## MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

**TIME/DATE 10.30AM Wednesday 26th June 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

 ***Colette Lascelles***

 Danielle Judge

 Mrs. L Lloyd-Williams, Governance Director

***Italics denotes absence*  MINUTES**

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|  | **The meeting opened at 10.30 and was quorate with a minimum of 3 governors present the majority of whom were external.**  |
| **Q&O/26/06/59** |  **DECLARATIONS OF INTEREST**There were no declarations of interest. |
| **Q&O/26/06/60** | **APOLOGIES**Apologies were received and accepted from Collete Lascelles. |
| **Q&O/26/06/61** | **NOTIFICATION OF URGENT BUSINESS**There was no urgent business. |
| 4.**Q&O/26/06/62** | **MINUTES OF THE MEETING ON 13TH MARCH 2019**The minutes of the meeting on the 13th March were accepted as a true and correct record and approved for signature by the Committee Chair.  |
| **5 Q&O/26/06/63** | **MATTERS ARISING**The committee were taken through the action sheet and the following was highlighted:* Regarding TLA and supportive classroom visits, it was noted that compliance across the faculties was still not consistent.
* Governors received clarification of the figures in relation to English and Maths.

It was noted that the other actions were either completed or on the agenda. |
| **6****Q&O/26/06/64** | **SCORECARD**The committee considered those matters rag rated red as follows:Governors asked for an update on retention and were advised that the college will be at least 1% behind target.Regarding Apprenticeship achievement in year for 18/19, this was noted to be 59.5%. Governors asked about the progress with Apprenticeships and what was happening with One File. The Deputy Principal advised that there was a problem with compliance and there was training on 1st July for all staff involved in apprenticeships. At this training the expectation regarding using One File would be reaffirmed so staff can be held to account if they are not using the system. The training will effectively be a “line in the sand.” Governors commented this would be critical in terms of closing off actions from the Ofsted monitoring visit. Governors asked if the use of One File would be included within staff appraisal targets and were advised that this would be the decision of the line manager but that the expectation would now be there. Governors challenged that it should be in the target and the committee tasked SLT with looking at the systems and putting in place processes to ensure compliance, as a priority.**Action:SLT**The Principal commented that this underpins the recovery plan, the College doing what it should be doing more effectively and efficiently. The Chair commented there is an underlying theme regarding compliance. Governors asked about areas marked TBC regarding English and maths and were given details of the national rates. The Chair commented that the College’s intention had been to achieve for GCSE the national rate for 16-18 across all institutions and received assurance that the College would be above the national rate for GFE for maths. Governors noted that the scorecard did not include the 17/18 information regarding destinations and asked for this to be provided. **Action: Deputy Principal** Governors queried whether the College had received the results of the FE Choices survey and were informed that this was awaited. The Head of Quality was asked to chase this information.**Action: Head of Quality**  |
| **7****Q&O/26/06/65** | **TEACHING LEARNING & ASSESSMENT (CQR REPORT)**The Head of Quality advised that overall when the College started the CQR process the position was “requires improvement” and this remains the position because of the issue of non- compliance. The Vice Principal gave further information about the actions being taken to try and address non-compliance. Governors questioned whether learning walks should be brought within the quality team and it was explained why due to resources this was not possible. Governors also challenged whether there was enough senior manager visibility. Governors asked whether the issue of non-compliance was to do with logging and recording rather than not undertaking learning walks. The committee were informed that it was both and the Head of Quality advised that he is continuing to undertake CORs in areas of underperformance/noncompliance. Discussion took place regarding the value of learning walks. Governors also discussed the use of systems and non-compliance and commented that a solution might be to have a business systems committee to steer this. The Principal advised the fundamental point is that there is an issue with non-compliance over a range of issues in the College. She informed Governors that at SLT there is now more challenge to try and address non-compliance. The committee stated that in their view it was a fundamental leadership and management issue across faculties. The Principal advised that this was one of the reasons why there is to be a review of curriculum management in the autumn term. The committee advised they support the actions to be put in place to ensure compliance. The Chair also commented the college does not want to have systems just for system sakes and that everyone needs to understand the benefit of systems. Governors asked if there was anything in particular they need to know about areas that were particularly low in having had lesson observations and challenged why there would be exceptions to the rule of 2 CQR’s. The committee were given an explanation which provided them with assurance. Governors also asked about implementation of facilitated learning and commented that it seems not to be working and were advised the college is moving away from it and looking at developing employability skills instead. Work scrutiny:The Head of Quality explained how the system works and that the quality of work had been looked at in terms of work provided, work done by the student and feedback to the student. Governors asked what was being done about the red areas and were advised that these are set out in the CQR action plan and there will be follow up to this from the Vice Principal and Head of Quality. The committee noted that there was to be training around Promonitor to address some of the issues. The Deputy Principal advised he has set up a group to review the work that needs to be done around this. The committee advised they felt there needed to be ownership around systems and compliance. The Head of Quality advised that in his opinion work scrutiny tells the college the most about the quality of TLA and explained in detail the reasons why. Governors challenged whether it was improving and were informed that in some areas it was but not all areas. There was discussion around the process of work scrutiny and whether it needs refining. Governors commented the College needs to be clear what is being looked for in work scrutiny, this will be expected by Ofsted. |
| **Q&O/26/06/66** | **QUALITY IMPROVEMENT PLAN- END OF YEAR REVIEW**The Deputy Principal advised that the updates were highlighted and gave figures regarding attendance, it being noted that there had been some improvement overall although the College was not quite at target. Governors commented that the College had clearly not made the required improvements regarding attendance and questioned what didn’t work and what was being done for next year. The Deputy Principal advised that for the next academic year, attendance would be scrutinised based on the last two weeks as opposed to the last 6 weeks so can that any issues on non-attendance can be dealt with much quicker. Governors asked who is responsible for monitoring the attendance data and were advised that it was the personal tutors. Governors questioned compliance and how the college ensure this happens and were informed that there was to be a training session over the summer with the college’s expectations will be restated. The Deputy Principal gave further detail of the work being done with personal tutors and it was noted by the committee that the College had started the process of reviewing the personal tutor system.The Deputy Principal then spoke about retention and advised the college had established a working group to look at reasons why students might leave early. The Deputy Principal outlined some of the things that are being looked at and steps that are to be taken. **11.38 Mrs. C Russell left the meeting and it remained quorate**.  |
| 14**Q&O/26/06/67** | **ENGLISH AND MATHS PERFORMANCE****This item was elevated on the agenda.** The head of faculty provided the committee with a breakdown of the achievement rates for GCSE and functional skills by age group. In relation to maths the committee noted that the biggest issue was in relation to level 2 functional maths, a cohort of 41 students, with the retention figure being only 34.1%. The committee were advised of steps being taken to address this.The committee was also provided with the statistics in relation to retention and achievement for English and noted that the specifications for functional skills are being reviewed for September and will be better. In relation to Adults it was noted that numbers had increased over the last few weeks and the Head of Faculty advised that she was confident adult students will obtain their predicted achievement so the College will be above national rate. In relation to attendance for exams, it was noted that attendance for GCSE maths in May had been 96% which was the highest attendance the College had ever had. 91% of students had attended all papers for English. Governors were informed of the following predictions for high grades for 16-18 year olds:* 26% prediction for high grades for English
* 17% prediction for high grades for maths

In relation to Apprenticeships the Head of Faculty advised that the College has 105 outstanding aims for apprentices and she was confident that 99% of those would be completed. The committee were informed that hopefully there should be no one who does not complete their apprenticeship because of not having completed English and maths. Regarding TLA and professional development- the committee were informed that staff are being trained on the new functional skills reform as a major priority for the Faculty. The committee duly noted the report. |
| 14.1**Q&O/26/06/68** | **ENGLISH AND MATHS AUDIT ( REFERRED FROM THE AUDIT COMMITTEE)**It was noted that all the recommendations had been followed up and actioned.  |
| **9****Q&O/26/06/69** | **STUDENT PERFORMANCE**The agenda item was opened for questions.Governors asked about apprenticeships and whether any particular faculty was not achieving timely. The committee were informed that there are a number of areas which have had staffing problems throughout the year which has limited the college’s capacity to progress students. The Deputy Principal also outlined some of the other factors. Governors asked if there was a financial implication if students do not achieve timely achievement and were advised that payments would be later for this year. Governors highlighted that it will have a financial impact.  |
| **10****Q&O/26/06/70** | **STUDENT PROGRESS AND TARGETS** (***REVIEW OF BRONZE, SILVER & GOLD)***This agenda item was summarized by the Head of Quality as follows:The completion of reports within faculty areas had improved but in May compliance had gone down to 83% because in one faculty there was a reduced involvement of staff as they had not realized they had to undertake the assessment again. Governors advised that the first bullet point in the executive summary therefore need to be changed to reflect this.**Action: Head of Quality**Governors asked when the committee would receive a summary to assess how effective BSG had been and were advised that this would be September.**Action: Head of Quality** Governors commented that there is work that can be done to improve the system to show learners more information around their individual plans.  |
| **11****Q&O/26/06/71** | **LEARNER VOICE (*STUDENT SURVEY 2)***The committee received a progress update on learner voice activities taking place across the college. A number of areas are a work in progress and it was noted that the last student conference was not as well supported as the first had been. Governors challenged why the College has so many unresolved actions and were informed that the Quality team does not centrally receive an update on them. The committee asked about the outcomes of student satisfaction and the Head of Quality advised there were three areas which were addressed:1. Teaching, Learning & assessment which had seen an overall improvement of 1%.
2. Faculties and resources which had seen an overall reduction in satisfaction.
3. Pastoral which had received a similar satisfaction rating to the last year.

Governors asked what the issue was for faculties and resources and were advised that it was access to and the quality of computer systems. Governors questioned what was being done and were informed that quality issues were reported to IT services who were very proactive in taking action to address any issues. The committee also asked about incentivising participation in conferences and were informed that the difference in success seemed to have been because at the January conference there had been participation from employers and guest speakers but this had not occurred for the last conference. Timing of student conferences was also discussed.  |
| **12****Q&O/26/06/72** | **APPRENTICESHIPS**This agenda item was opened for questions:The Committee noted that the issues for Apprenticeships are One File and CPD and expressed their frustration that Apprenticeships had been a key area of risk for some time. The Deputy Principal advised Governors that Apprenticeships is a priority area for the College and informed the committee that a new director role had been introduced which had already begun to make a positive impact. Governors questioned what the major issue was and were advised that the issue was non-compliance. Governors again expressed their frustration and questioned why this had not been picked up earlier. The Principal explained that there had been a lack of ownership because the structure had not allowed for this with the individual heading up Apprenticeships only being enabled to commentate to SLT but with no provision to effect change. The Principal confirmed there would now be central control and the individual heading up Apprenticeships would now be able to have the impact needed.  |
| **13****Q&O/26/06/73** | **SUBCONTRACTING PERFORMANCE REPORT**The Governance Director advised the committee that they should be receiving reports on quality and compliance in relation to subcontracting with the financial element being considered by the Finance, Resources and Commercial committee. The committee commented they might be able to hear on quality and compliance through other reports. |
| **16****Q&O/26/06/74** | **INDIVIDUAL CURRICULUM AREAS UNDER NOTICE TO IMPROVE****This item was elevated on the agenda.**The Vice Principal spoke to his paper. Governors were taken through the learning aims for A levels and noted there were concerns around AAT provision and GCSE science for adults. * 1. **The Vice Principal left the meeting.**
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| 15 | **HE** |
| 15.1**Q&O/26/06/75** | Access and participation plan fee information 2022-2021The Deputy Principal advised much of documentation was there for the committee to show what guidance had to be followed in preparing the documentation. Thanks were noted to Sue Dickinson and Chris Ignatius for their support in preparing the plan. The committee were advised that the purpose of the plan was to demonstrate how the College can contribute to increasing participation from underrepresented groups and that the plan focuses on areas where an analysis of data shows there is a statistical difference for the College compared to providers nationally. The agenda item was then opened for questionsGovernors asked whether widening participation included eastern European community and it was confirmed that there are categories for white non-British. Table one was discussed in detail and Governors considered the strategic measures and noted there may be challenges from the OfS once the plan had been submitted. **12.53 Mrs J Heap left and the meeting remained quorate.**The committee**Resolved** to recommend the Access and Participation plan to the Governing Board for approval. |
| 15.2**Q&O/26/06/76** | Targets and investment plan 2020-21 to 2024-25The committee were advised that the targets and investment plan had been considered by the Finance, Resources and Commercial committee who had given feedback regarding the targets in relation to ethnicity and as a result these had been slightly changed as the initial targets were perhaps too ambitious when looking at the local population. Governors noted the change in targets and asked about the plans implications. It was noted that the plan would be monitored by both College and the OfS. The committee**Resolved** to recommend the targets and investments plan to the Governing Board for approval. |
| 15.3**Q&O/26/06/77** | Transparency Report: Compliance with section 9 HERAThe committee noted that the report provided information about admissions data and looked at underrepresented groups and their progression into full time places. The committee were informed that the College will keep a close scrutiny on conversion for underrepresented groups. It was**Resolved** to recommend the transparency report to the Governing Board  |
| 15.4**Q&O/26/06/78** | QAA Action PlanThis item was postponed until September.  |
| 15.5**Q&O/26/06/79** | NEW QAA QUALITY STANDARDS REVIEWThis item was postponed until September.  |
| 17 | **GOVERNANCE** This agenda item was postponed until September. |
| 17.1**Q&O/26/06/80** | Committee Performance Review |
| 17.2**Q&O/26/06/81** | Terms of reference  |
| 17.3**Q&O/26/06/82** | Schedule of Business 2019/20 |
| 17.4**Q&O/26/06/83** | Annual review of Committee training needs  |
| 17.5**Q&O/26/06/84** |  Annual review of Confidential Items |
| 18**Q&O/26/06/85** | Urgent BusinessThe Director of Marketing advised that the college needed to cancel the following two courses, having confirmed that there were no students currently on them:* FdSc Business Management
* FdSc Logistics & Supply Chain Management

It was **Resolved** to approve the cancellation of the two aforementioned courses. |
| 19**Q&O/26/06/86** | **DATE OF NEXT MEETING**September meeting date TBC. |
| 20 | **The meeting closed at 13.05.** |