one individual in the Engineering team. The inadequacies are not of a safeguarding nature but about the ability to commit to the schemes of work and lesson plans. These issues are all being worked through with the individual concerned and supervisory support is in place to aid improvement.

6 Maths and English Update

The meeting of the Committee was preceded by a Governors' Briefing facilitated by the Director of Maths and English, T Hewlett, to explain about the GCSE qualification reforms and the impact for the Sector and the College.

There were no issues to report in addition to the briefing received. The Committee did note the improving key performance indicators reported and were pleased to learn that outcomes for students are predicted to be higher than those achieved last year, despite the increased challenges.

7 HE Attrition and NSS/ISS Update

Applications are creeping up and are now at 326 for 2016/17. Computing, Initial Teacher Training and Business are the areas of particular focus for recruitment. There are a number of taster days and sessions organised to entice applicants to visit the site and find out more about what is on offer. This all helps to keep the number of pre-offer applications warm. The Committee asked to see comparative application rates with previous years and to also include the conversion rate from application to enrolment in the next report.

A marketing Teacher Training leaflet has been released to a significant number of employers to attract a number of teaching staff that are not currently in service.

The NEACO recruitment officer is now in post to recruit widening participation applicants from the region.

The Attrition analysis has drawn out the reasons why adult learners on Higher Education programmes leave their course. There are no trends to report and withdrawals tend to be more due to personal life reasons than dissatisfaction with course content. Student support is in place with a dedicated PST in post to help and support students and special admission boards have been introduced to help ensure that students are placed onto the right course and receive the help and support that they need.

The Institutional Review took place before Easter and UoS at BSE has been revalidated to continue with no conditions. Some commendations and recommendations are to be worked through and a plan is in place to address

RSadler
LJohnson

TLocke
RKirk

these points and take this forward. The team is now preparing for the HE Review which takes place at the end of May 2017.

The NSS Survey participation has been positive at a rate of 73.53%. There is an expectation that the survey will show some dissatisfaction with Engineering and the Ipswich Student Union. The CEO of the Student Union has been working with the HE team to mitigate any negativity shown in the survey.

The Committee commended the increased energy in HE and the speed of developments.

8 Early Leavers Report

The reduction in the number of withdrawals continues to improve compared with last year for both 16-18 and 19+. To date there has been a total of 108 (16-18) students and 38 (19+) students who have withdrawn from their programme compared with 196 and 46 respectively for the same period last year. Illness appears as the third highest reason for withdrawal now but in October/November 2016 the increase in the number of withdrawals is thought to be as a consequence of late transfers of students onto different courses. A closer focus on the transfer process is to be undertaken as it is thought that a delay in processing a student who has transferred, particularly onto a traineeship, has increased the number of withdrawals reported. If transfers were completed more swiftly (within the first six-week census point) this would reduce the number of reported withdrawals from the College.

After discussion the Committee confirmed their assurance of the accuracy of the report as the data can be substantiated against the data of the ILR return. Governors noted the positive and significant decrease in the number of withdrawals compared with the same point the previous year indicating that the right level of support and advice and guidance is being offered to ensure that the student either stays on programme or is transferred onto the right course for them. The number of those that become NEET as a consequence of withdrawing from education at the College is reported in September and January each year and the data of those individuals is reported to the Local Authority to ensure that their needs are followed up and other life choices are offered to them as a consequence.

Governors suggested that the success in reduction of early leavers and the reasons for it in terms of strategy and action might be documented somehow to demonstrate the impact of the college's investment in supporting and monitoring individual learners.

C Shaw left the meeting at 4.50pm

R Sadler was invited to report against agenda item 10 next ahead of agenda items 4 to 7 and 9.

Teaching, Learning and Assessment

9 Lesson Observations and Internal Quality Reviews

The Committee was pleased to learn that most of the reviews and learning walks undertaken and reported are green status showing that many areas are performing well/strong and where areas are not performing there are clear plans in place of how these need to improve. There is no external validation of our internal validation currently but the process has been standardised and rationalised by the Director of Quality Improvement and PD and will be externally validated in the 2017/18 academic year.

CShaw

The Committee in particular mentioned the positive performance and turnaround for the area of Business Management. There has been a significant shift in performance of this area and the report absolutely demonstrates how their hard work and determination has positively impacted the outcomes for learners and teaching experience.

Leadership and Management

10 Workforce Update

The HR system, ClearVision, is to be replaced by Cintra. Implementation is anticipated to take place in June 2017.

Engineering recruitment has been the key focus in the department. Three candidates have been appointed and adverts remain in place across 9 EU countries. The template for International recruitment will be used for other hard to fill roles; i.e. computing, and HR will monitor developments with Brexit to ascertain how this may affect us.

The HR team is looking to appoint a Recruitment expert whose primary focus will be to enhance and improve our recruitment processes; one who is passionate about recruitment, social media, head hunters, LinkedIn and other exciting initiatives.

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

The Health and Wellbeing Group have been unable to find a suitable time to meet when any significant number of the group would have been available to attend due to it being a very busy time of the academic year. The Speed Networking Event however to promote a sense of community is still going ahead as planned and has been organised by the group to take place on PD day on 3 July 2017.

R Sadler left the meeting at 5.05pm

11 *Workforce Risk Management*

The position of workforce risks are unchanged from the last report to the Committee in February 2017. There were no issues arising from the content of the report.

12 Any other business

None.

Date of next meeting

Tuesday 13 June 2017 at 4.00pm. Room TG1.16

The meeting closed at 6.00pm