

**STANDARDS AND EXCELLENCE COMMITTEE**

**Minutes of the meeting held at 4.00pm on 24 January 2017**

<b>Present:</b>	S Daley (Chair) J Gazzard	A Maltpress (Vice Chair) N Savvas, Principal	K Points
<b>In Attendance:</b>	R Carter, Chair R Kirk, AP HE J Bridges, Clerk	C Shaw, VP S&LS R Sadler, HR Director	L Johnson, VP C&Q L Moody, VP EE

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 Winter and W O'Reilly.

**2 Minutes of the meetings held on 29 November 2016**

The minutes of the meeting were agreed as a correct record subject to amending the date of the minutes from 31 October 2016 to 29 November 2016.

**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**

Members noted some attendance issues arising from the report and asked how this compares with previous years. Attendance at Maths and English is better than previous years and there is a continued focus to concentrate on the attendance of individual students as part of the monitoring of students at risk and their progress. Students with poor attendance are referred to the PIP (Positive Intervention Programme) team to instigate the support and help they need to get back on track.

Register completion of Conservatoire EAST has appeared as a Red Rag rating in the report. This is due to the cumbersome completion of registers using Mac PCs that are used in this area of the College rather than the desktop PCs and/or tablet devices as the MAC devices are not as network friendly to College systems and therefore cause a delay with the online tracking of register completion. The Vice Principal Curriculum and Quality has looked into the issue and has taken this up with the team to improve the tardiness of register completion approach.

***Overall Effectiveness***

**4 2016/17 Quality Improvement Plan Update**

Maths and English as a priority area remain in the plan but a more detailed action plan underpins this action point in the QIP. The priority is to improve outcomes for learners concerning GCSE Maths.

The Vice Principal Curriculum and Quality has been working with the IT team to develop a Value Added tracking report. The AoC has also been approached and the College has suggested it takes part in a pilot study to model the new value added measures in anticipation of reporting some KPIs to the Committee after Easter 2017.

Achievement rates for sub contracted provision need to increase as a result of improved quality management, by choosing to only work with high quality

**Action**

JBridges

partners. The change in leadership and management has already impacted on improving quality.

The Committee noted that the performance of Automotive and Motor Vehicle areas are mentioned a number of times in the papers for the meeting and have been areas of concern in the past. Smart target setting for learners and apprentices are being implemented to be individual, meaningful and monitored on an on-going basis and Automotive, Engineering and Building and Construction are the primary areas of focus here. In general, target setting is not as effective as it could be, and further work is needed to develop staff members further in these areas in order to support learners and drive their progress in line with their peers. The Committee asked for assurance that all the progress metrics of Automotive and Motor Vehicle students are being monitored and the support and help needed for students is being put in place. A report is to be brought back to the next meeting of the Committee in February 2017 that identifies the highlights and any ongoing concerns of these areas.

LJohnson

### ***Outcomes for Learners***

#### **5 Maths and English Update**

The Committee was pleased to receive such a detailed and comprehensive report and was encouraged to learn that the motivation of this team remains high and hope that the impact for students will be recognised in their achievement.

The Committee was informed that the English GCSE curriculum has changed in this academic year and Maths GCSE syllabus is set to change in 2017/18. Governors said that they understand all of the challenges and would like to receive an update on the impact of these challenges.

LJohnson

Governors asked to receive an update for the meeting to be held in April around predicted grades and other outcome for learners' metrics.

#### **6 HE Attrition Rate Update**

It is encouraging to note that the current retention rate is higher than at the same point last year. This is based on a current withdrawal of 10 students (1.5%) as opposed to 29 students (4.2%) in 2015/16. Currently the overall retention is at 98.5% across the HE provision.

Attrition is 7.82% across all courses. These are students who have moved from the original course of enrolment to a different course within the College, changed to a part time route or have intercalated for a year.

The withdrawal rate for students is lower at this point of the year compared with the previous year, 1.5% as opposed to 4.2% (29 students). Eight have withdrawn for personal or financial reasons. Of the ten withdrawals eight were for personal reasons and two decided it was the wrong choice for them.

#### **7 NSS and ISS Progress Report and Action Plan Update**

There is now a very proactive student union campus officer in place who is in her third year of study and is already looking for her successor. Some great initiatives and areas for improvement have already been actioned and this representation for students is well received.

The new survey is due to be released this week and tablets devices will be available in classrooms so that surveys can be completed in bulk. Promotional material is to be released so that students are aware that the survey is open and accessible and lots of work in the classroom is happening to familiarise students

with the language of the survey so that they recognise terminology such as 'timely feedback' and 'library resources'. Student focus group have also been held and teaching staff updated and familiar with the language and phrasing of new questions in the survey.

The Committee asked if assessments and feedback are timelier as this had been a low scoring element in previous surveys. The Assistant Principal for HE confirmed that work with teams has been carried out to ensure that they are monitoring this more closely and there is a plan to make use of MarkBook with HE students which will help staff to track the progress of students in the future. Work is now underway with the teaching team to break up the marking of modules so that more formative feedback is given and made available to students throughout their course rather than it being more end loaded.

The Assistant Principal for HE informed the Committee that the NUS (National Union of Student) is campaigning for local Student Unions to boycott the NSS and ISS surveys as the results can impact the Teaching Excellence Framework which can influence the future cost of course fees which students are opposed should increase. This is being managed with students of UoS at WSC.

## **8 Early Leavers Report**

There has been a decrease in the number of students withdrawn in the autumn term for both 16-18 and 19+ students. To date there have been a total of 51 16-18 students and 9 19+ students withdrawn from the College compared with 90 and 19 respectively for the same period last year. Most of the withdrawals for the 16-18 age group have been due to gaining an apprenticeship (33%), transferring onto another course (21%) or gaining employment (12%). At 19+ there are no significant withdrawal reasons, although three students have withdrawn due to financial reasons.

The College has taken a proactive approach to keeping students on track and recognises that students are more likely to return after a break such as Christmas if they leave on top of their course and are up to date with their work. This increases the likelihood that they will return in the New Year and this is also evident around the February Half Term and Easter holidays.

R Kirk and A Maltpress left the meeting at 5.30pm

## **9 Courses At Risk**

The report highlighted the courses that are not performing to the expected levels and where there is remedial action.

The metrics show that attendance, assessment % completion and student retention in Healthcare and Early Years are all low. This is across all courses of this provision so drill down of the metrics show which staff and which students may need additional support and help to progress and achieve.

There are 24 out of 136 courses that are Red rag rated across 9 out of 17 departments. Two areas have rapidly improved on 2015/16 performance; namely Sport and Public Services and Science.

Courses are considered 'At Risk' where two or more indicators are Red. The Vice Principal Curriculum and Quality explained that the measurement of assessment tells us how students are progressing on their course; i.e. at the end of the course all students should be 100% complete so at Christmas for example students should be 33% complete on their course but progress may only be at 20%

showing that intervention and support needs to be instigated to get students back on track. Although this is a crude measure it is an automatic indicator of how the students are progressing and whether they are on track to complete their course and this may also be an indicator that student attendance or retention may also be at risk.

It was noted that a number of the Rag rates have not been consistently applied in the report; Maintenance Operations Diploma Level 2 for example shows that the attendance rate of 86% is Red rated but the key shows that an attendance rate between 85% and 89% is amber rated. The Vice Principal Curriculum and Quality will amend the report and will provide an update report to the Committee at the next meeting to be held in February 2017 to indicate which courses have improved and those that have declined.

LJohnson

**10** ***Teaching, Learning and Assessment***  
**Lesson Observations**

The dates of the planned learning walks are to be shared with Governors. The Committee was pleased to receive a comprehensive and detailed report.

JBridges

The Committee was pleased to see that the report identifies the strengths and weaknesses of the observations and learning walks undertaken. The report is RAG rated so it is easy to identify where improvement is required.

The plan is to focus the lesson observations on the areas where it is known that improvement is required. The Committee recognised that this will negatively impact the profile of lesson observations and lessen the grade profile. The Committee questioned how our learning walks are validated and the suggestion to bring in an external validator to evaluate our process and outcomes was thought to be a valuable idea and this is to be actioned.

LJohnson

**11** ***Leadership and Management***  
**Workforce Update**

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

**12** **Committee meeting times**

Members asked the Clerk to look at Thursdays at 4.00pm.

JBridges

**13** **Any other business**

None.

**Date of next meeting**

Tuesday 28 February 2017 at 4.00pm. Room TG1.16

The meeting closed at 6.10pm