

BARNSELY COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE QUALITY AND STANDARDS COMMITTEE HELD ON 23 NOVEMBER 2017

PRESENT	N Bowen	Governor (Chair)
	D Shepherd	Governor
	C Moss	Governor (from Min 17.93)
	R Hooley	Governor (staff)
	C Webb	Principal/Governor
IN ATTENDANCE	A J Oaks	Clerk to the Board
	S Perryman	Governor (Chair of Board)
	Y Kouris	Deputy Principal (to Minute 17.96)
	P Briscoe	VP Quality and Student Experience
	L Copley	Dean of UCB
	E Hodgson	Student governor designate
	R Wood	Student governor designate

APOLOGIES

17.78 There were no apologies.

The Chair welcomed Elizabeth Hodgson and Ryan Wood to the meeting as new Student governors, who were observing prior to Board appointment on 12 December.

DECLARATION OF INTERESTS

17.79 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.

MINUTES

17.80 The Minutes of the meeting held on 27 June 2017 were agreed as an accurate record and were signed by the Chair.

MATTERS ARISING

17.81 The Committee received a list of actions arising from previous meetings and asked the VP Quality and Student Experience to brief the Committee with an update on management's plans in relation to the Lesson Observation Policy. The VP Q&SE reported that following several SMT meetings at which this was discussed, management were committed to quality improvement rather than quality assurance and therefore changing the way improvement was measured would not be appropriate. It was proposed that going forward, any changes made would be shared with the Committee for information. For clarity, following a question from the Chair, the VP confirmed that the changes would not necessitate any Trade Union consultation.

17.82 The Deputy Principal reported that in relation to the review of HE, the first scoping meeting had taken place on 22 November 2017. In addition to the Deputy Principal, VP Q&SE and VP Curriculum, the Chair of the Board and K Dickinson had attended, along with an employer. It was the intention to seek external support from HEIs and a staff governor going forward. S Perryman said that it had been a positive meeting which could be discussed further into the meeting. The Deputy Principal advised that the expectation was to align the HE review

with Q&S Committee meetings, with interim findings and recommendations being made via Q&S to Board. A final report would be presented to the Board.

QUALITY STRATEGIC PILLAR AND BALANCED SCORE CARD

- 17.83 The Committee received the balanced score card in respect of the Quality strategic pillar, which highlighted progress against all strategic goals. At quarter one, the analysis was based on the outturn of 2016/17. Of the seven goals, five were rag rated green. The goal to 'enhance the quality of HE provision' was rag rated red and this had been discussed in some detail at the Board meeting in October at which time management had agreed to undertake a comprehensive review of HE. The goal to 'deliver sector leading English and Maths outcomes' was rag rated amber. The VP's report provided the context to the latter, and summarised actions being taken by management to address the issues identified.
- 17.84 The VP Q&SE explained that in terms of HE, terms of reference had been produced for the working group to take the review forward, focusing on quality of data in more detail. The Deputy Principal reiterated this, commenting that the second meeting of the HE Review group would focus on the data from the NSS, DLHE, quality data, historical data, student experience in addition to reviewing partner institutions and the TEF application process to assess if all aspects were fit for purpose. He hoped to be able to provide the Committee with more comprehensive terms of reference for the working group at the next meeting, together with the relevant minutes for information.
- 17.85 D Shepherd referred to the timetable and asked if there were any implications for the future assessment of the College's HE provision. The Deputy Principal informed members that the QAA would be undertaking a visit to assess the quality of provision in June 2018. The outcome of the visit, together with the HE review would likely influence recruitment in 2020/2021 which would be subject to finding an appropriate HEI as a partner for validation purposes. In term of Higher Apprenticeships, the College still required a partner for validation and content, but unlike Degrees, was not bound to the UCAS offer. Until then, the Deputy Principal assured the Committee that it was business as usual, with the HE review of quality being brought into the performance review cycle. S Perryman commented that it was his understanding that there was to be a clear project plan with the Q&S Committee receiving its first report around Easter.
- 17.86 The Principal observed that the review was predominantly curriculum and quality focused rather than focusing on quality improvement, and questioned whether the latter should be reviewed separately, particularly current outcomes and student experience. D Shepherd referred to the discussion at Board in October 2017, at which it was agreed management should undertake the HE review, stating that he had anticipated the review being more rounded in terms of quality and quality improvement. In response to a comment regarding existing HE students, should the recommendations be to take a different path, the Principal assured members that the College would ensure students were fully supported until the completion of their qualifications through UCB. The VP Curriculum added that it was helpful to have been informed of the date of the QAA visit as it provided for improved systems and procedures to become embedded. The Principal stated that he was not comfortable that the scope of the HE review did not give the Committee confidence around quality improvement and that further consideration of this aspect was required. S Perryman believed that the second meeting of the HE review group would help to identify whether it needed to become a separate strand and that it was more important to be clear of the need to work together in an integrated way to shape the future direction of HE.
- 17.87 The Chair referred to the balanced scorecard which was rag rated green overall for maintaining Ofsted outstanding status. He asked the VP Q&SE if there was any correlation between the assessment in the scorecard and the judgements within the whole College SAR, suggesting that if there was not, could he explain any subtle differences between the two to assist Governors' understanding. The VP Q&SE stated that the SAR was stating the College as maintaining its Outstanding status, and that the validation panel who were due to meet on 27 November 2017 would have an opportunity to challenge the judgement. He

welcomed members' comments on the rag rating, given this was the first time the balanced score card had been presented to the Committee and was rag rated as a result of professional insight and judgement. The VP Curriculum drew attention to the column highlighting the actual performance measures, where the individual measures highlighted one at amber, the remaining as green. She added that there was more complexity around that particular rag rating which was the result of much discussion and judgement around the measures put in place and where the College was situated in terms of its journey. She suggested that it might be helpful for Governors to be involved in such discussions to gain a more informed view.

- 17.88 S Perryman noted that the strategic goal for English and maths outcomes was amber overall, with the measure for 63% of Foundation skills at L2 being rag rated red. The VP Q&SE had summarised the actions being taken by management in respect of English and maths within the covering report. The VP Curriculum reported that some robust discussions had been taking place at performance review which was resulting in positive changes in terms of the structure of the department. D Shepherd asked if management could provide, for assurance to the Committee, more detail around the attendance and leadership issues. The VP Curriculum provided details, stating that there had been several changes in staffing as a result of performance review and that this had brought about improvements at course leader level. Some staff had left to join schools as in addition to increased pay, it provided better progression. Governors were content with management's actions.
- 17.89 The Chair referred to the performance measure for improving the ALPS scores and sought confirmation of the mechanism in place to enable governors to challenge. It was noted that currently there were no governors linked to the strategic priorities due to the increased number of goals, and that there was therefore an opportunity for any governor to ask in-depth questions when the balanced score card was presented. It had been suggested that the method of linking governors to certain areas might be discussed at the forthcoming strategic seminar. The Chair stressed the importance of members scrutinising the final column of the scorecard in terms of how the college was performing.
- 17.90 Reflecting on the discussion, and responsibility for the individual KPIs, the Principal suggested that it might be necessary to review who from SLT/SMT attended the meetings going forward, as indicated by governors recently, when it had been suggested governors would benefit from exposure to SMT. In terms of procedure, it would be necessary for SLT to be proactive by alerting the Chair to any areas where members may wish to deep dive and to invite the relevant SMT member to the meeting to allow governors to explore issues in more detail. It was agreed that this would be helpful and that it would require effective forward planning of Agendas.

RESOLVED 17.90 to consider inviting members of the senior management team to meetings where this was appropriate

HIGHER EDUCATION ANNUAL PROVIDER REVIEW

- 17.91 The Committee had received a report from the Dean of UCB in advance of the meeting. The Principal reminded the Committee of the requirement for the Governing body to provide an annual assurance statement about the quality of HE provision as part of the Annual Provider Review process. This assurance would confirm to HEFCE that the College was effectively discharging its responsibilities in respect of continuous improvement and reliability of Degree standards. The paper at Agenda item 7.2 highlighted the timeline of documentation that had been presented to the Committee during the year to inform the statement of assurance. C Moss, prior to the meeting, had requested the Action Plan be provided to the Committee to ensure it had sufficient information and was satisfied with the continuous improvement of student academic experience and student outcomes, and to the standards of awards, to allow the Board to delegate authority to the Committee and CEO to sign the statement by the deadline of 1 December. Following consideration of the high level action plan C Moss had requested Management provide additional information over and above this to allow in-depth consideration. Immediately prior to the meeting, C

Moss had forwarded several points for consideration and further discussion, which were tabled to members with Chair's approval.

- 17.92 The Chair informed the Committee that following an enquiry made by the Clerk, HEFCE would be willing to accept a submission after the deadline, which gave Governors more time to consider any additional material. However the Dean of UCB had warned against submitting a late return as there would be unfavourable consequences for the College which were explained to members.

At this point in the proceedings, C Moss joined the meeting via telephone conferencing facility.

- 17.93 The Dean of UCB stated that she believed the information provided to the Committee throughout the year had been sufficiently detailed in three key areas to allow the assurance statement to be made in terms of compliance. C Moss disagreed, and referred to the points raised by email prior to the meeting. C Moss stated that he did not feel sufficient evaluation and analysis of performance during the year had been undertaken or to indicate what UCB were aiming to do in 2017/18 to address any outstanding issues. The Dean referred to the timeline in her report which summarised the data presented to the Committee during the year to provide assurance around academic standards, which had been given appropriate scrutiny by members at the time. C Moss emphasised that the Board required assurance that there were systematic processes in place for ongoing improvement, and accepted the Action Plan circulated was very high level, hence his request for further information prior to the meeting. Discussion took place to ascertain the distinction between the Action plan provided around the quality improvement of HE and the HE review being undertaken in parallel by management.

E Hodgson left the meeting.

- 17.94 The Principal clarified that throughout 2016/17 governors had monitored progress against strategic objectives which included improving academic standards and student experience in HE. C Moss argued that the Committee had not had sight of a 'live' action plan at Q&S meetings during the year. D Shepherd agreed it was necessary and appropriate that the Board required the assurance and sought further information from the Dean regarding the potential extension to the deadline which she was reluctant to accept due to the implications for Conditions of Registration.
- 17.95 S Perryman acknowledged C Moss's views as an HE expert, commenting that management should accept the need for further information to be collated to enable the Committee and Board to discharge its duty in this regard. Moreover, his experience in this area was of benefit to the College. Further to debate, it was agreed that C Moss would liaise with the Principal and the Dean on 24 November with a view to collating the necessary documentation and that this would be circulated to the Committee for comment prior to the deadline of 1 December. The Chair was given authority on behalf of the Board to determine the Committee's decision prior to the deadline of 1 December.

RESOLVED 17.96 that management will provide additional and necessary information to enable the Committee to discharge its duty in respect of the Higher Education Annual Provider Review return.

The Deputy Principal left the meeting.

SAR EARLY VIEW OF JUDGEMENTS

- 17.97 The Committee received a report summarising the 2016/17 draft strengths and areas for improvement against each of the four key judgement areas set out in the Ofsted Common Inspection Framework which generated a judgement for overall effectiveness. S Perryman observed that the report did not reflect governance, to which the VP Quality stated that a

paragraph on governance had been included in the whole college SAR which would be presented to the validation panel on 27 November 2017. The VP Curriculum advised that governance was reported as an aspect of Leadership and Management, which was judged to be outstanding. It was noted that N Bowen and staff governor P Clarkson were participating on the validation panel. The SAR would be presented to the Board on 12 December 2017.

The Report was noted and received.

ANNUAL CYCLE OF BUSINESS

17.98 The Annual cycle of business was received. Given the discussion around the HE APR the Clerk proposed reviewing the cycle of business with assistance from management and the Chair to ensure the Committee was effectively discharging its responsibilities.

COMMITTEE EFFECTIVENESS SURVEY ANALYSIS

17.99 The Committee received the analysis of the survey undertaken at the end of 2016/17. The results showed the majority of questions to have received responses of 'strongly agree' or 'agree'. Several questions had received responses where one member had responded with 'neutral'. Three questions had received a response from one member of 'disagree'. Overall this appeared to be a positive outcomes. No questions were raised by members.

There being no further business the Chair declared the meeting closed.

Signed _____ Chair

Date _____