

Minutes of a Standards Committee meeting held on 23rd March 2018 at 8.30am

Held in the Conference Room 120 at Henley Campus

Present: Lee Barrett (Staff Governor)
Ash Boon (Student Governor)
Peter Brammall (Principal)
Anne Brennan (Independent Governor) (Chair)
Stewart Fergusson (Independent Governor)
Peter Matthews (Independent Governor)

In Attendance: Sharon Dowling (Vice Principal Curriculum and Learning Standards)
Jim Edwards (Clerk to the Corporation)
Clare Hatton (Assistant Principal Employer Engagement and Growth)
Jo Lawrence (Assistant Principal Student Experience)

A1/18 Apologies for Absence

Apologies for absence were received from Chris Cooper.

A2/18 Declarations of Interest

There were no declarations of interest.

A3/18 Minutes of the Last Meeting held on 7th February 2018

The minutes of the last meeting held on 7th February 2018 were approved as a true record, subject to the following amendments being made:-

- i) Under Minute 5.1, the second sentence of the first paragraph shall now read "Incentives to improve attendance will be investigated, and best practice in the sector reviewed. Feedback will be presented to the Standards' Committee at its next meeting on 16th May 2018." **Action: Vice Principal Curriculum and Learning Standards**
- ii) Under Minute 5.2, the fourth sentence shall now read "Governors expressed concern that the work experience out-turn was predicted to be 80% against the target of 97%, and queried why the target has been set so high at the start of the year."
- iii) Under Minute 5.4, the first sentence shall now read "Applications update - an additional 500 applications had been received since the report was issued meaning that 16-18 numbers were 90 behind the same point last year."
- iv) Under Minute 5.7, the minute shall now read "Governors took assurance of the actions in place, but were unable to take assurance of current results. These will be reviewed in detail at an additional meeting of the Standards' Committee" **Action: Vice Principal Curriculum and Learning Standards**

A4/18 Matters arising

- i) Under Minute 6.7, Governors noted that the Quality Improvement Plan (QIP) had not yet been refined to include impact and follow-up action including a link to the risk register. Governors requested that this be done for the next Standards' Committee meeting.
Action: Vice Principal Curriculum and Learning Standards
- ii) Under Minute 7.1, it was confirmed that the Standards' Committee annual plan of business for 2018-19 would be agreed at the Corporation meeting on 24th April 2018.
Action: Clerk to the Corporation
- iii) Under Minute 8.1, it was noted that the College's response to the T level consultation had not yet been circulated, and Governors requested that this be done. **Action: Principal**
In addition, Governors requested that the Chair and Committee Chairs be invited to contribute to relevant future consultations. **Action: Principal**
- iv) Under Minute 9.2, it was confirmed that the revised terms of reference for the Standards' Committee had been approved by the Corporation for the remainder of 2017-18. They will be further reviewed in September 2018.

A5/18 Quality Improvement Plan (QIP)

1. The Vice Principal Curriculum and Learning Standards presented the updated Quality Improvement Plan (QIP), and reported on progress made since the last Standards' Committee on 7th February 2018.
2. The key areas to report on since the last meeting are in teaching, learning and assessment (TLA); and in learner progress and learner satisfaction, the latter of which were considered in detail later in the meeting.
3. Turning to TLA, the College has responded to concerns raised at the previous Standards' Committee meeting that the low number of Learning Walks completed in the Autumn and Spring terms meant that no meaningful assessment of the quality and standards of TLA across curriculum areas had been possible.
4. However, as at February 2018, 90% of staff have now been observed through Learning Walks, which represents a significant increase. The remainder of staff will be observed during March 2018.
5. The key findings from the Learning Walks were:-
 - The required documentation that should be seen in teaching folders was either not seen or not available in 36% of Learning Walks.
 - In 20% of Learning Walks, learning objectives were not seen
 - Personalisation of learning is at the required standard in 50% of lessons seen, but there are inconsistencies across the College.
 - In 69.5% of Learning Walks, student progress was at the required standard, which is an indication that students may not be working to stretching targets.
 - TLA activities were at the required standard in 59.5% of Learning Walks, but a greater proportion needs to be assessed as a key strength.
 - The embedding of English and Maths, British Values, and employability is inconsistent, and not enough provision was a key strength during the learning Walks.
6. The Chair raised a query about staff non-compliance with minimum standards in the classroom, particularly when staff had received specific training on these requirements. Inconsistencies

across campuses and curriculum areas are evident, and Governors requested details of the actions in place to address these shortcomings.

7. In response, the Vice Principal Curriculum and Learning Standards reported that the College was adopting a 'back-to-basics' approach. A new-style scheme of work is being introduced and the documentation for the teaching folder is being re-launched. The expectation is that compliance will be achieved by the start of the 2018-19 academic year, and additional training for staff is being planned to support this aim.
8. It was reported that the College was experiencing difficulties in generating reports from its systems to allow effective tracking of students' personal development, behaviour and welfare. In addition, staff are inconsistently using the tracking system.
9. Overall retention is showing at 96%, although attendance is currently a cause for concern, particularly in English and Maths.
10. After due consideration, Governors resolved:-
 - i) to receive and note the progress report on the implementation of the QIP;
 - ii) to express concern at staff's non-compliance with minimum classroom standards, and the continued inconsistencies in practice across the College;
 - iii) to endorse the actions being put in place to address the areas for development, and to additionally request that targeted and specific training is put in place for staff during the summer term to ensure compliance. **Action: Vice-Principal Curriculum and Learning Standards**
 - iv) to agree that each aspect of the QIP should be risk rated and briefly cross-referenced to the risk ratings for quality and standards' items in the risk register. **Action: Vice-Principal Curriculum and Learning Standards**

A6/18 Learner Performance

1. The Vice Principal Curriculum and Learning Standards presented the predicted achievements for classroom learning in 2017-18, and the Assistant Principal Employer Engagement and Growth presented the predicted apprenticeship out-turns.
2. The methodology for compiling the predicted achievement figures was explained to Governors. The data has been compiled following line-by-line analysis by curriculum teams and their Faculty managers. During the autumn term 2017, the College designed and implemented a learner progress tracker, on the recommendation of the Ofsted Support and Challenge Inspector.
3. Taking place on a four-six week cycle, curriculum teams meet to discuss and assess learner progress based on a number of factors, including attendance, retention, attainment of targets; assignment completion and any behavioural/pastoral issues.
4. From these assessments, students are rated as either making outstanding progress; exceeding expectations; meeting expectations; requiring support; or requiring immediate intervention.
5. Therefore, each curriculum team is able to determine whether a learner is likely to achieve, at risk of achieving, or likely to fail. These predicted achievements have been aggregated into best-case, likely-case, and worst-case scenarios.
6. Following the explanation, the Vice Principal Curriculum and Learning Standards tabled the latest likely-case scenario for 2017-18, and benchmarked them against the College's overall

achievements in 2016-17, and also the 2016-17 national averages (NA), which were published on 22nd March 2018. The predicted likely case scenarios for the College against the NAs:-

- Overall achievement inc Maths & English 86% against the NA of 84%
 - 16-18 achievement inc Maths & English 86% against the NA of 82%
 - 19+ achievement inc Maths & English 87% against the NA of 88%
 - Overall Functional Skills 79% against the NA of 68%
 - 16-18 Functional Skills 79% against the NA of 63%
 - 19+ Functional Skills 80% against the NA of 76%
 - GCSE English 84% against the NA of 81%
 - GCSE Maths 86% against the NA of 80%
7. Governors probed and challenged the make-up of the figures, particularly given the positive predictions against the latest national averages and last year's performance. The line-by-line analysis of student progress by curriculum teams and Heads of Faculty, along with final moderation by the Vice Principal Curriculum and Learning Standards, was endorsed by Governors, as it provided assurance that the methodology for compiling the data was thorough and rigorous.
8. At risk courses are Level 2 Functional Skills across the College; Science at City campus; Computing at City campus; and Health and Social Care across the College.
9. It was reported that in-year progress showed that 78% of learners are currently at or above their expected standard compared to the overall worst-case projection of 82% including English and Maths. 22% of learners are requiring support intervention compared to 18% of learners at risk of not achieving.
10. Therefore, a concern was raised by Governors that, from experience in previous years, the likely-case scenario was, however, too optimistic. In response, the Principal and Vice Principal Curriculum and Learning Standards stressed that the approach taken in predicting the achievements was a prudent one, with careful moderation taking place at the end of a robust process, and that therefore the figures were realistic. For example, over 3,000 English and Maths learners at the City campus had been reviewed individually.
11. Turning to the predicted Apprenticeship achievements, the Assistant Principal Employer Engagement and Growth reported the following figures:-
- 16-18 overall forecast 64% against the NA of 70.7%
 - 19-23 overall forecast 65% against the NA of 70.6%
 - 16-18 timely forecast 59% against the NA of 63%
 - 19-23 timely forecast 62% against the NA of 59%
12. Although action plans are in place for individual apprentices, assessors and employers, there has been no improvement in the predicted out-turns since the Corporation meeting on 6th March 2018.
13. Governors sought an explanation for the poor predicted achievement, and were informed that staff performance and staff shortages were a key factor. The Principal reported that the College needed to make significant changes in resourcing the apprenticeship provision, and recruiting staff in hard-to-fill areas.

14. In addition, the Principal reported that the apprenticeship achievements are adversely affected by a number of legacy issues from past provision, which the College was now unable to influence.
15. Governors requested that a full profile report on apprenticeships should be provided for the next Standards' Committee meeting.
16. The Chair summarised the discussions, and, whilst commending the thorough methodology used in predicting the achievements, the excellent format of the report, and the detailed and clear presentation to the Standards' Committee, she suggested that a further review of students' progress should be undertaken, and reported at the next meeting on 16th May 2018 before Governors' would be able to take further assurance over the accuracy of the data.
17. After due consideration, Governors resolved:-
 - i) to receive the tabled predicted achievement data for classroom-based learning;
 - ii) to endorse the methodology used in risk-rating the predicted learner achievements;
 - iii) to request that learner progress should be reviewed in detail as per the next cycle, and the predicted achievements should be updated and reported to the next Standards' Committee meeting on 16th May 2018. **Action: Vice Principal Curriculum and Learning Standards for 16th May 2018**
 - iv) to note the overall poor performance of apprenticeships against the 2016-17 national averages;
 - v) to request that a detailed and separate report on apprenticeships should be provided for the next Standards' Committee meeting on 16th May 2018 to include apprentice numbers, predicted achievement by curriculum area, satisfaction levels, employer details. **Action: Assistant Principal Employer Engagement and Growth**

A7/18 Risk Register

1. The Vice Principal Curriculum and Learning Standards presented the latest update of the risk register for those areas which are overseen by the Standards' Committee.
2. The Corporation discussed the full risk register at its meeting on 6th March 2018, and since then a further review of the risks and the risk ratings has been undertaken by the Senior Leadership Team.
3. No new risks have been added; neither have any risks been deleted. However, the risk *Failure to provide high-quality teaching and learning for students* has been increased from Low to Medium. Although the outcomes of the Learning Walks undertaken in March 2018 were generally satisfactory, as previously reported under Minute A5/18, it was confirmed that too much TLA provision was at the *Required Standard* and not a *Key Strength*. Additionally, there is still too much inconsistency of practice across curriculum areas. Therefore, the risk rating has been increased to reflect this.
4. Although the risk *Failure to achieve high student satisfaction* remains Medium, this rating will be reviewed following the outcome of the summer term student survey.
5. The risk *Failure to obtain Ofsted rating of Good or Better* remains Medium, given the progress that it still required in order to obtain that rating.
6. After due consideration, Governors resolved:-

- i) to approve the updated risk register and the proposed risk ratings;
- ii) to confirm that the risk register would be reviewed again at the next meeting of the Standards' Committee on 16th May 2018. **Action: Vice Principal Curriculum and Learning Standards**

A8/18 Safeguarding Mid-Year Report

1. The Assistant Principal Student Experience presented Governors with the mid-year safeguarding report.
2. 185 safeguarding referrals have been received as at 12th March 2018. The main reasons for referrals relate to mental health reasons, and these make up 13% of all referrals. 32% of referrals are from 16 year olds, 71% from white students, and 33% are on Level 3 programmes.
3. There were a few instances of students carrying weapons in the autumn term. Swift disciplinary action was taken against those students involved. The College has worked closely with Positive Youth Foundation, and additional awareness-raising workshops for students across campuses have taken place. These have been well-received by attendees, and a number of students have signed up to become knife crime ambassadors and will deliver workshops across Coventry to young people on the dangers of carrying knives.
4. A national knife crime campaign has just been launched on 23rd March 2018, and the College will use this to reinforce its own programme of awareness-raising across its student tutorials.
5. Work continues to ensure the quality and consistency of recording referrals across the College, and all records are now held on a database, which has been further developed for use from the summer term. This will ensure that accurate figures for referrals are collected and reported upon.
6. The issue of the increasing number of mental health referrals was discussed by Governors. Many mental health conditions are not consistently disclosed either at enrolment or induction, making it difficult for the College to provide early support mechanisms for students. This is a key area for development, and staff are receiving awareness training to assist them in identifying and appropriately supporting students around mental health and wellbeing.
7. Gang culture was also discussed by Governors. Although the College appears to be unaffected directly, there is some evidence that a particular gang is operating in Coventry around both campuses. The College is working closely with the Safer Neighbourhood Team to share information, and to gain a greater understanding of the impact on the College and its students.
8. Chris Cooper, the Safeguarding Governor, will shortly be undertaking a review of the College's single central register, and he will liaise directly with the Assistant Principal Student Experience over any areas for improvement.
9. The Chair suggested that the Local Authority's Safeguarding Adviser might be approached to support the review. The outcomes will also be reported to the Standards' Committee.
10. A number of complaints by residents around the College campuses have been received about the use of cannabis by a number of students. The College's security team are working closely with the Police to monitor and tackle this particular issue.
11. After due consideration, Governors resolved:-
 - i) to receive and note the mid-year safeguarding report;

- ii) to endorse the actions being undertaken to address the current key safeguarding challenges;
- iii) to request that a further safeguarding update be provided to the Standards' Committee at its next meeting. **Action: Assistant Principal Student Experience**
- iv) to endorse the review of the Single Central Register, and to agree that the Local Authority's Safeguarding Adviser should be approached to assist in the review. **Action: Assistant Principal Student Experience**

A9/18

Student Survey

1. The Assistant Principal Student Experience presented the results of the 'Your College Your Voice' student survey, which was undertaken in the second half of the autumn term 2017 through to mid-January 2018.
2. Surveys for three different categories of students were carried out, with appropriate questions for classroom based students, apprenticeships, and Life Skills students with complex learning difficulties and disabilities.
3. The surveys were carried out independently, and, for the most part, online. The overall response rate to the surveys was 56% which is accepted as being a good return.
4. A full analysis of classroom-based learning survey was presented, as was a summary of apprenticeships, and Life Skills surveys.
5. The high scoring questions for classroom-based learning were reported as follows:-
 - I understand that maths and English forms part of my course
 - Expected standards of behaviour were made clear to me
 - Expected standards of work are made clear to me
 - My teachers treat us fairly and with respect
 - There is an expectation that I will succeed in my subjects
 - I receive good support from my teacher
 - I know who to ask for help with my problems
6. Conversely, there were lower-scoring questions in particular campuses:-
 - It was easy to enrol (82% at City campus)
 - My timetable was made clear to me (77% at City campus)
 - I was shown how to use the College network and Moodle (84% at City campus)
 - I enjoy coming to college (86% overall)
 - Each lesson is well organised and helps me learn (87% overall)
 - I feel safe at the college (90% overall)
 - I have received the Additional Learning Support that I need (84% overall)
 - I know what to do if I am aware of extremism or radicalisation (69% for Life Skills)
7. The reasons behind the lower scores were explored by Governors, and it was noted that, post-merger, certain systems and processes were not operating as effectively as previously, thus leading to some issues with enrolment, timetabling, and student induction.
8. Actions have been put in place to address these areas for improvement, the impact of which will be evident from the results of the summer term student survey in May 2018. A number of focus groups have been set up to review and improve systems and processes for students. Governors reviewed and considered these.

9. In terms of Life Skills' students' low awareness and understanding of Prevent and issues of extremism and radicalisation, it was reported that the College is taking urgent action to design and deliver training for those students.
10. Governors resolved:-
- i) to receive and note the results of the Your College Your Voice survey;
 - ii) to endorse the actions in place to address areas for improvement;
 - iii) to request that a full analysis of the apprenticeship survey should be presented to the Corporation. **Action: Assistant Principal Student Experience for 3rd July 2018**
 - iv) to agree that the outcomes of the summer term student survey should be presented to the Corporation at its meeting on 3rd July 2018 so that the impact of the actions being undertaken to address the issues arising from the Your College Your Voice survey can be assessed. **Action: Assistant Principal Student Experience for 3rd July 2018**

A10/18 Any Other Business

Vice-Chair of Standards' Committee

The Chair reported that Chris Cooper had agreed to become Vice-Chair of the Standards' Committee, and Governors endorsed this appointment.

A11/18 Date of the next meeting

The date of the next meeting was confirmed for Monday 16th May 2018 at 8.30am at the Henley campus.

A12/18 Publication of Documents

The publication of documents was approved without exception, apart from the Safeguarding Report (Document 5) which will be redacted because of its sensitive information.

Meeting commenced 8.30am

Meeting closed 10.26am

JE