

Minutes of a Standards Committee meeting held on 25th September 2018 at 8.30am

Held in The Boardroom (S4.01) at the City Campus

Present: Lee Barrett (Academic Staff Governor)
Peter Brammall (Principal)
Anne Brennan (Independent Governor) (Chair)
Stewart Fergusson (Independent Governor)
Moran Paton (Student Governor)
Neelam Raju (Business Support Staff Governor)

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

A24/18 Apologies for Absence

Apologies for absence were received from Ash Boon (Student Governor), Debi Donnarumma (Co-opted Governor) Kathryn Johnson (independent Governor), and Vangeya Murphy (Independent Governor)

A25/18 Declarations of Interest

There were no declarations of interest.

A26/18 Minutes of the Last Meeting held on 16th May 2018

The minutes of the last meeting held on 16th May 2018 were approved as a true record.

A27/18 Matters arising

- i) Under Minute S17/18 (vii), Matters Arising, the Assistant Principal Student Experience reported that Kathryn Johnson, the link governor for safeguarding, had reviewed the Single Central Register at the Henley campus, and would be doing the same at the City campus in due course.
- ii) Under Minute S19/18 (iii), Learner Performance, it was reported that it was not possible to provide an analysis of City College Coventry's and Henley College Coventry's value added data for 2016-17 as City College Coventry's data was not available from DfE.
- iii) Under Minute S19/18 (iv), Learner Performance, the Vice Principal Curriculum and Learning Standards reported that staff training on progress measures had been undertaken.
- iv) Under Minute S19/18 (v), Learner Performance, it was confirmed that the planned briefing by AoC on the issue of value added had not taken place because of the incomplete data set. **Action: Clerk to the Corporation to arrange briefing with AoC when the 2017-18 data is available.**

A28/18 Ofsted Monitoring Visit

1. The Vice Principal Curriculum and Learning Standards presented a confidential report on the provisional outcome of Ofsted's monitoring visit on 11th and 12th September 2018.
2. The College's progress across five key themes since merger was reviewed and assessed by Ofsted as follows:-
 - Theme 1 - governance, holding leaders and managers to challenging targets for the quality of teaching and performance of learners **Reasonable progress**
 - Theme 2 -- teaching, learning & assessment and progress towards learning goals **Reasonable progress**
 - Theme 3 - improving English and maths **Insufficient progress**
 - Theme 4 - the use of prior learning & attainment to stretch learners in line with their potential **Insufficient progress**
 - Theme 5 - leaders' use of the curriculum to meet local and regional skills priorities **Reasonable progress**
3. Reasonable progress is defined as "action taken by the provider is already having a beneficial impact on learners, and improvements are sustainable, and are based on the provider's thorough quality assurance procedures".
4. Insufficient progress is defined as "progress has been either slow or insubstantial or both, and the demonstrable impact on learners has been negligible".
5. Where there has been insufficient progress, as above, Ofsted recognised that the College has put improvement measures in place, but with no evidence of any positive impact as yet.
6. Governors considered the areas for improvement under each theme, and sought assurance that these were accepted by senior managers. In response, the Vice Principal Curriculum and Learning Standards confirmed that they had been discussed in detail with Ofsted, and had been agreed.
7. It is felt that Ofsted's assessment is fair and matches the College's own self-assessment. It provides a health check ahead of the full Ofsted inspection.
7. After due consideration, Governors resolved:-
 - i) to note the provisional outcomes of the Ofsted Monitoring Visit;
 - ii) to agree that the college would swiftly move to address the areas for improvement outlined within the report, and that progress would be monitored at each Standards' Committee meeting.

A29/18 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 16th May 2018.

2. Progress was reported in the particular areas of Outcomes; Teaching, Learning and Assessment (TLA); Personal Development behaviour and Welfare; Leadership and Management; and Apprenticeships.
3. There have been issues with generating reports from the student systems, but these are being addressed and will be available for staff in mid-October 2018.

Outcomes

4. Predicted student and apprenticeship outcomes are currently being collated and the latest position is reported in the KPI report later in this meeting.

TLA

4. Learning Walks have been completed by new Heads of Faculty and Learning Coaches, and these continue to be the process for monitoring quality of teaching learning and assessment.

Personal Development Behaviour and Welfare

5. As reported at the meeting on 16th May 2018, the use of tracking systems to monitor and report on students' progress is still not consistent across campuses and across curriculum areas. Heads of Faculty continue to identify areas of non-compliance, and are implementing support and training accordingly.
6. Setting stretching and challenging targets for students has been the subject of cross-college training for teaching staff. There was slow progress in embedding this in 2017-18, but significant development in 2018-19 is planned.
7. Student attendance remains an issue where, despite a number of initiatives in-year, it remains at 86% (including authorised attendance). Maths and English is at 76%. In 2018-19, the pastoral support team has been strengthened with the introduction of Learning Mentors in Student Services, and their impact will be monitored accordingly.
8. Work experience sits at 93% and a dedicated team is now in place to improve student engagement in this area.

Leadership and Management

9. The management and staff restructuring process is now complete, and harmonisation of staff conditions of service has commenced.
10. After due consideration, Governors resolved:-
 - i) to receive and note the progress report on the implementation of the QIP;
 - ii) to note that a refreshed QIP would be considered at the next meeting of the Standards' Committee on 23rd November 2018. **Action: Vice-Principal Curriculum and Learning Standards**
 - iii) to express their concern over the continued non-compliance among some staff with minimum classroom standards, and to endorse the training in place to address these issues;
 - iv) to monitor the impact of the new Learning Mentors and Achievement Coaches on attendance.
 - v) to request that the College's attendance figures should be benchmarked against neighbouring colleges that are statistically similar.

A30/18 Learner Performance and KPIs

1. The Vice Principal Curriculum and Learning Standards presented the current position against the learner performance KPIs.
2. The current figures and the projected year-end out-turns are:-
 - Overall attendance is 85.8% (including authorised absence). Out-turn predicted to be 85% against 85% target.
 - Maths and English attendance is 76.2% (including authorised absence). Out-turn predicted to be 76% against 85% target.
 - Overall retention is 92.7%. Out-turn predicted to be 93% against 92% target.
 - Completed work experience is 93% against the target of 97%.
 - Positive destinations are 94% and predicted to be 94% against the target of 97%
 - 84% of students responding to student survey “Enjoy coming to College” against the target of 93%.
 - 84% of students responding to student survey “Would recommend the College to a friend” against the target of 93%.
 - 16-18 applications for 2018-19 are 2,644 against the target of 2,724.
 - The latest Good and Outstanding teaching figures are not available
 - 16-18 classroom based achievement 82.8%. Out-turn predicted to be 84% against 86% target.
 - 19+ classroom based achievement is 72%. Out-turn predicted to be 85% against 87% target.
 - English GCSE and Functional Skills is 85%. Out-turn predicted to be 81% against 80% target.
 - Maths GCSE and Functional Skills is 85%. Out-turn predicted to be 82% against 79% target.
 - 16-18 overall apprentice achievement is 61%. Out-turn predicted to be 63% against the target of 63%
 - 19-23 overall apprenticeship achievement is 69%. Out-turn predicted to be 72% against the target of 63%
 - 24+ overall apprenticeship achievement is 46%. Out-turn is predicted to be 51%
 - 16-18 timely apprenticeship achievement is 41%. Out-turn predicted to be 46% against the target of 61%
 - 19-23 timely apprenticeship achievement is 42%. Out-turn predicted to be 48% against the target of 63%
 - 24+ timely apprenticeship achievement is 23%. Out-turn predicted to be 27%.

6. Governors queried how many results were still to be input before the final results were known, and, in response, the Vice Principal Curriculum and Learning Standards reported that 16-18 figures were substantially complete but that there was a number of results outstanding for 19+ provision.
7. Governors noted that GCSE levels 1-3 counted as achievements within the predicted outcomes, and they sought confirmation regarding the high grades 4-9. In response, it was confirmed that Maths was 16% and English was 20%; both below the national average for 2017-18.
8. Governors resolved:-
 - i) to note the current and projected performance against the KPI targets in 2017-18;
 - ii) to confirm that the final achievement figures would be presented at the Corporation meeting on 16th October 2018.

A31/18 Apprenticeship Quality Improvement Plan

1. The Vice Principal Curriculum and Learning Standards presented Governors with a progress report on the implementation of the Apprenticeship Quality Improvement Plan.
2. An Apprenticeship Improvement Group has been established to oversee the improvement plan, and has met twice since the last Standards' Committee meeting on 16th May 2018.
3. Progress against most actions has been satisfactory although, in a number of cases, the impact of such actions is too early to assess. There are some areas where progress has been slower than expected; namely, actions related to compliance with quality processes; maximising apprenticeship outcomes; the development of a detailed curriculum plan; and the introduction of a new apprenticeship delivery model.
4. A permanent Head of Apprenticeships is currently being recruited, and this will provide stability and an impetus in implementing the improvement plan.
5. Tracking of apprentices' progress and the management of tracking remains an issue of concern. A significant number of reviews are being undertaken in order to ascertain predicted outcomes, and engagement with employers has been increased in order to gain their support in assisting their apprentices in achieving their planned outcomes.
6. Governors stressed the importance of ensuring that resources are in place to deliver the improvement plan, as well as the right infrastructure and support. From then, the marketing of the College's apprenticeship provision can commence.
7. Governors were informed that the College was due an Ofsted inspection of its residential provision, and that the outcomes and experience of PSV apprentices would therefore be assessed as part of this.
8. Governors resolved:-
 - i) to note the satisfactory progress in addressing most of the actions within the Apprenticeship Quality Improvement Plan;
 - ii) to request that the College should now particularly focus on those areas where there is slow progress;
 - iii) to agree that an action plan should be developed in preparation for Ofsted's residential inspection, and forwarded to the Standards' Committee for information.

A32/18 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. It was confirmed that no new risks have been added or deleted since the last Corporation meeting on 3rd July 2018. Each risk has recently been reviewed, and risk ratings have been kept at the same levels as previously reported.
4. Governors resolved:-
 - i) to confirm the risk register and the proposed risk ratings;
 - ii) to agree that an updated risk register would be presented at the next Standards' committee meeting on 23rd November 2018.

A33/18 Quality and Improvement Policy 2018-19

1. The Vice Principal Curriculum and Learning Standards presented the proposed Quality and Improvement Policy 2018-19 for consideration and approval. This policy complements the Teaching, Learning and Assessment policy which is currently being consulted upon with the trade unions.
2. The key change in the policy is the replacement of Curriculum Improvement Reviews with half-termly learning walks.
3. Some concern was raised that the policy was not particularly user-friendly, and that it should be made more concise if possible. It was suggested that this might be addressed at a later review.
4. After due consideration, Governors resolved:-
 - i) to approve the Quality and Improvement Policy for 2018-19;
 - ii) to agree that the related Teaching, Learning and Assessment policy should be presented to the next meeting of the Standards' Committee on 23rd November 2018 for approval;
 - ii) to agree that a more concise policy should be considered at the next review.

A34/18 Safeguarding Policy and Procedure

1. The Assistant Principal Student Experience presented the updated Safeguarding policy and procedures for consideration. The key amendments, particularly in the light of the new Keeping Children Safe in Education (KCSiE) statutory guidance, were explained.
2. A greater emphasis has been placed on the importance of early help throughout the policy, and additional guidance has been included on the use of reasonable force by properly trained staff; forced marriage; children missing in education; peer on peer abuse; sexting; sexual violence and sexual harassment; children with special educational needs or disabilities.
3. Governors explored the extent of staff training on the new policy and procedures, and were informed that a Safeguarding Working Group was being established, which would formulate a development plan for staff and governors.

4. Students receive guidance and training through the tutorial process, which is supported by Achievement Coaches.
5. Some concern was raised that staff who refer safeguarding concerns are not informed that the matter is being dealt with. In response, the Assistant Principal Student Experience reported that an automatic email response would be generated following each referral to assure staff that their concerns were being addressed.
6. After due consideration, Governors resolved:-
 - i) to recommend the amended Safeguarding policy and procedures to the Corporation for approval at its meeting on 16th October 2018;
 - ii) to note that, once approved, the policy and procedures will be placed on the College's website, and circulated to staff, volunteers, governors, and host families for their acknowledgement;
 - iii) to agree that Safeguarding and Prevent training should be delivered to Governors ahead of the Corporation meeting on 12th December 2018.

A35/18 Equality and Diversity Policy

1. The Assistant Principal Student Experience presented the updated Equality, Diversity and Inclusion Policy for 2018-19 for consideration and recommendation to the Corporation.
2. It was noted that the title of the policy had been revised to cover inclusion as well as equality and Diversity, and Governors were informed of the way in which the policy would support the College in meeting the requirements of the Equalities Act 2010.
3. After due consideration, Governors resolved:-
 - i) to recommend the proposed Equality and Diversity Policy to the Corporation for approval at its meeting on 16th October 2018.

A36/18 HE Policy 2018-19

1. The Vice Principal Curriculum and Learning Standards presented the proposed HE Policy 2018-19 for consideration and recommendation to the Corporation. The key changes and amendments to the existing policy were explained.
2. The policy sets out the direction for the development and management of the College's HE Provision, and how the statutory responsibilities of the newly-established Office for Students (OfS) will be met.
3. Governors requested an update on the relationship with Coventry and Warwick Universities, and the Principal reported that the College was seeking to re-engage with Coventry University in developing a partnership.
4. After due consideration, Governors resolved:-
 - i) to approve the proposed HE Policy for immediate adoption.

A37/18 Terms of Reference

1. The Clerk to the Corporation presented proposed revisions to the terms of reference of the Standards' Committee. These now reflected the scope and breadth of the committee's work more

accurately, following developments in-year.

2. Governors resolved:-

- i) to recommend the proposed terms of reference for the Standards' Committee to the Corporation for approval at its meeting on 16th October 2018;
- ii) to agree to review the terms of reference after a further 12 months.

A38/18 Any Other Business

1. The Assistant Principal Student Experience reported a positive outcome of Ofsted's recent one-day inspection of the College's nursery provision. All aspects were graded as 'Good', although there were two minor areas for development, which had been noted by the College.
2. Governors resolved:-
 - i) to note the positive Ofsted inspection report on the College's nursery provision;
 - ii) to request that their congratulations be forwarded to the staff.

A39/18 Date of the next meeting

The date of the next meeting was confirmed for Friday 23rd September 2018 at 4.00pm at the Henley campus.

A40/18 Publication of Documents

The publication of documents was approved without exception, apart from the Learner Performance and KPI report (Documents 4) because of its draft status.

Meeting commenced 8.30am

Meeting closed 10.37am

JE