##

## MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

**TIME/DATE 9.00am Wednesday 9th May 2018**

**VENUE Board room KNOWSLEY CAMPUS**

 **Name**

 Mrs E Brocklehurst (**Chair)**

 Dr J Burford

 Mrs J Heap

 Mrs P Jervis

 Mrs J Tinsley

 Mrs Y Rennison

**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

 Mrs L Lloyd-Williams, Clerk

#  Part 1 Minutes

***Italics denotes absence***

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|  **Item** | **The meeting commenced at 9.02am and was quorate with at least 3 external governors present.** |
| **1****QO/9/05/16** | **APOLOGIES** There were no apologies |
| **2****QO/9/05/17** | **DECLARATION OF INTERESTS** There were no declarations of interest |
| **3****QO/9/05/18** | **OPEN MINUTES OF THE QUALITY AND OUTCOMES COMMITTEE MEETING HELD ON 14th March** The minutes were accepted as a true and correct record |
| **4****QO/9/05/19** | **MATTERS ARISING** The Clerk advised that these were on the agenda. The Principal of St Helens College (SHC) outlined for the committee the CPD that had taken place and it was noted that this had been well received by staff. Governors commented that they had attended some sessions which had been of a good quality.  |
| **5****QO/9/05/20** | SCORECARD FOR COMMITTEES ACCOUNTABLE SECTIONS OF THE RF BID AND CPD REPORT The committee noted the scorecard and questioned whether the targets were from the RF bid and it was confirmed that they were. They advised that they would like to see targets that are aspirational. It was agreed to review targets and possibly have two sets comprising of the RF and own college targets.Action: CEO and Chair of Governing Board  |
| **6****QO/9/05/21** | TARGET SETTING &ALPSThe agenda item was opened for questions. The committee wished to know whether the figures are as they were at the time or predicted at the end of the year. The Head of Quality advised the data was current as to the 29th March and was a prediction as to where learners would be at the end of the year. Discussion took place regarding individual subject areas. Governors advised they would be interested in what grades the learners are going to achieve. The Head of Quality was asked to bring grades to the next meeting. Governors expressed concern and advised they need to understand better how the ALPs targets are derived. Action: Head of Quality   |
| **7****QO/9/05/22** | QUALITY IMPROVEMENT PLAN AND QUALITY UPDATEThe Principal of St Helens advised that the QIP was for review and that it summarised much of what was contained within the reports before the committee. Governors were asked to take the QIP away to consider with any queries to be raised by email.  |
| **8****QO/9/05/23** | TEACHING, LEARNING AND ASSESSMENT The committee considered the paper and noted where the college group is currently in relation to TLA observations. The Ofsted visit had highlighted a perception gap and the Principal of Knowsley advised that the paper before Governors recognised that and a draft strategy together with a TLA process had been drawn up which was out for consultation. Governors were advised that the quality and rigour of the new TLA observation strategy and the focus on work scrutiny has been improved. Governors questioned how long the consultation period was and were advised it would finish at the end of June. Standards and deadlines are now much clearer and Governors noted there had been a pilot of the Curriculum and Quality Review process (CQR) which had been well received. The Staff Governor gave very positive feedback to the committee regarding this. Governors questioned what interventions there would be if staff were to receive disappointing feedback following an observation. It was explained that every member of staff would receive an action plan and there would be an opportunity to appeal. Also observers are to receive training in giving feedback.  |
| **9****QO/9/05/24** | INDIVIDUAL CURRICULUM AREAS The Vice Principal spoke to his report providing the committee with the latest information on in-year retention and performance of the SSA Tier 2 areas of concern from the previous academic year. It was noted that at Knowsley the main area requiring improvement was the GCSE combined science and Governors received assurance regarding support being given in relation to this. It was explained that this was an important progression course. Governors commented that the same subject required improvement at the St Helens campus and questioned whether staff in this area would benefit from good practice elsewhere.**Action: Vice Principals update on TLA review for combined sciences.**The committee also requested an update on how the College Group intended to change the IAG this summer and asked whether a summer school would be introduced. The Vice Principal advised there had been an attempt to introduce a summer school but there had not been sufficient take up from students. Governors asked for this to be reconsidered with a compulsory aspect to ensure attendance. **Action: Vice Principals**Governors also commented that the quality of teaching and learning should be considered.  |
| **10****QO/9/05/25** | **STUDENT PERFORMANCE REPORT** Student In-year progress (Bronze, Silver, Gold)The Head of Quality advised that the last review of Bronze, Silver, Gold had a deadline of 24th April but there were still some reviews outstanding. The key determinate being students meeting their targets and in the majority of cases students are either meeting targets or are exceeding. Across the College Group 20% of students have been identified as bronze and therefore behind target. This has been discussed at the Heads of Faculties meeting and will be monitored every two weeks. The Head of Quality also outlined the steps that Ofsted requires and advised this remains work in progress. Attendance and retention reportsThe Deputy CEO advised that attendance is still shifting with the current figures for St Helens being 88.1% and for Knowsley 88.6%. There has been a marginal fall in English and maths across the year. Overall retention is 92.9% overall against a national average of 92.1%. There have been overall improvements on retention across the year for both campuses. The committee noted the predicted improvements. It was noted there are changes in funding rules towards more non-accredited provision which may affect pass rates and it was explained that not just achievement rates but also value added is an important measure. The committee asked to be given more information around predicted achievements at the next meeting**Action: Vice Principals** Apprenticeships (**Confidential)**This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential Minutes of this meeting.  |
| **11****QO/9/05/26** | **PROGRESSION AND DESTINATIONS REPORTS** The Principal (SHC) highlighted the headlines of the paper which was to provide an update on progression plans for 18/19 and destination outcomes for 16/17. She advised there is to be further analysis on the tables particularly to ascertain the College group picture. Governors noted the projected returners’ number and that both campuses have improved in relation to the unknown destinations figures. The Principal advised that a further update would be brought to the next meeting. **Action: Principal**  |
| **12****QO/9/05/27** | **ENGLISH AND MATHS PERFORMANCE**The Principal (SHC) summarised progress and advised that English and maths performance was progressing as expected. The committee noted that there is improvement in predicted outcomes and functional skills but that attendance remains a concern. |
| **13****QO/9/05/28** | ANY OTHER BUSINESS There was no AOB |
| **14****QO/9/05/29** | DATE OF NEXT MEETING – Wednesday 27th June 11.30am(SHC) |
|  | The meeting closed at 10.45 am  |