

Quality & Standards Committee

Minutes of the meeting held on Wednesday 17 May 2017

Present: David Cooper, Donna Fitzgerald, Diana Hoskins, Pat Mould, Jon Richardson

In attendance: Karen Ashman (Assistant Principal), Colin Peaks (Deputy Principal), Vikki Reeve (Clerk), Ben Wallis (Assistant Principal), Stephen Brown (Governor/Observer)

46. Apologies for absence

Resolved: Apologies were received from Chris Gurevitch and Diana Palmer.

47. Declarations of interest

Resolved: There were no declarations of interest.

48. Minutes of the previous meeting: 8 March 2017

Resolved: The minutes of the meeting held on 8 March 2017 were accepted as a correct record and signed by the Chair.

49. Matters arising from minutes/action schedule

Minute 35 David Cooper noted that there has been a lot of discussion around sixth form college benchmarks and what is included as it is becoming unclear. He noted that the SFCA are raising this with Ofsted.

Minute 36 Karen Ashman noted:

- Two teachers have completed the specialist subject training in Maths, and training has been organised for other staff in June/July.
- Six members of support staff undertook Functional Skills in Maths last year, and five of them have undertaken the GCSE qualification this year.
- The number of courses achieving Moodle Gold has increased since the last meeting from 22% to 45%. The percentage of courses achieving Silver stands at 54%. 12 out of 13 departments have at least one course at Gold and four departments have all courses at Gold. Governors congratulated staff on this achievement.

The Clerk noted that a letter of thanks had been sent to staff on behalf of Governors (as per the action schedule).

Minute 37 In response to Governors asking about the impact of removing the lowest performing courses from the in-year progress data, Colin Peaks noted that removing the bottom 10% would add 4.7% A Level achievement Rate, making it 90.2%.

Colin Peaks described some of the quality assurance work that has been undertaken since the last meeting to improve results, including:

- File checks in Science
- Student voice work in Media
- Learning walks in Music Technology
- Review of exam results for Level 2 Travel & Tourism
- Formal lesson observations on courses of concern: outcomes were two grade 1s (Outstanding) and two grade 2s (Good).

Resolved: The updates from the previous minutes/action schedule were received.

50. Marketing and applications

It was agreed that minute 50 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

51. Curriculum offer and local needs statement

It was agreed that minute 51 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

52. Student Support annual report

Ben Wallis presented his annual report on student support. He noted the following key points:

- The tutorial programme is being re-developed for next year with the Progress Mentor structure being replaced by an assertive mentoring programme delivered by teaching staff, which focuses on identifying students requiring more guidance and setting them SMART targets to improve grades. The assertive mentoring scheme was launched this year by Progress Mentors, with around 400 meetings having taken place already.
- The Careers team held another very successful Careers Fair in February – the best attended so far – and will host another in June that focuses on employment. The team are also building links with local business and working with Hull City Council to ensure NEETS are supported. The team have undertaken many one-to-one meetings with students, as well as group work in specific subject areas.
- Every student in college has participated in some form of employer engagement activity this year. 368 employers have worked with the college already this year, with more to come as the team approach its busiest period.
- The Student Services team continue to be as busy as ever, specifically supporting over 800 students throughout the academic year so far. Mental health continues to be an issue and all staff will receive training during the summer term.
- The Study Support team and curriculum mentors continue to work with all students through one-to-one sessions, group work and in-class support.
- Library usage numbers have dropped slightly from last year, but this is balanced by the growth in students using the virtual learning environment (VLE) and accessing e-books. There has also been a trial with the Science department where A-level students have undertaken their assessments independently in the library, allowing class time to focus on teaching – feedback on this has been positive and the team are looking to develop it further next year.

Governors asked if removing Progress Mentors will place further demands on the Student Services team. Ben Wallis noted that the Progress Mentor team became part of the Student Services team this year allowing them to provide more academic support and refer any other support requirements direct to the Student Services team. The change will provide greater focus upon academic support, so should allow Student Services to focus upon pastoral issues.

Resolved: The annual report on student support was received.

53. Student voice

Karen Ashman presented her report on Student Voice and noted the following key points:

- Student Voice 2 (SV2) was a qualitative survey, which students undertook for each course they are on. There was a 62.1% response rate, an increase from 57.2% in the first survey (SV1).
- SV2 allowed for students to provide positive feedback that could be celebrated. These resulted in departments producing 'Thank you for your comments' posters.
- Student Voice 3 (SV3) is a large quantitative survey that is currently underway. There has been 578 individual responses (48%) to this point, with time still remaining.
- Going forward, new reporting systems are being trialled to make data easier to analyse and drill down into responses and check them against specific cohorts.

Karen Ashman showed Governors an example of how student voice is being promoted and used within Health, Caring and Early Years.

Governors noted that the ability to slice data and receiving the data in a more visual way will be very helpful.

Resolved: The report on Student Voice was received.

54. Technical levels

Colin Peaks presented his report on Technical Levels and highlighted the key points, as requested by the Committee at the last meeting. He noted:

- Construction and IT are scheduled to pilot in 2019, with all 15 routes available by September 2022.
- No specifications are available yet.
- There have been concerns in further education around assessments, with students only getting one opportunity to re-sit.
- There may be possible development opportunities for the colleges, but will need to look into funding.

Colin Peaks said that information around the Technical Levels is on hold due to the General Election, but that further information should be available following 8 June.

Resolved: The update on Technical Levels was received.

55. Federation and curriculum quality

As requested by the Committee at the last meeting, David Cooper presented his report on how being in the Federation can impact on curriculum quality. He noted the following key points from the report:

- The structure and operational practices of the Federation are still under discussion; it will be the role of the operational board to agree a quality framework.
- In terms of quality assurance, it is anticipated that the colleges will share and benchmark data on value added (Alps), achievement rates, attendance and progression.
- In terms of quality improvement, there is already a joint training day planned for staff on 12 July involving 400 staff members and will involve departments looking at how they can work together. Going forward, suggestions have included a joint VLE, teach meets, joint enrichment and sporting events for students, joint subject conferences.

David Cooper updated Governors on recent Federation activity, including a joint Governor and Principals meeting. He noted that significant progress has made and the colleges have secured a £100k grant for taking the Federation forward (i.e. legal and consultancy fees etc). David Cooper noted that the Federation should be up and running formally by 1 January 2018.

Resolved: The Federation and curriculum quality update was received.

56. Governor scrutiny

a) Visual Arts:

It was agreed that minute 56a should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

b) Governor scrutiny process:

Governors discussed the procedure/process for undertaking Governor Scrutiny activities. Some minor amendments were suggested, including the nomination of a lead Governor who will produce the final report and a timescale for each stage of feeding back (to the department, to SMT and to Governors). It was agreed that the pro-forma should include strengths and areas for development.

Recommended: The Governor Scrutiny procedure was agreed.

57. Annual cycle of business of the Q&S Committee

The Clerk submitted a report proposing the annual cycle of business of the Q&S Committee for 2017/18. The report was produced in consultation with senior managers to ensure that it aligns with the college's quality assurance framework. Governors suggested that a Federation update be included on the agenda for each meeting. This was agreed.

Resolved: The proposed annual cycle of business of the Q&S committee for 2017/18 was approved.

58. Annual Committee self-assessment

The Clerk submitted the Committee's self-assessment questionnaire for discussion and completion. Governors reviewed the performance of the Committee for 2016/17 and agreed that the Committee operated effectively and in line with the terms and reference.

Resolved: The results of the annual self-assessment of the Quality & Standards Committee's role and effectiveness were noted.

59. Any other business

Resolved: There was no other business.

60. Date of next meeting

Resolved: 4 October 2017 (provisional until approved by Corporation in July).

61. Confidential items and reports

It was agreed that minutes 50, 51 and 56a should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

62. Learner impact

The Committee scrutinised and provided appropriate challenge in the following areas, all of which helped to improve student performance and achievement:

- Ensuring student outcomes that are positive and enable progression through effective curriculum management and support
- Undertaking Governor Scrutiny activities to provide further challenge and review of teaching, learning and assessment
- Ensuring there is a strong support provision that is accessible to all students
- Ensuring the curriculum meets the needs of current and new students in the local community
- Ensuring students have a forum in which they can give feedback to the college

Action schedule

Minute no	Title	Action by	Action
56(b)	Governor scrutiny	Colin Peaks	Update the Governor scrutiny process/procedure document for submission to Corporation.
57	Annual cycle of business of the Q&S Committee	Clerk	Add 'Federation update' as a standing item of the Q&S agendas.

