



**Minutes of a Standards Committee meeting held on 8<sup>th</sup> April 2019 at 7.30am**

**Held in Room 120 at the Henley Campus**

**Present:** Lee Barrett (Academic Staff Governor)  
Anne Brennan (Independent Governor) (Chair)  
Stewart Fergusson (Independent Governor)  
Jackie Mathers (Independent Governor)  
Neelam Ragu (Staff Governor)  
Ash Boon (Student Governor)

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

**S69/19 Apologies for Absence**

Apologies for absence were received from Morgan Paton (Student Governor) and Peter Brammell (Principal).

**S70/19 Declarations of Interest**

There were no declarations of interest.

**S71/19 Minutes of the Meeting held on 5<sup>th</sup> February 2019**

The minutes of the meeting held on 5<sup>th</sup> February 2019 were approved as an accurate record by the Chair.

**S72/19 Matters arising**

The Chair requested that QIP updates to be provided to Committee members routinely in between meetings and that an update be provided as to the action plan being developed in response to the FE Commissioner Feedback.

**S73/19 Quality Improvement Plan (QIP)**

1. The Vice Principal Curriculum and Quality presented the draft Quality Improvement Plans (QIP) across specific areas which were evolving into identifiable strategies with milestones and objectives. It was reported that National Achievement Rate Data had been released and the College was 8% below national benchmarks, it was 15% below in Apprenticeships and 1% above in study programmes.  
**ACTION:**  
It was agreed that the Board receive regular updates as to the document changes and rag rated to be circulated by the Head of Governance.

2. Governors received details of the operational matters implemented within Apprenticeships and it was noted that there were areas where quality would need to be improved. It was understood that the three phase restructure had been commenced and would assist with quality matters. Governors queried whether the department would have capacity to deliver the provision and provide adequate assurance. It was confirmed that assurance and capacity would be delivered through the curriculum planning process but it was acknowledged that assurance could not be provided at the meeting. The fundamental redesign of the curriculum would require staff training which had been planned for, in addition to smart assessor training.

3. Governors asked for clarity as to the timeline for the curriculum redesigned and it was confirmed that the first phase will be in place for May/June. Governors expressed concern as to the timeframe as outlined and the known unknown elements being encountered by members of the Executive.

**ACTION:**

Governors requested that confirmation be provided as to the number of learners within the College and details of those who are in funding and out of funding.

Governors requested that a report from the College AIG be provided to the Corporation Board to ensure that Governors had an understanding of the scale of the issue.

Governors requested that a separate item detailing this issue be added to the Risk Register.

4. Governors received details of the Teaching Learning and Assessment Quality Improvement Plan. It was acknowledged that work was being undertaken to trace and monitor learner progress but that target setting could not be undertaken taken due to the lack of prior achievement data. It was confirmed that a model strategy had been developed for next year in addition to an implementation plan. It included key assessments from induction, together with a system of progress points and a set criteria for teachers to appraise students at every point. Governors queried how engaged staff were at this point in the year. It was reported that staff are positive but that it would be important to be measured in the messaging to staff given that there was often a gap between perception and reality. Staff should be reminded that the College is below the National Achievement data.

Governors asked for clarity as to the date the TLA strategy may be finalised and were assured it would be ready for September 2019.

**ACTION:**

Governors stated that they required an interim strategy arrangement which accounted for the period until the academic year end and which provided framework for staff to work within. It was agreed that the Vice-Principal Curriculum and Quality would produce an interim statement paper which would be circulated by the Head of Governance.

5. Governors received the English and Maths Quality Improvement Plan. It was understood that this was an area of risk in terms of outcomes but that a best practice model would be adopted for the next academic year. It was noted that more resource was needed in English and Maths and that GCSE programmes needed to be separated from Adult Programmes. Concern was expressed that learners were not being stretched and challenged sufficiently to achieve high grades. Governors asked what work was being undertaken mid-year to address to the concerns, it was confirmed that the College had been intensely tracking and monitoring progress.

**ACTION:**

Governors requested that an English and Maths strategy be presented at the June Committee Meeting.

6. The work experience Improvement Plan was presented to Governors. It was reported that the plan had moved forward through the year and that a new structure and strategy was required but that this was not regarded as a risk area. It was acknowledged that there were no industry placements this year but that the College would follow a best practice sector model.

7. Governors resolved:-

- i) to receive and acknowledge the 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 the actions outlined in paragraphs 1,3, 4 and 5;
- 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.

**S74/19 Strategic College Improvement Fund**

1. The Interim Vice Principal Curriculum and Quality presented an update as to the College's application to the Strategic College Improvement Fund. Governors received confirmation that the College had been successful in stage one of the application. Stage two will require the College to identify a Partner and it was confirmed that this would be discussed with the ESFA as to which College may be suitable.
2. Governors asked for further information as to how a good partner was defined. It was understood that this would be a College with good tracking and monitoring in place and in a geographical location that Coventry College staff would be able to access.
3. The impact of the College not being successful was queried by Governors and it was stated that not being successful would not have an impact as this was something which would be undertaken in any event.
4. Governors resolved:-
  - i) to note the report and update;
  - ii) to request that an update be provided to members as to the application progress in between meetings.

**S75/19 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. It was reported that the College was working on a higher level safeguarding strategy, which incorporated how the estate operated and subcontractors. It was noted that a mobile phone was in use for the reporting of safeguarding concerns as opposed to a landline which would be publicised after the Easter break together with an out of hours' services.
3. Governors resolved:-
  - i) to note the Safeguarding report;

**S76/19 In Year Tracking of Learner Progress and Predicted Achievements**

1. The Vice Principal Curriculum and Quality reported that fortnightly meetings with managers interrogating learner progress were taking place and that learners were being categorised as to how likely it was that they would progress and achieve. It was noted that 76% of learners were in category two and three and that category three learners would be provided with the most support. It was recognised that this approach emphasised staff accountability for their learners.

**ACTION:**

Governors requested that they be provided with an outline of the most likely outcome for learners.

**S77/19 Maths Premium**

1. The Vice Principal Curriculum and Quality outlined the pilot project being undertaken which looked at how structures impact improvements in Maths. It was noted that the pilot was not implemented in September in accordance with the allocated funding. It was intended to provide visible learning hubs in both campuses, classroom resources, electronic devices and it was understood that there was a cost to make adjustments to the Estate.
2. Governors queried as to whether given the delayed start time whether there would be sufficient time within the academic year to evaluate impact. It was noted that Maths was improving but that there was a risk that the funding may be clawed back.

**S78/19 Key Performance Indicators**

1. The Vice- Principal Curriculum and Quality presented Governors with the up to date key performance indicators. It was noted that this should be a shared SLT document which is updated monthly.
2. It was reported that TLA was good with some outstanding practice. Attendance was being monitored and was improving. It was noted that the mechanism for demonstrating the value added was not yet in place. It was reported that the College did have some work experience this year but did not have any industry placements. Student satisfaction was not encapsulated appropriately in the survey as distributed and it was acknowledged that too many surveys are circulated to learners.

**ACTION:**

Governors requested that learner surveys be reviewed and a strategy be agreed for the cycle of surveys to be distributed.

3. Governors noted that the KPI's needed to triangulate with other discussions and have a narrative attached. It was stated that a number of items were rated at red which Governors would not expect to be red in future years, although the positive outcome in Maths was recognised.
4. Governors resolved:-
  - i) to note the report and update
  - ii) to request clarity as to ownership of KPI document
  - iii) to request clarity as to the process for updating the KPIs
  - iv) that year to date progress be provided
  - v) that data quality markers on timeliness, quality and accuracy be included in the KPI document

**S79/19 Support and Intervention**

1. The Department for Education policy document for support and Intervention was noted by the Committee and it was agreed that the policy be circulated to all Governors.

**S80/19 Risk Register**

1. The Vice-Principal Curriculum and Quality presented Governors with the updated College Risk Register. The Vice-Principal Curriculum and Quality reported that item 20 should be red as opposed to amber due to the high risk attached to it.

2. The Standards Committee expressed disappointment that the Risk Register had not been agreed by the Executive prior to its circulation to the Committee and resolved that they were unable to accept the Risk Register in its current format. It was agreed that the concerns raised by the Committee be reported to the Senior Leadership Team for immediate action.

**S81/19          Any Other Business**

1. The Standards Committee agreed that a virtual meeting of the Committee be convened prior to the Corporation Board Meeting to include an update on Apprenticeships.

**S82/19          Date of the next meeting**

The date of the next meeting was confirmed for 2<sup>nd</sup> June 2019, 8.30am at the Henley campus.

**S83/19          Publication of Documents**

The publication of documents was approved without exception.

**Meeting commenced 7.30am**

**Meeting closed 9.15am**

**FG**