

BARNSELY COLLEGE BOARD OF GOVERNORS

DRAFT MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE HELD ON 1 MARCH 2016

PRESENT	N Bowen	Governor (Chair)
	C Webb	Governor (Principal)
	P Bird	Governor (Staff)
	R Eccleston	Governor
	B Mansford	Governor
	E Holmes	Governor (Student)

IN ATTENDANCE	D Harding (VP Curriculum)
	A J Oaks (Clerk to the Board)
	P Briscoe (AP Quality)
	J Miccoli (VP Teaching, Learning & Student Svcs)
	L Leek (Principal, SFC)
	V Dalton (VP Data, funding & Compliance)

APOLOGIES

16.01 There were no apologies.

MINUTES

16.02 The Minutes of the meeting held on 2 December 2015 were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

16.03 The Chair referred to the list of actions arising, noting that the ongoing action point around the development of a Data dashboard was an agenda item. Re 15.67, LLE confirmed she had contacted Bromley College to obtain a copy of the interactive DVD.

The Chair welcomed Paul Jagger, Vice Chair, to the meeting, who was in attendance to gain further insight into the work of the Committee.

TEACHING AND LEARNING UPDATE 2015/16

16.04 The Committee received a report on teaching and learning which had been produced by the VP T,L & Student Support and provided an updated on activities undertaken to support and monitor improvements across the college. The Chair commented that the report was extremely comprehensive and provided a good position statement for the Committee. In the VP's absence, the Chair suggested that for future reporting, it would be helpful to understand the level of teaching and learning in English and maths, and also in the weaker areas of the sixth form college, together with actions being taken by management to bring about the necessary improvements. He added that he had recently undertaken a link visit at the SFC and whilst he had seen some stunning practices he would like the committee to focus on other areas. In response to a question from BM regarding acronyms and ILT Stars, LLE explained the significant role they played in the curriculum.

R Eccleston joined the meeting.

16.05 The Committee discussed the teaching and learning observation profile and dashboard for quality monitoring. In response to further questions from BM regarding peer review observations, LLE explained that the process was very well received by all staff and that the sharing of good practice improved teaching and learning across college, with some staff changing their practice as a result. The Chair, agreed, commenting that the process was a powerful form of development.

The VP Curriculum commented that the process was being extended to allow staff to share good practice across different departments.

The report was noted and received.

ENGLISH AND MATHS

- 16.06 The report on English and Maths was presented by the VP Quality, and highlighted current attendance and recurrent absence data. The VP Quality advised that following the Board's decision to make English and maths a strategic priority for the coming year, the Committee would receive detailed reports on progress at each of its meetings. The report was thorough and included data on attendance which indicated that where there had been some higher levels of absenteeism in some departments, this had reduced significantly after 3-4 weeks as staff were increasing their engagement with learners and parents to emphasise the importance of obtaining qualifications in English and maths to learners' future progression. Detailed action plans had been produced which were shared with the Committee showing the breadth of work being undertaken to embed English and maths into the curriculum. The Chair asked several questions about the numbers and level of staff teaching these subjects and was assured by the VP of the number of dedicated subject leaders promoting English and maths to support and upskill other staff.
- 16.07 Governors asked if the college was able to make comparisons with national averages. The VP Quality advised that national data would not be published until the end of March but figures indicated that there had been a drop nationally from around 37% to the low 30's. In 2014/15 the college had been just above NA for maths and 2-3% below for English, therefore it was hoped the college would compare favourably with the national data when published. The VP curriculum emphasised the change in philosophy to distance travelled, measuring qualifications on entry with those at exit. In terms of young people improving, 2/3 leaving last year left with better qualifications that they had arrived with which was positive.
- 16.08 The Chair sought to obtain confidence from management that the actions would bring about the required improvements, and was given further information regarding the in-house graduate training scheme to supply the best qualified staff going forwards and of plans to centralise English and maths into Essential Skills. Discussion took place regarding the pressures on young people to achieve these subjects and the challenge to staff to ensure they achieved higher grades. The Principal emphasised how the PR process was driving improvement, including a new robust policy on absenteeism. The criteria for unauthorised absence was very clear and student governors RK and EH both recognised the importance of gaining qualifications in English and maths and of the challenges to parents in promoting this message and ensuring good attendance.
- 16.09 It was reported that some areas of good practice had been identified at Bromley College and the Principal of the SFC and VP Curriculum had been invited to visit and share in this. The Principal spoke of the plans to establish a bespoke E&M department in the next academic year and recruit additional subject specialists.

The report was noted and received.

STUDENT PROGRESS (IN YEAR PREDICATED GRADES)

- 16.10 LLE introduced the report which highlighted progress of 6th form learners studying AS and A2. The Committee were assured that the college was on target in terms of AS and A2 outcomes. The ALPS forecast and actuals following the mock exams in January were tabled for information and discussion. LLE advised the Committee that in considering the data, it should be noted that the mocks were only a small part of the final ALPS scores available in the summer and did not include any adjustments for coursework or AS exams/resits. The Chair was extremely pleased to see the data and have the opportunity to compare this to other sixth forms, and asked the Principal SFC to highlight any areas of concern.
- 16.11 In response, discussing areas where results had been disappointing, LLE believed the timing of the mocks and hiatus over the Christmas period could have had a negative impact and had therefore decided to schedule the mocks before Christmas in the next academic year. She explained that close monitoring was being maintained and retention was good and on target to reach the forecast. Whilst some concerns in Psychology were related to two members of staff

with chronic illness, there was still an upward trajectory. Governors noted significant improvement in some areas and of the work being undertaken to ensure targets would be achieved. LLE commented that she was confident everything was heading in the right direction to place the College close to the SFC average and in line with good Sixth Forms regionally and locally. The Chair referred to his recent link visit and reiterated that he had evidenced for himself the rigour, high attendance, enjoyment, engagement and high attainment of learners, which was outstanding and gave Governors much confidence.

The report was noted and received.

ATTENDANCE

16.12 VD presented the report indicating attendance for FE and HE. In the absence of any national benchmarks for attendance, an adhoc survey of local secondary schools indicated that attendance was around 93% which compared well to College data. Staff continued to work hard with students in the areas where attendance was lower. These areas were identified, and in relation to Music, student governor RK commented on difficulties in accessing the music studios after lectures, which sometimes meant missing a lecture in order to access the studio. The VP commented that whilst the criteria and policy on attendance was rigorous, the college did not apply the same level of rigour to HE learners. Further to discussion, CW and DH agreed to review the system to ensure students were able to gain access to the studios to complete their studies fully. The Committee noted the criteria for unauthorised absence was extremely rigorous and was working effectively to bring about improvements.

The Report was noted and received.

RETENTION

16.13 The VP Funding, Data and Compliance presented a report on Retention comparing relative retention rates in February with the same point in the previous year. The data included courses which were planned to end in 2015/16. National averages provided referred to data for 2013/14 in FE. Adult retention at L1 was above NA and college targets at 98.2% but below both for L2. This was attributed to withdrawals from GCSE English and Maths. Retention at L3 was below the college target but significantly above NA at 93.8%.

16.14 In 16-18 retention for L1 and L3 was above college and NA. L2 retention was above NA but slightly below the college target, again, due to withdrawals from GCSE English and Maths. In response to a question from RE regarding retention for HE, the VP apologised for not including the data within the report and undertook to present this to the next meeting.

The Report was noted and received.

DATA DASHBOARD

16.15 The VP FDC provided a demonstration of a data dashboard for Governors' consideration. The dashboard had been populated with college quality, finance and Apprenticeships data and the VP demonstrated its use and ease of access which would be gained via a governors' portal. The dashboard allowed Governors to monitor trends in-year and compare actuals against the previous year's data and would provide a useful tool for all Governors particularly the committee members, to review the position in between meetings.

16.16 Members agreed the dashboard was a good starting point from which to build up a comprehensive set of key performance indicators and discussed the potential scope and breadth of data that could be incorporated. The Chair was particularly keen to see the ALPS data incorporated into it. The VP FDC undertook to provide Governors with details of how to access the dashboard together with instructions on navigating through it.

The report was noted and received.

VD left the meeting.

ANALYSIS OF LEARNER INDUCTION SURVEY

- 16.17 The Committee received the results of the learner induction survey, conducted in October 2015. The data had been benchmarked against 494,563 learners from 109 providers in the sector.
- 16.18 Commenting on the report, the Chair noted a favourable increase in satisfaction amongst learners in the SFC which was clearly evident from the data. The Principal referred to specific areas where improvements were required and noted the move towards improving ILT to align with the learner voice, which would be a strategic priority for the college following Governors' direct response to learners at the strategic seminar.
- 16.19 Referring to certain aspects within the report, the majority of figures were in the upper quartile with the exception of responses regarding food and IT equipment, which were being addressed. The Chair observed that many of the issues appeared to be linked with the College's Wifi, a point reiterated by RK who reported significant issues in UCB due to problems with JANET which had been affecting all colleges in the area. The Principal agreed, commenting that technology had moved forward at a rapid pace and that perhaps it was timely to review the current infrastructure. Given the significant investment required for any potential solution, he stated that consideration would be given to the quality and level of service required to satisfy the needs of learners and staff, balanced against an appropriate financial investment.
- 16.20 The Committee recognised that the data had been collected early in the academic year and looked forward to seeing evidence of improved satisfaction in the 'on programme' survey later in the year.

The report was noted and received.

FINAL SAR 2014/15

- 16.21 The final SAR 2014/15 was presented to the Committee. The College had self assessed itself as Outstanding against the previous CiF. The VP Quality stated that in terms of the current framework, the College had completed its self assessment against the new key judgement: Personal Development and Welfare strand and would share the outcomes in more detail with the Committee at the next meeting. Given the forthcoming mock inspection the Chair requested members have sight of the self assessment as soon as possible. The VP undertook to circulate this to members via the Clerk.
- 16.22 The VP Quality summarised the grades within the final SAR. English and Foundation Learning had moved from a grade 2 to a 1; SFC had moved from a grade 3 to 2; seven departments had maintained a grade 1: Business, Travel & Tourism, Early years and care, Engineering, Hair and Beauty, Land Based industries, Learning and Living for work, Sports and Public Services and WBL Apprenticeships. Two departments had maintained a grade 2: Art, Design and Fashion and Music, Media and performance; Eight support departments had maintained a grade 1: ALS, Enterprise Innovation, Estates, Finance, H&S, Learning Curve, LTU, Student Services; and four had maintained a grade 2: HR, IT, Quality & Performance and Skills for Jobs.

The report was noted and received.

EXTERNAL MODERATOR/ VERIFIER REPORTS

- 16.23 The Committee received a report summarising the status of reports received to date during the academic year. A total of 16 EM/EV reports had been received, eleven of which provided a high level of assurance about the QA systems within the college. No recommendations in relation to these reports had been made.
- 16.24 Five reports received had identified some areas for improvement which were summarised within the papers for Governors' information. The VP Quality assured the Committee that action plans had been produced by the relevant departments to address the areas highlighted and these were being carefully monitored at Quality and Performance review meetings. Many of the actions had

already been resolved, which provided a high level of assurance to the committee around moderation and quality assurance procedures.

The report was noted and received.

DATE AND TIME OF NEXT MEETING

16.25 The next meeting would be held on Tuesday 26 April 2016 at 4.00 pm

Signed _____ (Chair) Date _____