##

## MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

**TIME/DATE 11.30AM 27th June 2018**

**VENUE Board room St Helens CAMPUS**

**PRESENT:**

 **Name**

 Mrs E Brocklehurst (**Chair)** External Governor

 Dr J Burford Governor & CEO

 Mrs J Heap Staff Governor

 *Mrs P Jervis External Governor*

 Mrs J Tinsley External Governor

 *Mrs Y Rennison External Governor*

**In attendance:**

 Mrs A Pryer, Principal SHC

 Mrs G Banks Principal KCC

 Mrs V Roberts, Vice Principal

 Mr N Gribben, Vice Principal

 Mr C Thomas, Director of Quality

 Mr K Tucker

 Mrs L Lloyd-Williams, Clerk

#   **Part 1 Notes**

***Italics denotes absence***

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|  **Item** | **The meeting opened at 10.34am and was NOT QUORATE. It was therefore agreed that the outcomes of any discussions would need to be ratified either at the next committee meeting or the Board meeting on the 5th July 2018.**  |
| **1****QO/27/06/35** | **APOLOGIES** Were received and accepted from Yvonne Rennison and Pam Jervis.  |
| **2****QO/27/06/36** | **DECLARATION OF INTERESTS** –There were no declarations of interest. |
| **3****QO/27/06/37** | **OPEN MINUTES OF THE QUALITY AND OUTCOMES COMMITTEE MEETING HELD ON 9th May** The minutes were agreed to be a true and accurate record |
| **4****QO/27/06/38** | **MATTERS ARISING** – Actions Sheet – to accept.The Clerk advised that all matters accept one were either on the agenda or completed. The Vice Principals advised that in relation to the TLA review for combined sciences that best practice sharing should improve by moving the department next academic year. GCSE combined science remains a cause for concern and the changes in curriculum mean that the current qualifications may not be appropriate for all learners so the College are looking to introduce alternatives. In relation to TLA practice has been observed as being effective.Governors were advised that combined science at the 14-16 Academy is being looking at separately. The Head teacher appraised the committee of the steps being taken in relation to science including that the number of science lessons a week will be increasing.  |
| **5****QO/27/06/39** | **SCIF UPDATE APPRENTICESHIPS** The Director of Apprenticeships updated the committee regarding the team structure consisting of herself, an apprenticeship manager and two coordinators and explained their remit. It was confirmed that there will be a lot of work around employer involvement which was one of the criticisms raised by Ofsted. The committee were informed of the work that had been done under the SCIF project and Peter Green from Reaseheath college who is assisting with the project, advised that there is a lot of good practice in the College but this has only just been initiated so it is too early to comment on the impact. He highlighted that the steering group would play a crucial role in improvements to apprenticeships. Governors asked if there were specific targets for apprenticeships relating to the SCIF. It was confirmed that there were and that these are contained within the action plan. The CEO also advised that there were KPI’s. Governors advised they would like to see the action plan and Governors were reminded there were targets from the RF bid but they do not fit the targets from the SCIF.**Action: Apprenticeships action plan to be brought to the next meeting.**Peter Green also spoke to the committee about the areas requiring improvement. Governors questioned the speed of progress and were advised this needs addressing quickly. Upon being asked Peter Green advised areas for improvement included elements of compliance and also the consistency of apprenticeship experience and approach. An example **of inconsistency** was given **relating to the frequency of work place visits which varied across apprenticeships.**He advised that the Apprenticeships team would be central to ensure that apprenticeships were being consistently delivered. Delivery of apprenticeships rests with Heads of Faculties and assessors and there would need to be a strong dialogue between the Apprenticeships team and faculties, which would need to be developed. T**he Director of Apprenticeships commented on the work already being done in relation to this in the Engineering and Construction departments.** Governors asked when the apprenticeships team would be at full strength and were advised August.**Action CEO/Director of Apprenticeships**: Targets and impact report to come back to committee September or December |
| **11****QO/27/06/40** | **STUDENT PERFORMANCE REPORT** * Attendance and Retention
* Predicted achievements
* 14-16 academy update

**This item was elevated on the agenda with the 14-16 academy update being taken first.** Governors asked about targets and whether the Academy receives key stage 2 data and the Head teacher advised they still do not receive this despite numerous attempts. The Head teacher advised that Ofsted had advised him that they were happy with the data that was being used in the Academy. The Head Teacher was thanked for moving matters on. **Mr K Tucker left the meeting.** In relation to predicted achievements the committee were advised that there was still uncertainty around predictions although overall these looked good. Governors commented on the need to acknowledge the impact of short courses so that they can see the **underlying** trend regarding achievement. Governors asked to be provided with a figure in relation to significant improvement in 14-16 English and maths**Action: Head teacher.** The committee duly noted the report. |
| **6****QO/27/06/41** | **APPRENTICESHIPS**The Principal of St Helens updated the committee on the figures given in the report. **There had been a marginal improvement in both Timely and Overall although both are below the figures at the same time last year. The figures had changes slightly since the report was written and the latest figures and best case figures would be sent to the committee members via email.****Action: Principal of St Helens to send out this information by email.**In relation to Knowsley the Vice Principal provided an update and advised that the picture was not positive setting out the actions being taken. The CEO also advised of the position in relation to KZN and Matalan learners. The Principal of Knowsley updated the committee in relation to Camel Laird apprentices and that a further 8 learners have now achieved. Of the other 49 continuing learners it is predicted that all but 2 will achieve. Governors were reminded that members of SLT meet with KZN on a weekly basis.Governors raised some questions regarding OneFile and the implementation times for that and asked that the committee be updated on latest figuresAction: Principal of St Helens  |
| **7****QO/27/06/42** | SCORECARD FOR COMMITTEES ACCOUNTABLE SECTIONS OF THE RF BID * Review of targets

The Principal of St Helens advised that stretch targets had been included where applicable and gave examples. It was confirmed that targets are being cascaded down through the organisation and being included in appraisals. Governors asked for clarification around the achievement targets having noted that targets were incomplete and the profile across the three years needed to be altered for Attendance and Learner Voice overall survey satisfaction. Action: Principal of St Helens  |
| **8****QO/27/06/43** | TARGET SETTING & ALPS UPDATEStudent Progress on A Level ProgrammesThe Head of Quality was thanked for his helpful paper on ALPs.The Head of Quality spoke to his report and advised that it was predictions against outturns. It was noted that the ALPs predicated grades for existing year 2 students are predicted to be marginally better than from 2017/18 but that retention remains a key issue with it being low at 66.7%.Student Progress (Bronze, Silver, Gold)The Head of Quality advised there were a couple of key points, firstly regarding compliance but when analysed for 16-8 year olds it looks as though the issue with students leaving their course early is due to courses having finished. Governors asked how do we ensure 100% compliance particularly following Ofsted comments at the recent support and challenge visit. There was discussion regarding this and practical options and it was noted that the scheme is still in the developmental stage. Governors asked about the review process having noted that reviews in some areas were not taking place regularly. It was noted that the next progress report will be looking at actual achievements and governors asked to receive a breakdown of numbers that have moved from bronze to silver etc.Action: Head of Quality.Jette Burford left the meeting |
| **9****QO/27/06/44** | TEACHING, LEARNING AND ASSESSMENT Governors were advised that the comments and outcomes of the Support and Challenge visit had been incorporated into the development of the Teaching, Learning and Assessment (TLA), Strategy Observation of Teaching, Learning and Assessment (OTLA), Policy and Procedure and the Expectations and Standards Matrix. All documents remain in draft form until full consultation completes on 27th June 2018.Governors were asked for comments and questions. They commented that work scrutiny will be imperative and though mentioned needs highlighting even more and will need to have rigour.In relation to Part B, the observation procedure pg. 6 Governors asked that it be clear as to who decides which students work is seen and for it not to be the teacher and to be a good cross section of academic ability. Governors commented that it is the implementation of policies that is important and Governors need to have assurance that policies are working. It has been agreed that KPIS will be pulled out of the policy and reported against. **Action: Principals and Head of Quality.**Governors commented that the expectations matrix was very helpful Governors were content with the following documents subject to the amendments to Observation policy:* Teaching, Learning and Assessment Strategy
* Observation of Teaching, Learning and Assessment Policy subject to tweaks.
* Expectations and standards matrix
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| **10****QO/27/06/45** | INDIVIDUAL CURRICULUM AREAS The Vice Principals advised they had added a key for clarity. Discussion took place around how the report is framed and the report being more specific. The Chair advised in terms of future reports, Governors want to see acknowledgment of the problem, actions to resolve it and how do we measure against. Action: Vice Principals.  |
| **12****QO/27/06/46** | **PROGRESSIONS & DESTINATIONS** Update on internal progression and 16/17 destinations.The Principal of Knowsley gave a verbal update and advised there was slight movement at Knowsley with it now being 78% improved by 4% from previous report and St Helens 97.7 compared to 87.3 % last year.The committee was also updated on internal progression but advised that a large number of forms are outstanding. Governors requested that a further update be provided at the September meeting.,**Action: Principal of Knowsley** |
| **13****QO/27/06/47** | **ENGLISH AND MATHS PERFORMANCE**The Principal of Knowsley advised of the headlines contained within the report. It was noted that attendance was at 95 % for GCSE English and attendance for English and maths last year was 92%, Governors commented well doneThe Principal reported that there is a predicted improvement in high grades but it also believed that the national rate will come down. Governors asked whether English and maths will be at faculty level next year and it was confirmed that it would be. The Link Governor for English and maths advised she had visited the department and had a very positive meeting with the Head of English and maths.Thanks were expressed both to the Head of the Department and the Link Governor.Governors asked for the Head of Department to come and report at the September meeting. **Action: Clerk** |
| **14****QO/27/06/48** | **STUDENT EXPERIENCE /LEARNER VOICE**This agenda item was postponed until the next meeting. |
| **15****QO/27/06/49** | **GOVERNANCE** Annual review of confidential itemsThe committee agreed with the Clerks advice that the matters contained within the report should remain confidential, Annual review of the committees training needsThe committee were asked to email the Clerk regarding any training needs.Annual review of terms of reference, membership and quorum Action The Chair of the committee advised that she would speak to the Chair of the Governing Board regarding this.**Action: Chair of Committee**  Annual cycle of business 18/19 The Clerk advised that she was working on this with the Chair of the committee and the Principal St Helens and that a draft would be circulated to committee members. |
| **16****QO/27/06/50** | ANY OTHER BUSINESS There was no A.O.B.  |
| **17****QO/27/06/51** | DATE OF NEXT MEETING – TBC |
|  | The meeting closed at 13.40 and it was not possible to proceed with part 2 in the absence of the CEO.  |