



Minutes of a Standards Committee meeting held on 5th February at 8.30am

Held in Room 120 at the Henley Campus

Present: Lee Barrett (Academic Staff Governor)
Peter Brammall (Principal)
Anne Brennan (Independent Governor) (Chair)
Stewart Fergusson (Independent Governor)
Jackie Mathers (Independent Governor)

In Attendance: Gill Banks (Head of Quality)
Faye Grundy (Head of Governance)
Debi Donnarumma (Vice-Principal Curriculum and Quality)
Sue Noyes (Corporation Chair)

A59/19 Apologies for Absence

Apologies for absence were received from Ash Boon (Student Governor), Neelam Raju (Business Support Staff Governor) and Morgan Paton (Student Governor).

A60/19 Declarations of Interest

There were no declarations of interest.

A61/19 Minutes of the Meeting held on 25th September 2018

The minutes of the meeting held on 25th September were approved as an accurate record by the Chair.

The minutes of the meeting held on 23rd November were approved as an accurate record subject to the date of the next meeting to be amended to 5th February 2019. It was agreed that page numbers needed to be included in minutes.

A62/19 Matters arising

There were none.

A63/19 Quality Improvement Plan (QIP)

1. The Vice Principal Curriculum and Quality presented the draft Quality Improvement Plans (QIP) for the 5 key areas of English and Maths; Work Experience; Apprenticeships; Teaching Learning and Assessment (TLA); and Leadership and Management. These areas would be subject to intense focus for significant improvement. It was noted that the pace of improvement had already accelerated and that the QIPs as presented were already out of date as work had already started and key work completed.

ACTION:

It was agreed that the Board receive regular updates as to the document changes to be circulated by the Head of Governance.

2. Governors asked how the College would operate its internal performance management processes in relation to the QIP to ensure that there were not any unintended consequences of action in one area which may adversely impact in another. It was agreed that the QIP processes for internal performance management would form part of the next Standards Committee to provide assurance for Governors and it was acknowledged that although assurance could not be provided at this meeting, Governors were satisfied that the intent was prevalent throughout the document and its actions/impact.
3. Governors received details of the Leadership and Management Quality Improvement Plan. It was noted that data intelligence was being used to drive improvement and accountability. Curriculum planning and timetable planning were recognised as key elements to driving performance. It was reported that the business planning process had already commenced earlier than it had done in the previous academic year. The College is unable this year to set individual learner targets as it did not collect prior achievement data however informational learner targets are to be set, which will look at progress made to date and generate realistic predictions. It was noted that progress would need to be ruthlessly pursued and staff are to be provided with clear messages as to the College position and the action required.

ACTION:

Governors requested that confirmation be provided detailing why targets were not set at the outset of the academic year.

4. Governors received details of the Apprenticeships Quality Improvement Plan. It was reported that there would be a clear focus on in year progress and structure. There had been significant historic issues. The College's relationships with employers is a positive one but performance is below the minimum standard. Staff are engaged and the College will see improvement impact in year, the focus will be upon timely actions and not overall improvement. There are significant opportunities for the College to pursue although it was noted that growth could not be pursued until quality had improved to the required standard.

ACTION:

Governors asked that they be presented with the Apprenticeship structure as defined by the QIP.

5. Governors received details of the Teaching Learning and Assessment Quality Improvement Plan. TLA was recognised as at the heart of what the College does and that the QIP presented the opportunity to develop best practice but there was a significant amount of work to do as there was mixed practice within the College. It was noted that external critics had been recruited to provide a critical eye for the TLA strategy. This would include target setting and assessment and look at big room delivery, blended assessment etc. It was noted that by April the College would see an in year impact.
6. Governors received the English and Maths Quality Improvement Plan. It was understood that they could not be provided with the confidence they required at this stage but that there would be some short term impact felt. There were structural issues in English and Maths. The evidence indicates that adult and GCSE maths are different. Timetabling issues had meant that those teachers who should teach adults were not always timetabled as such and vice versa. It was recognised that English and Maths are core to TLA. The need to be clear with students as to expectations in this area was acknowledged by Governors. It was suggested that the College should have English and Maths walls, with quotes, maths weeks and extension activities at the heart of the study programme in an attempt to enthuse learners. The need to enthuse staff was recognised as of equal importance and ensure that the right staff are in the right classrooms and prioritise the agenda appropriately.
7. The Industry Placements Quality Improvement Plan was presented to Governors. It was reported that the structure for driving this plan had not been implemented as yet but that the new Head of Service was well equipped to deliver this plan. The College had a commitment to deliver 140 placements which would not be achieved this academic year. The Principal and Vice-Principal Curriculum and Quality were scheduled to speak with the SFA to request an extension and were confident that this would be achieved. However the College would not apply for further funds next

academic year, this would not impact the College financial position as the funds had not been utilised. Governors reminded the Committee of the importance of student record keeping.

ACTION:

Governors requested that an update be provided to Resources Committee for financial scrutiny. Governors requested an employer forum update be provided to the next Standards Committee.

8. Governors resolved:-

- i) to receive and approve QIPs for English and Maths; Work Experience; Apprenticeships; Teaching Learning and Assessment (TLA); and Leadership and Management progress report on the implementation of the QIP;
- ii) to agree that the finalised SAR and QIPs should be presented to the Corporation for information at its meeting on 5th March 2019;
- iii) to endorse the approach being taken in ensuring that the message to staff as to the College's position in relation to the QIPs be consistent and realistic.

A64/19 OFSTED Update

- 1. The Interim Vice Principal Curriculum and Quality presented an update as to the College's Ofsted position.
- 2. It was understood that the starting point for the Ofsted grading would be the pre merger grades of both Colleges and the data. The FE Commissioner visit findings would also be available to inspectors.
- 3. Governors agreed that all Governors needed to understand the new Ofsted framework, the focus and the terminology.
ACTION:
Ofsted update to be provided at the Corporation Meeting on 5th March 2019.
- 4. It was recognised that the approach to learner voice will change and that this would form part of future Standards Committee Agendas.
- 5. The College was in the process of mapping everything into the new framework. An Ofsted task force had been established which included all key members of staff. It would plan for the Ofsted inspection and the impact of the plan on the framework. The Governors discussed the experience of Coventry City Adult Education Service who had been a pilot for the new Ofsted framework. It was noted that the Head of the Service from Coventry City Council would circulate her presentation and learning notes which the College will use to ensure it is ahead of practice.
- 6. Governors resolved:-
 - i) to note the Ofsted report and update;
 - ii) to take assurance that the process for updating staff and members was both robust and timely;
 - iii) to request that all members be updated at the Corporation Meeting on 5th March 2019

S65/19 Attendance and Retention

- 1. The Interim Vice-Principal Curriculum and Quality provided Governors with a summary of the attendance and retention rates. Overall retention is good and confidence in the numbers is

underpinned by data and evidence. It was noted attendance was at 86%, English and Maths required further attention at 65.6% but that this had improved with further scrutiny.

2. In year retention was noted as being at 97%. Governors were advised that using trend data, the College had identified that February and March had been difficult months for retention. Having interrogated the data the root cause had been identified as withdrawal registration not taking place all year round and this being done centrally rather than locally. It was understood work to improve programme administration was being progressed to ensure compliance with the College funding requirements and that learners would automatically be withdrawn after four weeks non attendance, but that they would be able to start re-attending at an appropriate point.
3. Governors queried whether the previously implemented practice represented a safeguarding risk. It was confirmed that at the point of non attendance, an intervention would be implemented by the College. The issue had been that withdrawals needed to be owned by the Curriculum and not managed centrally by MIS.
4. It was acknowledged that timetabling was also key to driving good attendance and retention.
5. Governors resolved:-
 - i) to note the Attendance and Retention Report;
 - ii) to endorse the approach taken to improve attendance and retention rates.;
 - iii) to take assurance that the actions and processes in place to improve attendance and retention rates were appropriate and robust.

S65/19 Safeguarding Report

1. The Vice-Principal Curriculum and Quality provided Governors with an update as the actions undertaken by the College further to its Safeguarding responsibilities. It was confirmed that the College operates good safeguarding practices in line with best practice.
2. The College uses a portal system to track and monitor referrals made. The College slightly over refers but this is preferred to under referrals.
3. An online system to train staff has been produced and is going through the approval process for implementation which will also enable the College to capture staff signatures acknowledging that they have read and understood Keeping Children Safe Guidance. It was noted that staff are well trained.
4. The received an update as to the mentoring system in place. It was agreed that the College needs to capture that work as this is excellent student engagement but this is lost in the learner voice.
5. It was agreed that care leavers need to be tracked more comprehensively.
6. It was understood that the use of the car park at City Campus represented some safeguarding challenges and that use of the estate needed to be reviewed. There had been reports that staff felt unsafe at the back of the car park.
ACTION
Estate to be reviewed as part of safeguarding agenda
7. The College was aware of the county lines activity and was part of Coventry City's response to knife crime.
8. Governors resolved:-

- i) to note the Safeguarding report;
- ii) to agree that the College estate to be reviewed;

S66/19 AOB

1. The Chair of the Committee reported to members that further to the Extraordinary Standards Committee meeting held on 25th January 2019 and in accordance with the delegated authority the Committee had provided to the Chair, she had signed off the College Self Assessment Report following a further meeting with Gill Banks to ensure that the narrative correlated with the gradings. It was confirmed that this had been uploaded to Ofsted. It was agreed that the finalised SAR be circulated to members.
2. The Chair of the Committee requested that delegated authority be provided to her and the Vice-Principal Curriculum and Quality to review the College KPI's and Risk Register prior to circulation at Corporation Board on 5th March 2019. Governors provided authority but requested that these items remain as standing agenda items for Standards Committee.

A67/19 Date of the next meeting

The date of the next meeting was confirmed for 8th April 2019, 8.30am at the Henley campus.

A68/19 Publication of Documents

The publication of documents was approved without exception.

Meeting commenced 8.30am

Meeting closed 10.25am

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