

STANDARDS AND EXCELLENCE COMMITTEE

Minutes of the meeting held at 4.30pm on 11 October 2018

Present: Sue Daley (Chair) Alan Maltpress (Vice Chair) Karen Points
Nikos Savvas, CEO/Principal

In Attendance: Jenny Dines, HR Director Colin Shaw, VP Q&LE Laraine Moody (VP EE)
Andrew Adamson, ED R Boast, ME Director Penny Fawcus, ED
Debbie Coomes, ED Jules Bridges, Clerk

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 Vice Chair

The Corporation reviewed the appointments of Committee Chair and Vice Chairs at the meeting held on 5 July 2018. Sue Daley remains Chair and Alan Maltpress as Vice Chair to the Standards and Excellence Committee.

2 Apologies for absence

Apologies for absence were received from J Gazzard and R Berongoy. Non-attendance will be recorded for E Foster, Student Governor. Christine Harvey (ED), Rachel Kirk (APHE) and Gary Jefferson (ED), also passed on their apologies for the meeting.

Jenny Dines left the meeting at 4.45pm

3 Minutes of the meeting held on 14 June 2018

The minutes of the meeting were agreed as a 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.

5 Committee Terms of Reference

Each Committee is asked at their first meeting in the new 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 Karen Points and **seconded** by Alan Maltpress.

6 Maths and English Update Report

Adult Maths and English is showing an increase in both retention and pass rates resulting in achievement rates for GCSE English at 69% (an improvement of 16% on 2016/17) and for Maths an achievement rate of 61% (an increase of 4% on 2016/17).

There are still some Functional Skills results to come in although English Entry Levels 3, Level 1 and 2 are above national rate and Maths Entry Levels 1 and 3, Level 1 and 2 are all above national rate too. English Entry Levels 1 and 2 are below national rate as is Maths Entry Level 2.

The first and second floor of the Gateway building have become Maths and English teaching areas. The zoning of Maths and English within the Gateway has included movement of staffroom accommodation into the Gateway in readiness for the start of the year.

A change of the Folio group allocation system has enabled, at the time of writing, 2825 student allocations. Only 7 students remain on the unallocated list and this was all in place for the first week of the new academic year. In addition by 17 September 2018 all registers and timetables were finalised.

Changes have been made to GCSE Maths and English timetabling. Last year Maths and English was delivered as two 90 minute sessions with a corresponding 90 minute session for functional skills per week. This year timetables have been changed to ensure that the student has the same tutor and is in the same student group to enable stability of learning.

In total we had 688 (16-18 and 19+) GCSE English language (9-1) entries in 2018. 218 achieved grades 9-4 (31.7%). For GCSE Maths (9-1) we had 631 (16-18 and 19+) entries of which 189 achieved grades 9-4 (30.0%). The pass rate for 16-18 GCSE English was 24% and Maths was 21.7%.

Non-attendance is being rigorously pursued and strategies are in place for when one lesson has been missed. Regular reports are reviewed and monitored; where attendance at Maths and English GCSE and Functional Skills fall lower than 50% this is mapped against their main qualification attendance to see if there are trends in area absenteeism, where students may not be attending their main qualification as well as missing their Maths and English sessions. Currently there are 147 students whose non-attendance is being mapped and tracked. Attendance at Maths and English is absolutely key to student success. Past results show that those that do attend, do achieve.

The Committee was in agreement that it would like to continue to receive update reports on Maths and English throughout the year with particular focus on the success of study programmes.

R Boast left the meeting at 5.10pm

7 Engineering Update Report

The Engineering department is operating at a much improved level as can be evidenced in the year end student results. The headline overall achievement figure from the FE courses has increased from 85.2% in 2016/17 to 95.1% in the 2017/18 academic year. Staff are now working collectively as a team to support each student's capacity to achieve whilst also operating autonomously, developing their own materials and methods, to optimise the potential of each and every student.

The HE provision has also seen improvement, in terms of offer and delivery as overall achievement stands at 95%.

Level 2

The Level 2 programme has achieved outstanding results with 100% overall achievement which is up from 93% the previous year against the national average of 90%.

Level 3 Year 1

The Level 3 Year 1 programme has also achieved good results with 95% overall achievement which is also upon the previous year (84%) against the national average of 83.2%.

Level 3 Year 2

The Level 3 Year 2 programme has achieved outstanding results with 100% overall achievement which is again up on 2016/17 (81%) and against the national average of 86.9%.

We have seen a growth in the number of full time students by 20% this year and apprenticeship new starts are also up by 22%.

The Committee was pleased to receive a positive report and asked that the Chair sends the congratulations of the Committee to the Engineering team for their hard work, contribution, commitment and success. The Committee was in agreement that this topic no longer requires the regular attention and focus of the Committee.

Sue Daley

8 2017/18 College Self Assessment Report

Validation of Gradings (Key Judgements and Sources of Evidence)

This is the first draft of the 2017/18 College SAR. The format of the report has been streamlined and focusses on the four key judgements in the Common Inspection Framework. Data is still to be finalised and confirmed with the relevant data tables added. Some data tables were distributed at the meeting for consideration and review. It was noted that data quoted in the report relates to Best Case scenario at this point in time and are in red text in the report.

Key Judgements by Curriculum Area

The key judgements by Curriculum Area were detailed in the report over page 8 with most areas (22) graded Good (2), 8 areas graded Outstanding (1) and 2 areas graded Requires Improvement (3). It was noted that these grading are subject to change (highlighted yellow at this point in time) as outcomes for learners are still to be finalised and may positively/negatively impact the grades currently assigned.

It was noted that the grade 4's (inadequate) attributed on pages 9 and 10 in relation to apprenticeship provision are not assigned as a consequence of poor subcontracting arrangements or management. Not all grade 4 areas will remain a 4 though the Committee was clear that these areas will need focus as we're experiencing a 1.2% decline in results (although still above national rates). This is an area for improvement and the Committee asked to receive an Apprenticeship Update Report at each meeting this academic year to keep improvement actions in scope.

Laraine Moody

Effectiveness of Leadership and Management

The assessment of the Effectiveness of Leadership and Management is detailed over pages 15 through to 26 inclusive. The area is ungraded at the time of writing awaiting final outcomes for learners and other sources of evidence to be finalised.

Quality of Teaching Learning and Assessment

The Quality of Teaching, Learning and Assessment chapter is covered over pages 27 through to page 31 inclusive. The area is also ungraded at the time of writing and reporting to the Committee.

Personal Development, Behaviour and Welfare of Learners

The report covers this chapter from pages 32 through to 37 inclusive. The area remains ungraded at the time of writing and reporting to the Committee.

Outcomes for Students

This chapter can be found from page 38 onwards to page 42 inclusive. The chapter remains ungraded at the time of writing and reporting to the Committee.

Quality Improvement Plans

Completed Quality Improvement Plan 2017/18

The College's Quality Improvement Plan (QIP) was revised in 2017/18 to clearly identify key issues with detailed breakdown of actions for improvement, which is owned and reported on by the relevant College manager. There are a number of improvement areas detailed in the 2017/18 QIP that will transfer onto the 2018/19 QIP; Maths and English, Staff SpotLights for example and other improvement areas that have been closed or completed; i.e. Engineering where improvement has been made. The 2017/18 QIP showing the improvement areas closed/completed and those that are to defer onto the 2018/19 QIP is to be shared electronically with the Committee ahead of the next meeting to be held in November 2018.

Penny Fawcus

Quality Improvement Plan for 2018/19

To fall out of the review of the 2017/18 QIP closure.

Overall Effectiveness

Detailed on page 11 it is proposed that the provisional grade for Overall Effectiveness is 2 (Good), a downgrade from the 2016/17 SAR graded as a 1 (Outstanding). The Committee questioned the downgrade and recognised a higher level of detailed areas for improvement in the plan and that the change in management of quality has provided the opportunity to take an Ofsted critical friend approach to the collation of the SAR than was possible in previous years. The Overall Effectiveness Grade will be discussed further at the next meeting when the SAR will be considered for approval.

9

Any other business

The Committee asked the Clerk to invite all governors to attend the next meeting of the Committee to agree and approve the SAR and also asked that the SAR once finalised from draft format is circulated to the Governors ahead of the meeting at the earliest opportunity.

Jules Bridges

Penny Fawcus

It was noted that an Ofsted Inspector has been invited to the College on 31 October 2018 to externally validate the integrity of the SAR.

Date of next meeting

Thursday 29 November 2018 at 4.30pm. Room TG1.16

The meeting closed at 5.55pm