## MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

**TIME/DATE 9.00 Wednesday 18th September 2019**

**VENUE Boardroom St Helens CAMPUS**

**Present**

 **Name**

 Mrs. E Brocklehurst (**Chair)**

 Mrs. J Heap

 ***Mr. M Trinder***

Mrs. C Russell

 Mrs. M Box

 Vacancy

**In attendance:**

 Mr. N Gribben, Vice Principal

 Mr. M Doyle, Deputy Principal

 Mr. C Thomas, Director of Quality

 Mrs. L Lloyd-Williams, Governance Director

***Italics denotes absence* DRAFT MINUTES**

|  |  |
| --- | --- |
|  | **The meeting opened at 8.59am and was quorate with a minimum of three governors present, the majority of whom were external governors.** |
|  |  **DECLARATIONS OF INTEREST**There were no declarations of interest**.** |
|  |  **APOLOGIES**Apologies were received and accepted from Mr Trinder who was unable to attend due to work commitments. |
|  |  **NOTIFICATION OF URGENT BUSINESS**There was no urgent business. |
|  |  **MINUTES OF THE MEETING ON 26TH JUNE 2019**The minutes of the meeting on 26th June 2019 were approved as a true and accurate record and approved for signature by the Committee chair. |
|  |  **MATTERS ARISING**The Governance Director advised that matters were either completed or on the agenda save that1. In relation to monitoring HE the Governing Board was being asked to approve a separate HE committee
2. In relation to Apprenticeshipsthe Deputy Principal advised that training has been delivered regarding using OneFile and appraisal documentation has been updated to include target setting around reporting everything on OneFile.

The committee chair advised that she was pleased to hear this and it was confirmed that it would be a matter of performance management if there was not compliance.It was agreed that 5a would be postponed until the next meeting as members had been unable to open the attachment.  |
|  |  **SCORECARD**The committee received the scorecard and noted that little data on performance for 19/20 was available at this very early stage in the year. It was also noted that 18/19 achievement data was not complete at this point in the year but that statistics would improve prior to the next report to the Board. The Deputy Principal provided an update and advised that there were a number of outcomes that were being waited for and who these were from. Upon being asked the Deputy Principal advised that he hoped to have almost the final information on outcomes for the next meeting.Governors asked a number of questions:Retention – Governors questioned why there was a significant drop this year and did it relate to any particular courses. The committee were advised that this was spread out amongst courses. The Deputy Principal advised that the key focus this year has been Level 3 retention and whilst this had improved Level 1 and Level 2 retention had dropped. Governors questioned whether there was anything to take to the Governing Board at this time in terms of the impact this would have on funding. The Deputy Principal advised that it was not at a point where it would have a significant impact on funding. Governors commented that in July the College expected retention to be 1% below and what had happened for it to change so much? The committee were informed that there was an issue regarding being timely withdrawals and this would need to be tracked more closely at year end. The Deputy Principal advised of the work being done regarding attendance which would hopefully have a positive impact on this. It was acknowledged that further work was being done to address this.**Governors asked that a breakdown for achievement and retention be provided for the next meeting****Action: Deputy Principal** **for October meeting** **Apprenticeships –** Governors challenged the 23 unknown outcomes and asked what percentage this was and what was the impact? The Deputy Principal advised that the number had now reduced and there would be a fuller report for the October committee meeting. Governors noted the red rag rated items and in particular that maths GCSE was below the national rate and below target. Governors commented that at the last meeting the prediction for high grades had been 17% and Governors asked to receive an explanation for this. It was confirmed this would be available for the next meeting and the Deputy Principal advised there were a number of remarks in the system so the College would need to await the final outcome of this for both English and maths but this would not take the college to 16%. It was confirmed that actions to address these issues would be in the next report to the committee**Action: Deputy Principal** **for October meeting** BSG- Governors questioned whether this system had given a reliable indication of final outcomes and commented the College needs to be sure that this will give reliable tracking. |
|  |  **OFSTED PREPERATION PLAN UPDATE**The Deputy Principal spoke to his report which provided the committee with an overview of the planning and preparation for an Ofsted inspection. It was noted that the plan identified a wide range of activities and for every activity there was a named SLT lead and, where appropriate, supporting managers. The committee were informed of the work being done with managers including mock inspection meetings on Tuesday 8th October being provided free of charge by consultants. Governors asked whether the College yet had information on underperforming courses and were advised that data is awaited.**ACTION: Next meeting agenda pass rates , retentions rates, value added at headline level** Governors asked how the various working groups were going and it was agreed this would be discussed later in the agenda.  |
|  |  **QUALITY IMPROVEMENT PLAN 2018/19***end of year position*The committee considered the headline QIP update for September 2019 and discussed various issues around withdrawals and attendance. It was confirmed that reasons for withdrawal are recorded and the Deputy Principal gave further information about the actions being taken and the different approach being adopted by the College. Governors congratulated the college on obtaining the capacity development funding for work placements and received an update on how this was working in various departments.Governors flagged the following: Page 4 GCSE results inconsistent with scorecardPage 6 Apprenticeships achievement rates looks as though statement will be the same in that achievement rates will still be too low. Governors highlighted it was important that the College has a clear message around this as it will be an area of focus for Ofsted. Governors asked whether there were any underlying issues regarding subcontracting and were advised that there were not. Governors also queried the timely achievement and that it was below target. The Deputy Principal advised there are still a number if legacy apprentices that impact and Governors challenged that timely was going to be worse than last year. Governors queried whether the figures were excluding KZN and commented that legacy issues should be tailing off each year. It was agreed the Deputy Principal would provide a response on this at the October meeting.**Action: Deputy Principal** **for October meeting** Item 8, page 9 BSG system 83% compliance is very frustrating. The Head of Quality advised that this comes from one department where the teams had been asked to undertake the BSG system that term. Item 10 page 11 general reporting- queried who is responsible for reporting and were advised that it is an SLT responsibility to ensure reporting is correct.  |
|  |  **QAA ACTION PLAN**Governors received the action plan which was a final progress update. The Head of Quality for HE drew the committee’s attention to the satisfaction outcome and that this evidenced that enhancements put in place by the college seemed to be positive. It was noted that the action plan had been reviewed by the HE Strategy committee who were in agreement that all the actions could be closed off. The Head of Quality for HE was asked to check the timeliness point for HE committee reports.**ACTION Head of Quality HE** |
|  | **NEW QAA QUALITY STANDARDS REVIEW**The Head of Quality for HE spoke to her paper which explained that the Quality Assurance Agency (QAA) Quality and Standards Review (QSR) for monitoring and intervention had replaced the former QAA HE Review Process (HER). It was noted that the Governing Body was responsible for the interactions between the provider and the OfS and its designated bodies. Also that it was the Governing Board’s responsibility to ensure the provider’s compliance with all of its conditions of registration which would include participation in QAA review activity as determined by the OfS as a result of its provider risk assessment process. The committee were advised that notice periods for reviews is much less than the previous system and seems to be 3 months. The focus will now be against some of the 13 core principles which will be identified by the Quality review panel and will set the focus of the event. Also there will be observations of teaching and learning. It was agreed that both the QSR preparation plan and the mapping document against the core principles should be included on the HE committee schedule of Business**Action: Governance Director**  |
|  | **STARTS & EARLY RETENTION**The Deputy Principal gave a verbal update to the committee as follows:* 16-18 2567 enrolments against a target of 2522
* AEB 1806 enrolments against a target of 2602
* Advanced learner loans 573 enrolments against a target of 462
* HE 375 enrolments against a target of 625 however most returning HN students have not enrolled yet.

The committee were advised that HE recruitment has been disappointing this year and the College has closed a couple of courses. It was noted that a detailed analysis of contribution levels was to be undertaken this week and that there would be a significant impact on income which the College will need to find some efficiencies in order to offset against this. Governors asked whether there would be any HE students enrolled within year and were advised there would not be.* Apprenticeships - additional £200K in financial terms with engineering 63 and another 30 apprentices booked into assessments against a target of 63
* Construction target of 80 and currently have 50 enrolled and 15 apprentices booked in for assessment centres.
* Hair and beauty 15 against a target of 21 with more students booked in.

**GOVERNORS advised that the HE ISSUE NEEDS TO BE PICKED UP AT FULL BOARD for tomorrow and in October as a strategic issue** |
|  | **STUDENT PERFORMANCE - SUMMARY OF BRONZE, SILVER, GOLD 2018/19**The Director of Quality spoke to his report which provided the committee with an update on the effectiveness of the Bronze Silver and Gold system for 2018/19. It was noted the system had ensured a consistent and significant contribution to addressing 2 of eight areas for improvement as identified in the St Helens College 2017 Ofsted report and that compliance with the system was routinely between 92% and 96%. Governors asked about the issue with non-compliance with the department in the summer team and received assurance that staff know the process and that the department had been compliant for all previous reviews. The Head of Quality gave further explanation and highlighted not withstanding this compliance was between 92 and 96%. There was further discussion and acknowledgement that there needs to be both consistency and full compliance. Governors challenged consistency and commented on the consistency in reporting between this paper and the QIP asking which was right? QIP today say 83% and report says something else. Governors highlighted the need to ensure consistency across reports and congratulated the Head of Quality on the progress made on the BSG system.  |
|  | **ANNUAL EQUALITY AND DIVERSITY REPORT 2018/19**The Deputy Principal advised the data for 18/19is not yet complete but the College had looked at the best case. Governors asked to which year do the national figure referred and were advised that this is 17/18. It was agreed that the Governance Director and Deputy Principal would look at the timing of the report. It was**Resolved** to recommend the Equality and Diversity annual report to the Governing Board for approval. **Action: timing of this report – come back on this point at the next meeting**  |
|  |  **GOVERNANCE** |
| 14.1 | Committee Performance Review*For discussion and recommendation to the Board*The Governance Director advised that the committee had complied with its responsibilities under its terms of reference except that1. It had not evaluated the effectiveness and impact of the staff development plan which sat more comfortably under the terms of reference for FR&C and staff development was to be further scrutinized going forward by this committee. It was suggested this be removed form the terms of reference.
2. Further work was needed in relation to reports and benchmarking
3. The college does not have a student partnership strategy as referred to in the ToR but it does have a learner voice strategy which should be reviewed by the committee when it first takes a learner voice item next year.
4. Regarding policies the Governance Director, once it had been agreed by SLT would be putting forward a list of polices that should come before the Governing Board and its committees.

Prior to reporting to Board it was agreed the Governance Director would discuss* 1. with the Committee chair. Governors asked that the scorecard include all items referred to in
	2. of the Terms of reference**.**

**Action: Governance Director**  |
| 14.2 | Terms of referenceThe Governance Director outlined the suggested changes which were being suggested because of the recovery plan, increased regulation from the OfS and the suggestion that staff development be moved to FR&C committee. She also advised that the terms of reference had been further amended to allow for the setting up of a HE committee. The Governance Director was asked to include a reference to setting of targets and to reconsider the terms of reference with the committee chair before they could be forwarded to the Governing Board for approval,**Action: Governance Director** |
| 14.3 | DRAFT Schedule of Business 2019/20The Governance Director advised that this had been amended to exclude HE and was asked to include the setting of targets and to revisit the schedule of business with the Committee Chair. **Action: Governance Director**.  |
| 14.4 | Annual review of Committee TRAINING NEEDSThe Governance Director asked whether the committee felt they had any training needs either collectively or individually and it was agreed that Governors would contact the Governance Director directly.Training events with FEA ask Carys and circulate to governors.  |
|  | **URGENT BUSINESS**There was no urgent business. |
|  | **REFLECTION ON COMMITTEE PERFORMANCE**See later  |
|  |  **Date of next meeting***Friday 18th October 10.30am KNOWSLEY* |
|  | **Part 1 of the meeting closed at 10.40am and the staff Governor and Mr Gribben and Mr Thomas left the meeting. Part 2 of the meeting opened at 10.47am.**  |