

MINUTES

Quality and Standards Committee 51

Date: *13/11/2018*
(Tuesday)

Time:

18:00–20:00

Venue: *Rural Business*
Centre

Committee:

Quality and Standards

Notes: *Refreshments will be available from 5.30pm*

Present: *Alison Robinson (Principal), Allan Foster (Chairman), Declan Burke, Jane Booker, Julie Hughes (Vice Chairman) and Richard Hughes*

Attending: *Steven Downham-Clarke (Vice Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Robinson (Deputy Clerk)*

Apologies: *Irene Ainsworth*

Public Minutes

Item description:

32.18 Attendance of College Staff

Decision

Section 8.2 of the current Constitution and Terms of Reference for the Quality & Standards Committee states:

“Consultants or members of staff may attend meetings by invitation in an advisory capacity.”

Members were pleased to welcome the Assistant Principals, Mick Cottam - Higher Education, Paul McGrail - Apprenticeships & Skills and Helen Eaton Partnerships & Development to present reports.

Resolved:

That College Management staff attend the meeting.

33.18 Apologies for Absence

Record

An apology for absence had been received from Irene Ainsworth.

Paul Thompson, Assistant Principal Further Education had also sent apologies.

The Student President, Declan Burke had left College leaving a vacancy for a student Governor on the Board to serve on Quality & Standards Committee. The Clerk would liaise with the Student Liaison Officer to arrange a new student Governor appointment.

Resolved:

That the apologies and student vacancy be noted.

34.18 Appointment of Chair and Vice Chair for the Academic Year 2018 - 2019

Decision

Quality and Standards Committee asked for nominations for Chair and Vice Chair of the Committee for the academic year 2018 / 2019.

Following due process the Chair from year 2017 /18 was re-elected.

Julie Hughes, Vice Chair for academic year 2017/18 had made members aware of her intention to leave the Board and therefore did not wish to be considered for the role.

Members and Management thanked Julie for her in-depth support and help through her role as a Governor in meetings and through her visits to the College. She had been a good friend to the College and her extensive expertise in curriculum and quality matters was acknowledged.

Julie responded accordingly and gave her best wishes to Myerscough College for the future.

Resolved:

- 1. That Allan Foster be appointed Chair of Quality & Standards Committee for the academic year 2018 / 2019**
- 2. A Vice Chair of Quality & Standards Committee be appointed for the academic year 2018 / 2019 at the next meeting.**

35.18 Minutes of Previous Meeting

Decision

The public minutes of meeting number 47 held on Tuesday 4 July 2018, published on the Extranet were signed and agreed as a true and correct record of the meeting.

36.18 Declarations of Interest

Record

There were no declarations of interest made in respect of items on the public agenda

37.18 Strategic Plan Progress Report

Decision

Quality & Standards Committee gave consideration to the Strategic Plan Progress Report 2017 / 2018.

We will continue to build and enhance our brand and reputation for excellence within the land-based & sports sectors

Members were pleased to note recruitment for 16-18 year olds was expected to meet target once the subcontracted student numbers were added and would meet the financial plan.

For higher education, it was anticipated that the overall full time equivalent recruitment would be close to the target in the business plan once the semester 2 numbers were included. There was an increase in recruitment to HE year 1, less than target to full time study with recruitment to part time HE courses significantly above projection. Demographics had indicated an expectation of declining numbers.

199 new apprentices (all ages) were enrolled by 1st November 2018 compared to 166 by 1st November 2017 on the roll off roll on programmes. Trends continued to be positive.

We will provide an outstanding teaching and learning experience

There had been no graded lesson observations to date as Management considered options. Walkthroughs had taken place.

The Learner Induction Survey data would be reported at the next meeting.

Attendance was at a high level.

The continuation rate measure looks at whether or not a student was still in HE after a year or two years. Non continuation was currently at 1.8%.

Quality & Standards Committee noted a pleasing start to the year and wished to congratulate those responsible for recruitment in the College.

Resolved:

That the Strategic Plan Progress Report be received.

38.18 In Year Performance Data for Further Education

Decision

Quality & Standards Committee gave consideration to the In Year FE Performance Report 2018 / 2019.

Members noted key areas for improvement

- Recruitment monitoring.
- English and maths, specifically Functional Skills entry level and level 1, and GCSE 9-4 grades require monitoring and support in year.
- High grade achievement in Arboriculture,
- Animal Studies needs monitoring at Performance Boards.
- In year progress of looked after children and those with social and mental health issues for learners needs monitoring at Performance Boards
- In year progress monitoring for City and Guilds programmes

Members reflected on the discussions in the earlier strategic targets item, (minute 37.18) that ESFA recruitment would come in on target at 1,600. Members noted continued challenges to recruit to meet number targets and so procure allocation for the next year. Members received assurance from the reported data. Withdrawals, at 149, were slightly up on the previous year, though these were not all ESFA funded. Members asked if anything was to be learnt from the withdrawals and noted there was a wide variety of reasons. They were assured that all reasons were analysed, results of which would come through to the next meeting.

Leavers were offered information, advice and guidance from Core staff and referred for consideration to the College Traineeship / NEET programmes offered through Apprenticeship and Skills. Numbers of students transferred during the 42 day period was 45 (excluding 11 on basketball)

Maths and English considered to be challenging, particularly maths. Some students with marginal fails had re-sat maths exams, results received in January. Members noted the new Head of Area was an internal appointment.

Course costing meetings with Heads had been held early to look at course viability for every area. A reflection on numbers went into consideration of performance against plan.

Members noted course proposals tended to be a bottom up communication. The railways initiative was an example of a top down proposal.

College had funding for 192 High Needs Learners. Enrolments indicated 242 in College. The different elements of the Funding were explained. For those learners outside Lancashire college had to contact other local authorities and councils. Management was confident of successful claims but pointed out that the process was time consuming.

College had applied for an allocation of 270 students for next year and received an allocation of 254. The Principal was in talks with Lancashire County Council to ask for recognition of out of county numbers.

Members noted the introduction of a new work experience team and its activity to date.

Attendance and punctuality, precursors to success but also to employability skills, were high.

Members expressed satisfaction in the report and responses to their questions.

Resolved:

That the In Year Performance Data for Further Education be received.

39.18 ***In Year Performance Data for Higher Education***
Decision

Quality & Standards Committee gave consideration to the In Year Performance Report 2018/ 2019.

Recruitment was expected to meet target and budget plans.

Retention There were nine withdrawals and nine non starters.

Attendance was high at 91.9%.

The key areas for Improvement

- Though overall year 1 recruitment was up this was not the case for HE full time year 1 recruitment which remained a key area of concern for the College. This reflects the national picture. At subject level, HE recruitment on full time year 1 programmes is low in a number of individual subject areas.
- The new course costing tool forecasts course-level income and delivery costs based on predicted enrolments. The tool was largely experimental in the first year and will be reviewed and refined for 2018-19.
- Attendance at subject level, low initial attendance in Equine (87%), Arboriculture (89%), Animal Studies (90%) and Motorsport (89%) requires further investigation, early intervention and monitoring with the Heads of Area.

Analysis of those not taking up offers identified the Colleges main competitors and it was noted that 24 Myerscough applicants had accepted a place on a Foundation Year at other institutions. Governors enquired about the possibility of a Foundation Year offer being available at Myerscough. Previously this option had not proved popular at the College but Management would include in discussions alongside 'access to HE' as reflected in the section of the report, 'further actions planned and expected impact'. Other planned activities were based around recruitment and marketing initiatives and attendance monitoring.

New HE Curriculum

Three new programmes had been approved to recruit for September 2019. A further four new programmes would go through approval in 2018-19 to recruit for September 2020.

Resolved:

That the In Year Performance Data for Higher Education be received.

40.18 Apprenticeship and Skills Learning Achievement

Decision

Quality and Standards Committee gave consideration to the Apprenticeship and Skills Achievement Report.

Enrolments for 2017-2018 currently stood at 544 (01.08.2017 – 31.07.2018) – against a departmental target of 550. There were still a number of applications to process with a start date in the 2017-2018 contract. Income targets had been exceeded. Growth was being sustained at around 10% in a period of national decline (26%) in apprenticeship numbers.

In-Year enrolment for the 2018-2019 contract to 30/10/2018 was 183 which is a 10% increase compared to the same point in the previous year.

The electronic enrolment system would reduce delays from enquiry to sign up.

Short courses - the team continued to investigate new strands of delivery and enhance the brand and reputation.

Employer satisfaction rates continued to be high evidenced through surveys.

Key Areas for Improvement

In-Year Performance - Overall and importantly timely achievement rates to increase. Actions to support this attention include analysis of reasons for withdrawals and analysis of students going beyond timely achievement dates. There is a focus on those coming to end dates to encourage completion of the course. Coaching of the Assistant Heads includes skills to facilitate effective 1:1's with staff to focus on cohort performance and HR training to effectively manage under-performing staff.

Tutor Performance

Action plans and monitoring in place to support tutors in the Horticulture area.

Assistant Head Tier

There is a new Assistant Head in this tier and line management responsibilities have been reviewed for the other Assistant Heads.

English and maths.

Following the outcomes of the ESFA audit and previously identified concerns, a comprehensive action plan is being designed and implemented to improve English and maths outcomes which are fundamental to all frameworks and Standards.

Learning Support

Actions are in place to draw down additional funding for those learners requiring additional support.

Employer Services Team

A detailed growth plan will be written by the end of November to identify required actions to both current short course targets and the additional Adult Education Budget growth to reduce the use of subcontractors where Myerscough is placed to deliver itself.

Apprenticeship Reforms:

Members received detail of Frameworks that had switched to Standards and those yet to switch.

Resources

Resource and learning spaces were being developed for the College's Rail and Construction Plant provision.

Quality & Standards Committee commented on the detailed report noting much activity over a broad range of categories with attention to monitoring, proactive approaches and continuous improvement.

Resolved:

That the Apprenticeship and Skills Learning Achievement Report be received.

41.18*Decision****Subcontracting Report 2017/2018 and 2018/2019***

Quality and Standards Committee gave consideration to the Subcontracting report for 2017/2018 and proposals for 2018/2019 presented by Helen Eaton.

The work carried out by subcontractors enables the College to deliver education and training programmes to learners that would not otherwise be enrolled at Myerscough College, due to either geography or the specialist nature of the support that they require.

The College is very selective when working with subcontractors and a rigorous due diligence and monitoring process is followed.

Members were updated on existing arrangements and those coming to an end. They were pleased to note the new initiative towards the race horse industry.

There had been a delay in issuing the contracts to Providers this academic year due to changes in the funding rules, particularly with regard to GDPR, requiring a complete review of the contract template.

Members appreciated a more in-depth discussion with regard to subcontracting.

Resolved:

That the Subcontracting Report 2017/2018 and 2018/2019 be received.

42.18 Teaching, Learning and Assessment Report

Decision

Quality and Standards Committee gave consideration to the Teaching, Learning and Assessment Report noting good practice, areas for improvement and impact from actions.

Teaching and Learning

Observation of Teaching, Learning and Assessment data for 17/18 was very positive with staff achieving the high Grades 1 or 2 in their observations.

College was moving away from this graded system to development of an unannounced walk through observation system with a view to strengthen the accountability of Teaching and Learning developments within the curriculum areas.

The development, promotion and embedding of English and Maths in vocational areas is a challenge across the sector. The college is part of an ETF funded Professional Exchange Network for TLA, maths, English and digital skills. One of the key focuses of the TLA group is the development of learners' maths and English skills and teacher confidence to support and deliver these skills.

The effective use of the VLE across the college to support learning is a focus for improvement. A process to quality check VLE course sites is being developed.

Quality Assurance

Performance Monitoring Meetings in FE (PMMs) have been established to give added focus, rigor and challenge relating to Quality and to promote a progression, performance focused ethos. The introduction of the PMM process has allowed for engagement at greater depth through the organisation by involving Assistant Heads, Heads of Area, Assistant Principal, Quality and the Vice Principal.

There were Positive Outcomes from all External Quality Assurance activities in 2017-18 .

Accurate and timely reporting of achievement to allow efficient claiming of learner certificates with awarding bodies was an area for improvement.

Resolved:

That the Teaching, Learning and Assessment Report be received.

43.18 Quality Improvement Plan 2017/2018 - Final Update

Decision

The Committee gave consideration to the final update of the Quality Improvement Plan for 2017 / 2018 noting progress made. There had been some good full achievements to report. Non achievement and partial achievements linked to recurring discussions throughout the year, which included animal studies, T levels, Greenspace online, apprenticeship timely performance and 19 plus learners. Members did note that a 95% target for student satisfaction was unrealistic.

Resolved:

That the Quality Improvement Plan be received.

44.18 ***Equality, Diversity and Inclusion Action Plan 2017-2018***

Decision

Quality and Standards Committee gave consideration to the Equality, Diversity and Inclusion Action Plan for 2017 / 2018 which was colour coded to indicate progress to date. The action plan rolls through to year 2018 / 19.

There were some incomplete Human Resources actions and others around external leadership in the sharing of best practice externally.

The annual Equality, Diversity and Inclusion Report was being produced and would be brought to the Corporation meeting on 11 December 2018.

Resolved:

That the Equality, Diversity and Inclusion Action Plan 2017/2018 be received

45.18 ***Curriculum Risk Register***

Decision

Quality & Standards Committee gave consideration to the Curriculum Risk Register.

The summary form was positively received.

In the risk 'Failure to maintain learning experience for learners' members noted the inclusion in the action section of an increased focus on walkthroughs (ref OTLA) to provide triangulation, validity and reliability.

The risk 'Failure to establish a robust, audit proof and financially viable apprenticeship platform to facilitate delivery targets' had been increased. In discussion members agreed that there was a knock on effect to risk 4a in terms of impact, the appropriate adjustment would be made. It was noted this linked with findings in the self-assessment report.

There was no change to other risks.

Resolved:

That the Curriculum Risk Register be received

46.18 ***Quality and Standards Committee Terms of Reference***

Decision

Quality & Standards Committee gave consideration to the Terms of Reference document and judged it fit for purpose.

Resolved:

That the Quality & Standards Committee Terms of Reference be approved as submitted.

Signed:

Date: