

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the meeting held at 4.00pm on 2 November 2017

Present:	S Daley (Chair) N Savvas	A Maltpress (Vice Chair)	K Points
In Attendance:	K Golding, Chair R Kirk, AP QI C Harvey, ED J Bridges (Clerk)	K Heathcote C Shaw, VP S&LS A Adamson, ED	L Johnson, VP C&Q G Jefferson, ED S Clarke

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

Action

1 Appointment of Chair and a Vice Chair

The Corporation reviewed the appointments of Committee Chair and Vice Chairs at the 7 July 2017 meeting. S Daley remains Chair and A Maltpress as Vice Chair to the Standards and Excellence Committee. The Committee confirmed the appointments.

2 Apologies for absence

Apologies for absence were received from J Gazzard, R Sadler and L Moody. Apologies for absence from non-committee members who were invited to attend the meeting included C Higgins, S Howard, S Healey Pearce and H Nydam.

3 Minutes of the meetings held on 13 June 2017

The minutes of the meeting were agreed as correct record.

4 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.

The Committee asked to see the Engineering IQR and Learning Walk report at the next meeting of the Committee to be held on 30 November 2017.

KHeathcote

CHarvey joined the meeting at 4.15pm

5 Committee Terms of Reference

Each Committee is asked at their first meeting in the academic year to review and approve its Terms of Reference. There were no proposed amendments to the terms. The Committee **approved** the Terms of Reference. **Proposed** by S Daley and **seconded** by A Maltpress.

6 Maths and English Internal Audit Report

At the last meeting of the Committee members asked to receive any relevant internal audit reports. In January 2017 internal audit work of Maths and English was completed in order to confirm that the courses were being delivered in a financially effective manner, that class sizes were being optimised and that classes were being delivered to a high quality and that students were entered onto the correct qualification level.

A reasonable assurance opinion (3 of 5, yellow status) was awarded and a total of 3 medium and 2 low recommendations were made in the report. Progress against the recommendations is being tracked by the Audit and Risk Management Committee and a number of those recorded it was noted are already complete.

7 Engineering Update and KPIs

The new Executive Director for Engineering, GJefferson, confirmed that he had found the inexperience of the new team and legacy issues they inherited, had led to what was termed as the 'snowball effect' for assignments, through insufficient management of deadline submissions. This has been addressed for the year ahead by creating firm assessment plans, improvement to the delivery model and weekly communication meetings.

The Committee noted the improved results with the exception of Level 3 whose achievement has dropped from the previous year down to 81% from 86%. There had been a number of complaints from this cohort of Level 3 learners which had clearly impacted achievement rates. There have also been a number of staff changes for personal reasons and 9 new staff appointed to the department. Significant challenges have been overcome in this area with the expectation that new appointments will positively impact the learning experience and outcomes for learners in this academic year. Student recruitment to courses is consistent with other years so there is nothing to suggest that the reputation of the course is in decline despite some negative experiences of students in the 2016/17 academic year.

8 NSS/ISS Action Plan Update

The ISS report was received in May 2018 and the NSS report in September 2017. It's a disappointing read. There were changes to some of the survey questions but the lower response and positive results cannot be wholly attributed to the change in questions and phrasing of them.

The area where responses were less favourable was Engineering, which was not a surprise given the complaints raised by students that were being worked through (as reported above). Course focus groups have been convened to understand the details of the specific points made in the survey to get to the root of the dissatisfaction with the course, content, feedback, learning resources and all other areas from the survey.

A report of HE Achievement, Destinations and Retention is to be presented to the next meeting of the Committee which shows improvement in all areas but we still need to understand why the feedback of students from the ISS and NSS surveys are not as positive as these results are suggesting they should be.

For every HE course committee meeting it is further proposed that a RiME report for their course is prepared and is to align with the College SAR process. This will enable the College to identify issues earlier on and in year with a clear quality improvement plan arising from the RiME report with progress actioned and tracked.

The Committee raised concern that the results are published nationally and what impact this could have on student recruitment to courses. It was noted that recruitment on Engineering was unaffected. Hospitality recruitment has been low and a drop in recruitment for Building and Construction has been seen but a Higher Apprenticeship Degree offer has been put together and recruitment to this has been good. Overall student recruitment for HE is up overall on last year so there is no suggestion that the results of the ISS nor the NSS has negatively impacted recruitment.

Any dissatisfaction from students in the surveys have been picked up with the individuals concerned to ensure that they had the opportunity for them to fully

RKirk

have their say and for the College to understand the issues and plan for possible solutions.

A Adamson and G Jefferson left the meeting at 4.55pm

9 2016/17 College Self-Assessment Report

Validation of Gradings (Key judgements and sources of evidence):

The Committee acknowledged its involvement in the SAR process with a number of Governors attending the individual SAR meetings.

The SAR is to be externally validated by HMI Kate Murrie over 9 November 2017. Governors are also part of this external validation review.

The discussion was focussed primarily on the grades for Outcomes for Learners, Leadership and Management and Overall Effectiveness. The Quality of Teaching, Learning and Assessment was considered as part of the discussion, with a Grade 1 supported by the Committee. Other sections of the Report were referenced and supported during the debate.

Chapter 9 – Outcomes for Learners (Pg 31)

Following discussions held concerning Apprenticeships, Maths and English and Study Programmes (see below), the Committee agreed the grade for Outcomes for Learners as a grade 1.

Chapter 11 – 16-19 Study Programmes (Pg 34)

The Committee was asked to refer to table 1.2 (page 68) and attention was drawn to the areas highlighted red, as areas causing concern. Members were asked to bear in mind the number of learners (leavers) as most 'red' areas concerned low numbers of students. Issues here to note however are the achievement rates of Functional Skills which, although down are 25% and 21% respectively above National Rate.

Although we are above National Rate but with declining achievement overall the Committee questioned how possible it was to grade as outstanding or indeed good. We have looked at the two Colleges Ofsted graded as outstanding in the 2016/17 academic year - Grimsby and Dudley Colleges - whose Functional Skills outturn came in lower than ours so a grade 1 could be justified should we choose to grade on this basis which the committee was satisfied to accept.

It was recognised that over half of our 16-18 students (1238) were on the Diploma which came in with 96% achievement rate (10% above National Rate) and puts the College as the top College in the country for achievement in this category; outstanding.

The Committee agreed the grade for the Study Programmes chapter as a grade 1.

Concentrating on **Maths and English** the Committee gave its attention to Table 3.2 (page 81) which shows the Maths and English GCSE results disappointingly down on achievement the previous year. Achievement for 16-18s is notably down with 27% achievement for English and 19% for Maths. Both remain above National Rates and the Committee speculated about how Ofsted would view the situation in terms of grading. Achievement for 19+ however have been maintained at similar levels to the previous year and continues to be 25% above National Rate for English and 17% above National Rate for Maths.

Chapter 12 –Adult Learning Programme (Pg 36)

The Committee looked at Table 1.2 (page 68) results for Access to HE where achievement has slightly dropped to 82% from 84% against a 79% National Rate. Notably retention in year has increased.

Looking at Entry Level for 19+ we can also see that achievement has dropped from the previous year and is 7% below National Rate. Retention has equally dropped.

Level 1 Diploma 19+ achievement is also down on the previous year and is only 1% above National Rate.

Conversely ESOL results for Adults are outstanding with all levels showing significant achievement increased on the previous year.

The Committee agreed that there are some pockets where achievement is not great but other areas, ESOL, where achievement is outstanding. The Committee agreed that given the results discussed here the outcomes are to be tested with Ofsted to substantiate whether a grade 1 could be justified or a grade 2 awarded. This is to be tested with the HMI visiting the College next week to complete an external scrutiny review of the SAR.

Chapter 13 – Apprenticeships (Pg 39)

The Committee received a revised chapter and noted as a consequence that the judgement has been downgraded from a 1 to a grade 2 due to a downward trend (table 2.1 – page 136) essentially with 16-18 Advanced Apprentices where 219 leavers completed with a 71% achievement rate, 10% down on the achievement of 2015/16 at 81%. Achievement of 24+ is equally down (albeit with lower numbers (71) of leavers than 16-18s) with 63% achievement against 78% in 2015/16 and this is 7% below National Rate at 70%.

The Achievement of 24+ Advanced Apprenticeships is also 7% below National Rate (58% against 65%NR) and dropped by 9% compared to the achievement rate in 2015/16 at 67%. It was noted that the college is aware of certain courses where learners' progress slips and that these are known and monitored. The Committee asked for assurance to know that this is absolutely happening for 24+ learners this year. It was noted that forensic analysis of the data is being undertaken and an improvement plan will be put in place. Better reporting functionality should eradicate any future 'surprise' in student outcomes.

The Committee agreed the downgrade of the Apprenticeships chapter from a grade 1 to a grade 2.

Chapter 14 –Traineeships (Pg 40) and High Needs Learners (Pg 42)

Grade 1 was acknowledged in each case.

Chapter 3 – Grade Profile Summary (Pg 14)

To be updated to reflect the downgrade of the Apprenticeship chapter to a grade 2.

Quality Improvement Plans

Chapter 16 – Completed Quality Improvement Plan 2016/17 (Pg 44)

Governors were satisfied that the Quality Improvement Plan for the 2016/17 academic year was complete.

LJohnson

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Chapter 17 – Quality Improvement Plan for 2017/18 (Pg 52)

The 2017/18 plan derived from the SAR could not be agreed by governors until the SAR is completed.

Overall Effectiveness

Chapter 5 – Overall Effectiveness (Pg 19)

The Committee discussed the Overall Effectiveness and Leadership and Management grades in the light of the discussions around Outcomes for Learners. The Committee is to be guided by management to determine the overall effectiveness grade and await the outcome of the external validation by Ofsted HMI next week for more validation. The Committee agreed to present a grade 1 SAR to the HMI for external validation.

LJohnson

10 Any other business

The Chair invited governors to pass any comment, corrections or typos in the SAR to the Vice Principal Curriculum and Quality.

All

Date of next meeting

Thursday 30 November 2017 at 4.00pm. Room TG1.16

The meeting closed at 6.10pm