

BARNSELEY COLLEGE BOARD OF GOVERNORS

MINUTES F THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE HELD ON 23 JUNE 2016

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| PRESENT | N Bowen | Governor (Chair) |
| | C Webb | Governor (Principal) |
| | R Eccleston | Governor |
| IN ATTENDANCE | D Harding | VP Curriculum |
| | A J Oaks | Clerk to the Board |
| | Y Koursis | Deputy Principal |
| | P Briscoe | VP Quality |
| | J Miccoli | VP Teaching, Learning & Student Svcs |
| | L Leek | Principal, SFC |
| | L Copley | Dean of UCB |

APOLOGIES

16.46 Apologies had been received from B Mansford, E Holmes and R Kent.

DECLARATION OF INTERESTS

16.47 The Chair reminded members of the requirement to declare any financial or personal interests in any agenda items. Members reserved the right to declare any interests should any arise during the course of the meeting. Professor Eccleston declared an interest in the HE Report presented at Agenda item 10.

MINUTES

16.48 The Minutes of the meeting held on 26 April 2016 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

16.49 The Chair referred to the list of actions arising. With regard to Governor/learner engagement, the Chair clarified that the action point referred to visits taking place across college, not only in the SFC.

QUALITY DASHBOARD

16.50 The Committee received a report highlighting the SFA Quality Dashboard showing high level, benchmarked quality information over a three year period in a number of key quality measures. Members discussed the findings which indicated whilst still above NA, there had been a fall in 16-18 success rates. 19+ success rates had fallen and were significantly below NA. Apprenticeship success rates continued to be well above NA for all age groups. Following questions from the Chair, the VP Quality explained the reasons for the decline, which had impacted on adult performance in English and maths and on recruitment. Details were provided of the actions being taken by management.

16.51 The Principal referred to the Outcome Based Success Measures (experimental data) commenting that he was very interested in the data, which the College would be judged on in the future. He added that this would be a piece of work for his senior managers to ensure the right drivers were in place to secure positive outcomes for learners. Governors thanked the VP for the report and asked that they be provided with the email link to the Quality Dashboard.

The Report was received.

TEACHING, LEARNING AND ASSESSMENT

- 16.52 The Committee received a report updating it on the T&L Strategic action plan 2015/16 and graded lesson observations. Progress against the key areas within the Action Plan were set out in the report which was considered and discussed. Following an observation from the Chair regarding teaching, the VP TL&SS outlined the programme currently in place to support course leaders new to the position and those new to the College, and for managers in terms of regular upskilling as part of the continuing journey to achieve targets.
- 16.53 The Chair referred to the teaching and learning observation profile, noting that the percentage of good or better was exceptionally high. The VP TL&SS assured the Committee that the observation process was rigorous and quality assured through peer practice and external review. Whilst it was recognised that it was a snapshot and staff were aware of planned observations, it demonstrated the capacity amongst staff to achieve high standards. She added that the OWLS and themed walks demonstrated consistency over time. Following an observation with regard to assessment, it was reported that three workshops had been delivered around assessment and that the feedback on the English work had been strong. The Chair thanked the VP for the report.

GCSE ENGLISH AND MATHS EXAMS ATTENDANCE

- 16.54 A report was received by the Committee summarising examination attendance at department and college level in 2015/16. Just under 1,700 learners had undertaken resits in GCSE English and maths. Non-attendance at Maths and English was recorded as 3.8% and 2.7% respectively, compared to 8.7% and 10.1% in 2014/15. The improvement was an indication that the College's overall L2 success rate would increase compared to 2014/15 together with the number of learners achieving a grade A –C. The Chair was pleased to see the improvement in attendance and asked for further information which the VP provided, commenting that the reduction in number of venues had made a significant difference.
- 16.55 The VP Quality informed the Committee of progress with regard to the creation of a centralised English and Maths GCSE department to improve outcomes for learners. The department would provide for distinct academic delivery and rapid upskilling of staff, with timetables prioritised to impose centralised standards. The Chair referred to Ofsted's drive to improve the percentage of learners achieving a 'D' grade in resits, and asked if it was possible to analyse whether, should they gain a D a second time, the mark was higher than that previously gained before the resit. The VP confirmed that it was possible to do this with resits, and that Ofsted had confirmed they would note this. Further questions were raised by Governors regarding the transition to the centralised department. The VP advised that management had promoted the benefits of creating a centralised department to staff to alleviate any concerns, and due to there being no redundancies it had helped with industrial relations. In addition, staff teaching GCSE maths and English would be appointed on the new pay scale, aligning them with their peers at schools and sixth forms, which helped in terms of recruiting better teachers. The Report was noted and received.

ANAYSIS OF LEARNER SURVEY (ON PROGRAMME)

- 16.56 The VP TLSS presented a report summarising the results from the learner on-programme survey carried out in February 2016. All vocational areas, including apprentices, had participated. Produced and analysed at course, department and college level, the survey was benchmarked against c568,270 learners from 134 providers. Data had been analysed against external benchmarks across the whole college excluding the Sixth Form which indicated a drop in satisfaction with computers. There were a number of areas for development from the on-programme survey. Heads of Department were taking action to improve student satisfaction in Construction and IT Equipment, progress against which would be monitored through performance review.
- 16.57 The Chair commented on the positive report noting the exceptions with regard to the Construction department. The Committee were informed that some restructuring had

taken place within the department and a new Head had been appointed. The Chair remarked that it was very pleasing to see students' views on the quality of teaching within the college and that the data showing 85% of students would 'tell a friend to come to the college' was powerful. The Principal believed that the data clearly demonstrated that the strategic priorities agreed by the Board had been accurately formulated and could be triangulated across the piece. The Chair agreed, noting it was a very positive report.

RETENTION FE AND HE

16.58 The Committee received a report summarising retention data compared to the same month in the previous year. Adult retention at L2 was below the NA by 10% and the college target by -14.3%, mainly due to withdrawals from English and Maths provision and one course in Health Science and Social Care Professions as reported earlier in the meeting. L3 retention was below the college target but above the NA showing an improvement of +7.5% from the previous year. 16-18 retention at Levels 1 and 3 was above NA. Level 1 and 2 were below College target by 4.5% and 7.4% respectively mainly due to withdrawals from Maths and English. Further to discussion regarding the data the VP Quality was confident improvements in retention would be evidenced by the centralisation of the maths and English department.

16.59 Retention in HE was calculated as a percentage of the total number enrolled to complete the 2015/16 year of study. The Dean of UCB reported that at 91.8%, it was just short of the 92% target but included those students who had been suspended and therefore may return to their studies.

The Report was received.

HE UPDATE

R Eccleston declared his interest.

16.60 The Dean of UCB presented a report updating the Committee on key developments in the HE sector and at the UCB. The report detailed some of the key proposals contained in the Government's HE White Paper: 'Success as a Knowledge Economy: Teaching Excellence, Social Mobility and Student Choice', published in May and setting out a range of reforms to the sector.

16.61 A revised operating model for Quality Assessment was published by HEFCE in March 2016, details of which were summarised in detail for Committee members and included greater reliance on a providers' own review processes, and on the role of Governing Bodies in providing assurance about the provider's activity. R Eccleston commented on the support for Governors, stating that it was imperative the Board were aware of their responsibilities in this regard. The Clerk undertook to seek further details regarding the regulatory requirements and the support available through the Leadership Foundation for HE.

16.62 The Committee was pleased to see growth in the development of collaborative partnerships with SHU, University of Derby, Leeds Trinity University and University of Hull.

The Report was noted and received.

14-16 CURRICULUM DEVELOPMENT

16.63 The Committee received a report from the VP Curriculum updating it on the current 14-16 provision and plans for future development. The Deputy Principal reported that since the paper had been circulated a decision had been taken by management to create a dedicated area in Eastgate for 14-16 students, providing additional opportunities for them, the schools and College. The Chair was keen to ensure the College continued to invest in its relationship with the local Secondary schools through the Deputy Principal and the VP 14-16 to encourage future recruitment.

The Report was noted and received.

UPDATE ON SIXTH FORM PROGRESS

- 16.64 The Principal of the SFC provided a verbal report following completion of examinations at the SFC. With the highest ever attendance at exams, a total of 4,501 individual exams had been undertaken, with 447 concession exams sat. Interviews were due to be held for those learners progressing to A2 which was in excess of 75%, compared to 66% in the previous year. The Committee commented favourably on the improvement.

The Chair thanked the Principal for the report.

ATTENDANCE FE AND HE

- 16.65 A report on attendance was provided for information including the percentage of authorised absences. The VP Quality referred to the attendance which was high and varied from week to week. As reported previously no benchmarking data was available for FE colleges. There were no issues of concern.

The Report was noted and received.

ANALYSIS OF EV REPORTS

- 16.66 A summary of the EV process and moderator reports received was considered. The VP Quality reported that Awarding Bodies had become more rigorous in their scrutiny of quality standards and that from a total of 31 reports, 14 required minor actions to be taken by the College. Five visits had resulted in direct claims status being temporarily blocked, three of which had been lifted after swift action from management to address the issues. Two blocks remained in place in Engineering and MMP, where some QA issues remained. The Committee were provided with details of the actions being taken by management to address these as quickly as possible. The Principal commented that he was disappointed to learn of the blocks and would be driving up standards to meet the increased rigour.

The Report was noted and received.

CALENDAR OF MEETINGS AND CYCLE OF BUSINESS 2016/17

- 16.67 The Committee received a Calendar of meetings for 2016/17 setting out the cycle of core business for the forthcoming year. Discussion took place with regard to the timing of reports for the next meeting in the autumn term, particularly the SAR, as the meeting was scheduled fairly late in the term but too early for the Committee to receive final SAR grades.
- 16.68 The Deputy Principal suggested this was an opportunity for governors to come together earlier in the term on a more informal basis, to review all the results and input to the SAR validation process. In addition, the data dashboard was available to Governors. The Chair agreed with the proposal which would be extended to all Governors.
- 16.69 Other minor changes were proposed to the cycle of business: analysis of EV reports would be presented to February, April and June only; the HE Self Evaluation Document would be presented to the February meeting rather than April; and a report on Value Added Vocational as well as A levels would be presented to the November meeting. A report on complaints by type would be presented to each meeting.
- 16.70 The Chair referred to the remit and skillset of the Committee, emphasising the importance of its role in scrutinising quality data in driving up standards to provide the necessary assurances to the Board. Following observations made at the last meeting, the Clerk had been proactive in seeking to recruit an additional member to the Committee from amongst Board members, and had advised the Chair that D Shepherd had volunteered. The Chair was delighted with the proposal, believing Mr Shepherd would add significant value and strengthen the Committee's effectiveness.

16.71 Following minor amendments to the items of business and proposal to arrange a meeting in September, the cycle of business was agreed.

RESOLVED 16.70 that an additional informal meeting be arranged in September to review all exam results and input into the validation of the self assessment process.

DATE AND TIME OF NEXT MEETING

16.71 Thursday 10 November 2016 at 4.00 pm to be preceded by an informal meeting to review exam results and input to SAR validation process.

Signed _____ Chair

Date _____