

## **Quality & Standards Committee**

### **Minutes of the meeting held on Wednesday 9 February 2022**

Members present: Alan Foster, Leila Goring, Pat Mould (remote), Bob Overment (Interim-Committee Chair), Colin Peaks, Lois Thorley

In attendance: Jonathan Butler (Assistant Principal), Stewart Edwards (Assistant Principal), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

#### **33. Apologies for absences** (agenda item 1)

Apologies were received from Natalie Sketchley. The Principal will present the Deputy Principal's agenda items.

*Resolved:* Apologies for absence were received.

#### **34. Declarations of interest** (agenda item 2)

*Resolved:* There were no declarations of interest received.

#### **35. Written Resolution** (agenda item 3)

The Clerk presented the summary of the written resolution approved by the Committee on the 19<sup>th</sup> January 2022. She outlined that the early election of the Interim-Chair allowed for his attendance at Remuneration Committee on the 26<sup>th</sup> January 2022.

*Resolved:* The written resolution was received.

#### **36. Minutes of the meeting:** (agenda item 4)

*Resolved:* The minutes of the meeting held on 10<sup>th</sup> November 2021 were received and confirmed as a correct record and the Chair authorised to sign.

#### **37. Matters arising from the minutes/action schedule** (agenda item 5)

*Resolved:* Any matters arising from the minutes will be covered elsewhere in the agenda.

#### **38. Final Self-Assessment Report 2020-21** (agenda item 6)

It was agreed that minute 38 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).

#### **39. In Year Progress (including achievement, retention and attendance)** (agenda item 7)

It was agreed that minute 39 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).

#### **40. Student Destinations and IAG Annual Report** (agenda item 8)

It was agreed that minute 40 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).

#### **41. Quality Assurance Update** (agenda item 9)

It was agreed that minute 41 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).

#### **42. Teaching, Learning and Assessment Update** (agenda item 10)

It was agreed that minute 42 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).

#### **43. Digital Technologies Strategy** (agenda item 11)

The Assistant Principal Jon Butler presented the Digital Technologies Strategy initiatives and progress made towards them. He provided an overview of the five-year plan and noted the two elements already complete; 'Assessing Skills' and 'Digital Enrolment'. The Assistant Principal highlighted the 'Smarter Security' initiative, noting the new College system to monitor software being used on student devices, and potential issues relating to this.

The Chair noted that on page 2, the 2020/21 date listed for 'Digital Enrolment' is incorrect, advising that the date should be 2021/22 as digital enrolment was undertaken this year. The Assistant Principal reported that digital enrolment was complete in 2020/21 for in-year progression only, with a fully digital enrolment being completed in 2021/22, and agreed that the date within the document will be changed.

The Chair of the Corporation, Pat Mould commended the quality and clarity of the paper and progress made towards the initiatives. This was agreed by committee members.

*Resolved:* The Digital Technologies Strategy update was received, with a change required as outlined in the minutes.

#### **44. Performance Management Outcomes 2020-21** (agenda item 12)

It was agreed that minute 44 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).

#### **45. Student Voice Update** (agenda 13)

It was agreed that minute 45 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).

#### **46. Upskilling Activities** (agenda 14)

The Assistant Principal Stewart Edwards was pleased to report the positive student uptake on the Upskilling programme. 2,866 student-courses have been completed on Flick learning with a further 259 student-courses in progress so far. Some courses are fully booked, and a wide range of options are available to students. Staff have been very motivated to offer sessions

and engagement across the College has been very positive. The members also heard that the other ACT colleges are moving towards the College's upskilling model in the future. The Committee discussed the Upskilling Programme and engagement of staff and students.

*Resolved:* The upskilling activities update was received.

#### **47. The Public Sector General Enquiry Duty Report 2020/21 and Equality Data report** (agenda item 15)

It was agreed that minute 47 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).

#### **48. Governor Scrutiny** (agenda item 16)

*'How the College Removes Barriers to Learning'*

The Clerk reported that two volunteers were sought from the Corporation. The Clerk received two expressions of interest from Corporation Vice-Chair Alan Foster and Audit Chair Steve Cook. She advised that Steve Cook volunteered to be involved if no other expressions of interest were received, advising that he is already completing other scrutiny activities for the Audit Committee. Governor Leila Goring volunteered to join the scrutiny activity, asking for it to be scheduled on a Friday to fit with existing work commitments. This was agreed by the members. The Clerk will arrange the activity and contact the volunteers in due course.

*Resolved:* Alan Foster and Leila Goring will complete the scrutiny activity, to be arranged by the Clerk.

#### **49. Any Other Business** (agenda item 17)

*Resolved:* No other business was received.

#### **50. Confidential items** (agenda item 18)

It was agreed that minutes 38, 39, 40, 41, 42, 44, 45, and 47 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).

#### **51. Date of next meeting** (agenda 19)

*Resolved:* The next meeting will take place on 18 May 2022.

#### **Action schedule**

| <b>Min. no.</b> | <b>Title</b>                         | <b>Action by</b>             | <b>Action</b>   |
|-----------------|--------------------------------------|------------------------------|---|
| 38              | Final Self-Assessment Report 2020-21 | Principal / Deputy Principal | Minor updates to the report as per discussion in minutes. |

| <b>Min. no.</b> | <b>Title</b>   | <b>Action by</b>               | <b>Action</b>  |
|-----------------|--|--------------------------------|--|
| 43              | Digital Technologies   | Assistant Principal, J. Butler | Update date on page 2, for Digital enrolment as outlined in the minutes.   |
| 47              | The Public Sector General Enquiry Duty Report 2020/21 and Equality Data report | Principal                      | Update paper with requested data, as per minutes, and bring to next committee for recommendation to Corporation. |
| 48              | Governor Scrutiny Activity   | Clerk                          | Arrange Governor Scrutiny activity.  |

### **Learner impact**

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

- Ensuring measures are in place to ensure a safe and effective learning environment.
- Scrutinising the College's assessment and judgement of its performance, as well as priorities moving forward, to ensure that any areas for development are addressed.
- Ensuring effective support is in place for students.
- Undertaking governor scrutiny activities to ensure the College is meeting its legal duties in relation to the Single Central Register.

## **Quality & Standards Committee**

### **Confidential Minutes of the meeting held on Wednesday 9<sup>th</sup> February 2022**

*It was agreed that the following minutes 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).*

CONFIDENTIAL