##

## MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

**TIME/DATE 10.30AM Wednesday 13th March 2019**

**VENUE Board room Knowsley CAMPUS**

**Present**

 **Name**

 Mrs E Brocklehurst (**Chair)**

 Mrs J Heap

 Mr M Trinder

 ***Dr J Burford***

 Mrs C Russell

 Mr M Carr

**In attendance:**

 Mr B Bennett Stanley

 Mr N Gribben, Vice Principal

 Ms A Shepherd Interim Deputy Principal

 Mr C Thomas Director of Quality

 Mrs C Lascelles Director of Quality for Apprenticeships

 Mr K Tucker Headteacher, 14-16 Academy

 Ms D Judge Head of Faculty, English & maths

 Mrs L Lloyd-Williams, Clerk to the Corporation

Italics denotes absence  **MINUTES**

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|  **Item** | **The meeting opened at 10.07 and was quorate with a minimum of 3 Governors present the majority of whom were external.**  |
| **1****Q&O/13/03/38** | **APOLOGIES** Apologies were received and accepted from Dr J Burford and Mr K Tucker. |
| **2****Q&O/13/03/39** | **DECLARATION OF INTERESTS** There were no declarations of interest.  |
| **3****Q&O/13/03/40** | **NOTIFICATION OF URGENT ITEMS** There were no urgent items. |
| **4****Q&O/13/03/41** | **MINUTES OF THE QUALITY AND OUTCOMES COMMITTEE MEETING HELD ON 5th December 2018 FOR APPROVAL** The minutes were approved as a correct record for signature by the Chair. |
| **5****Q&O/13/03/42** | **MATTERS ARISING**. The Interim Deputy Principal took the committee through the action points as follows:* KPI’s - scorecard has been amended to include the broader aspects for TLA.
* Item 10 on the agenda
* Progression and destinations- the activity is still underway and therefore will come to the next meeting on agenda
* Safeguarding on the agenda.
* Feasibility of KPIs on the scorecard
* BSG completed
* Apprenticeships on the agenda.

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| **6****Q&O/13/03/43** |  **SCORECARD**The committee noted that this was a revised scorecard and included KPI’s for regulators. The Interim Deputy Principal advised that she had not been able to update with national averages because they are not available until 28th March. The Head of English and maths advised that figures included were incorrect and Governors asked to receive clarification.**ACTION: Interim Deputy Principal** Governors asked whether we have indicators for in year performance for 16 to 18 year olds e.g. how much progress have they made, what are we doing internally. The committee were advised that internal surveys are just coming to completion and advised that progress is measured in the BSG review but is only one element of measuring progress. The Head of Quality advised that in 90% of cases students had SMART targets which were up to date. Governors asked to see an overall view for each of these outcomes and emphasised that they need to know in relation to each outcome, whether the College is on track at this point in the year and commented that for the vast majority there was only a “not applicable” in the scorecard.**ACTION: Head of Quality/Deputy Principal** The Head of Quality advised the college group had just undergone the next round of BSG reviews and the committee asked to see the report as soon as it becomes available in the next few weeks**ACTION: Head of Quality.** **Mr M Carr left the meeting at 10.42 and it remained quorate** Governors also queried and asked that some of the rag ratings be changed. |
| **7****Q&O/13/03/44** | **OFSTED PREPERATION PLAN**Governors having considered the papers, the Interim Deputy Principal highlighted the main issues. Governors commented that the themed subgroups were a good idea. The staff governor commented that these were very informative. Governors had a number of questions regarding the QIP. They asked to know what impact there had been from the recruitment of attendance officers. The Interim Deputy Principal advised attendance had plateaued and that the impact had not been what was intended, because of the need to speed up interventions when students were not in class, which required training for personal tutors. In relation to English and maths, the Head of Faculty advised her department had an attendance officer for the last year and the impact of this had been that attendance figures had increased significantly although still below target. Governors asked about the strategies for rewarding students for good attendanceand were provided with details of the same.Governors also asked about work experience and the review that was due to take place in January. It was explained that this will become very important under the new inspection framework and were advised that the review is running late due to departure of staff. Governors questioned whether we could evidence what proportion of learners are undertaking work placements and were advised that the data is still patchy and needs logging on the system.**Action: next meeting report on client relationship management (CRM) including results on destinations. Director of Marketing and Head of Quality to speak with Matt Trinder**In relation to item 8 Governors queried the review dates and the Interim Deputy Principal advised she would look at this at the next review of the QIP, which would be at the end of the month. |
| **8****Q&O/13/03/45** |  **TEACHING, LEARNING & ASSESSMENT- REVIEW OF CQR1 PROCESS**The Head of Quality advised that the information now being received was far richer than had previously been received. Judgments were now firmly evidenced and action plans that had come out had been agreed by faculties. Governors received assurance from members of staff present that the process was working well. Governors questioned the area for improvement regarding frequency of feedback to Students and asked that this be addressed. **Action: Head of Quality report back to committee at next meeting on frequency of feedback.**  |
| **9****Q&O/13/03/46** | **14-16 ACADEMY**The Vice Principal advised that an action plan had come out of the last meeting regarding areas of concern. The committee were taken through these areas and updated regarding individual curriculum areas. |
| **10****Q&O/13/03/47** | **ENGLISH AND MATHS (NOVEMBER RESIT RESULTS*)***The Head of Faculty spoke to her report which provided an update on performance in English and maths provision across the group. The committee were provided with a table giving an overview of current retention and achievement for GCSE and Functional Skills for all ages. The Head of Faculty advised that she was confident that the College would achieve at or above national rate for every functional skill. Governors noted that for Adult GCSE, English and maths current retention was 94.1% for adults. In relation to the November exams * 21% of students got a grade 4 or above for English
* 39% of adult students got a grade 4 or above for English

In relation to maths:* 11% of students achieved a grade 4 or above
* 16.3% of adult students achieved a grade 4 or above

The committee also noted that there was a positive value-added score. DFE performance tables (for 17/18 data) published in January 2019, showed that value added for maths was positive at +0.03 and English at -0.04 which was an improvement from 17/18. The committee were advised of the high-grade predictions which reflected the December position but would be retaken in April which will give predicted grades for the summer. Governors asked if this was based on mock papers and it was confirmed that it was and based on one full series of papers. In relation to Apprentices the committee were informed that since September 156 aims have been achieved on apprentices. The College has approximately 90 students left on the spreadsheet and are confident that these apprentices will pass by the end of the summer. The Head of Faculty advised that the biggest issue is those apprentices in the workplace but the College Group have employed a member of staff to go into the workplace. The Head of Faculty advised that there would be no one who does not pass their framework as a result of not passing English and maths.  |
| **11****Q&O/13/03/48** | **STUDENT PERFORMANCE REPORT**The Interim Deputy Principal advised that once the FE data is received this will give a better picture in relation to retention as there were many withdrawals in February, which is common in the sector. Governors asked for an explanation regarding the A level students and whether we can predict that we are going to lose many students again. The committee were informed that this is unlikely because performance to date is so much better. Governors received assurance that it was the right cohort for first year A level students and Governor asked some further probing questions regarding this and how the college could be confident that no one would leave. Governors also questioned the clarity of the table and whether it could be further clarified to identify and differentiate between long and short courses.**Action: Deputy Principal**  |
| **12****Q&O/13/03/49** | **APPRENTICESHIPS**The Director of Apprenticeships highlighted the update on overall achievement and confirmed that the data includes legacy data. She advised that overall achievement is currently at 51.8% but there are a number of claims waiting to be processed which will bring it to 56%. Timely achievement will increase to 36% with the claims that are in the system. Governors received assurance regarding the various methods being used to monitor and that there was confidence that the best-case scenario would be achieved. The committee noted that CPD continues to be a priority and that One File needs to be improved in some areas. Governors asked to be provided with a figure for what is outstanding in the next report to the committee.**Action: Director of Apprenticeships** |
| **13****Q&O/13/03/50** | **INDIVIDUAL CURRICULUM AREAS UNDER NOTICE TO IMPROVE**The Vice Principal advised that the report showed the 10 lowest programmes in terms of achievement rates for 17/18 and where the programmes are now. Governors were asked to consider what they want to see in this report going forward. Governors advised that it needed to be clearer what is being done to address issues and to give Governors assurance. They asked for clarity of reporting and advised they want to be assured the College can retain the learner and that the learner will achieve. **Action: Vice Principal** |
| **14****Q&O/13/03/51** | **HE**The Interim Deputy Principal summarised the changes now that HE is being regulated by the Office for Students (OfS). She advised that the committee will receive reports on everything it needs to see and there are a number of indicators around data, student satisfaction, retention and destinations. She also advised that there will need to be a focus on continuation rates of full time HE students. The committee will also need to see compliance with externals surveys on destinations. In relation to widening participation, the committee were informed that this will be a government priority and there will be greater emphasis on monitoring. It was noted that the action plan would need to be monitored at every meeting.**Action: Clerk**In relation to the Colleges OfS application, the committee noted that the College is now on the register and were informed that much of the evidence submitted had not been looked at and this has now come back in the conditions of the registration. The Interim Deputy Principal advised that she was in dialogue with the OfS and that a full summary would be brought to the March Board meeting.**Action Clerk amend agenda**The committee were informed that there may also may need to be a review of leadership and governance arrangements because of previous Ofsted reports for organisations that no longer exist and this is being challenged. The committee were warned that the likelihood of a QAA review is quite high. The committee agreed that the profile of HE needed to be raised.**Action: Deputy Principal & Clerk**  |
| **15****Q&O/13/03/52** | **ANNUAL EQUALITY AND DIVERSITY REPORT**It was noted that the data had come from the College Self-Assessment Report and that there were no significant achievement gaps. |
| **Q&O/13/03/53** | **15.1 EQUALITY AND DIVERSITY POLICY**Governors advised they had no questionsand it was **Resolved** to recommend the equality and diversity policy to the Governing Board for approval |
| **16****Q&O/13/03/54** | **SAFEGUARDING AND PREVENT POLICY**Governors advised they had no questions and it was **Resolved** to recommend the safeguarding and prevent policy to the Governing Board for approval |
| **17****Q&O/13/03/55** | **COMPLAINTS POLICY**The Head of Quality advised that the policy had not changed significantly and it was **Resolved** to recommend the complaints policy to the Governing Board for approval.  |
| **18****Q&O/13/03/56** | **STUDENT VOICE**The Head of Quality spoke to his report and advised that the student conference had taken place which was a successful event. The Head of Quality was asked to provide an update for the next meeting of the committee on the appendix and details of actions taken**.****Action: Head of Quality**  |
| **19****Q&O/13/03/57** | **SUBCONTRACTING REPORT**The committee were advised that the College had 9 students on the Princes Trust scheme and all students had been retained and were on track. |
| **20****Q&O/13/03/58** | **EMPLOYER SURVEY**The Director of Marketing advised that the survey was for last year and that employer satisfaction rates had been at 86%, which is just above national rates. Nationally, the proportion of employers who were either ‘likely’ or ‘extremely likely’ to recommend their training provider had declined by one percentage but the College had bucked this trend with a19% increase. It was noted that the College was performing in line with other GFE Colleges.In relation to the survey for this academic year, the committee noted that the survey would close at the end of May with results being be available in October 2019.  |
| **20 URGENT BUSINESS** There was no urgent business.  |
| **21 Date of Next Meeting*Wednesday 26th June 10.30am St Helens*** |
| **The meeting closed at 12.37**  |