

Minutes of the Curriculum, Quality and Standards (CQS) Committee meeting held in the Executive Boardroom at 1730 hrs on 20 June 2018

<b>Present</b>	Peter Fraser	Sarah Hobbs	Phil Smith
	Allison Sunley	Jack Thubbron	Paul Wingfield (Chair)
<b>In Attendance</b>	Ralph Devereux (Clerk)	Alison Fox (APPS)	Rachel Nicholls (DPCQ)
	Angela O'Reilly (DOQ)	Matt Shough (Head of HE)(Items 38-40 only)	
<b>Apologies</b>	Jasmine Kelly-Gobuiwang	Alison Grant	

## **PART ONE**

### **STANDING ITEMS**

#### **38/17 OPENING**

- a. The apologies were accepted, no notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and no interests had been or were declared.
- b. No urgent business was requested.

#### **39/17 MINUTES AND ACTIONS**

- a. The Minutes of the last meeting held on 14 March 2018 were confirmed for electronic signature; action delegated to the Clerk. **(Action 1)**
  - b. Action Register. All actions from the previous meeting had been completed or closed.
  - c. Matters Arising from the Minutes. There were no matters arising from the Minutes.
  - d. Urgent Business. There was no urgent business requested.
- a. **The information was noted.**
  - b. **Action had been identified. (Register at 51/17)**

### **BUSINESS ITEMS**

#### **40/17 HIGHER EDUCATION (HE) UPDATE**

The Office for Students (OfS) was established by the white paper "Success as a Knowledge Economy: Teaching Excellence, Social Mobility and Student Choice" to replace the Higher Education (HE) Funding Council for England (HEFCE) as the HE regulatory body wef 28 February 2018. Registration with, and approval by, the OfS was necessary to continue provision from September 2018, the required detail had been submitted on 23 May 2018 and was attached as a comprehensive study of HE provision supported by Appendixes 1-5:

- a. Access and Participation (Appendix 1). The Access and Participation Statement (Annex 1) explained how general access, success and progression of under-represented and disadvantaged groups would be managed. The content was discussed with focus on Graduate Attributes and it was agreed that the Committee would require further information

on this issue at the next meeting, where percentages were quoted it was suggested that associated numbers would be useful to contextualise. **(Action 2)** The POLAR classification (national proportions of HE participation by area) would also be included. Challenges associated with availability of funding (Disabled Students Allowances (DSA)) for students with learning difficulties and disabilities (LLDD) were highlighted in the detail.

- b. Quality and Standards (Appendix 2). Information on quality and standards of delivery was already available to the OfS and no further information was required;
- c. Consumer Protection Law (Appendix 3). The Consumer Protection Law Self-Assessment arrangements were explained through three appendices;
  - (i) a Self-Assessment Report (SAR) on compliance with relevant consumer legislation;
  - (ii) a Student Protection Plan explaining associated risk arrangements; and
  - (iii) a refund and compensation policy.

Some documents were still being updated, legal advice could be required, work would continue through the summer break guided by outcomes during the staff planning day. Tutors would be asked to suggest nominations for a HE student governor; if more than one candidate emerged then the advisability of an election would be considered. **(Action 3)**

- d. Financial Viability and Sustainability (Appendix 4); Information was available to the OfS from other sources and no further information was required;
- e. Management and Governance (Appendix 5). The SAR on Governance and Management arrangements was at Annex 5 and were discussed, there was some consideration on widening the present HE partner portfolio.

All Appendices were attached in full to the paper and informed these considerations and discussions, the outcome of the application was expected in September. Appendix 6 contained detail of an Internal Audit Service (IAS) review of HE, completed in January 2018 and the OfS action plan; full and regular details of the latter would be regularly provided to the Committee. **(Action 4)**

- a. **The information was noted.**
- b. **Action had been identified.** (Register at 51/17)

#### **41/17 KEY PERFORMANCE INDICATORS (KPI)**

The KPIs, almost now the outturn numbers, were considered, discussed and agreed as heartening. Attendance was, 16-18 (93.8%)(“Green” - sector average 87%) and HE (90%)(“Amber”); robust monitoring had brought considerable improvements over the past two years. The 5 Amber ratings and one Red were particularly discussed in some depth. The latter, “apprenticeships timely achievements” was challenged and explained as not yet final and subject to legacy issues.

**The information was noted and received.**

#### **42/17 PREDICTED STUDENT OUTCOMES**

Predicted Outcomes. The information updated the predicted outcomes, which had been considered by the Corporation. The detail was a valuable management tool to maximise achievement and indicate need for intervention and extra guidance, the data also informed on effectiveness of T&L. The total Education and Training (E&T) outturn from 5176 students excluding EAM was 86.80% (2016/17 84.1%) and for Apprenticeships, the numbers were estimated as:

- a. worst case, overall 72.2%, timely 61.6%;
- b. best case, overall 89.2%, timely 75.1%;
- c. National Average (NA) overall 67.7%, timely 59.4%; and

- d. The 2016/17 results overall 63.3%, timely 50.5%.

The tabulated predictions were scrutinised and discussed, some challenges emerged; the relatively high predicted fails in construction, largely resulted from staffing issues, which had previously been discussed at some length by the Corporation and the A Level fails had been due to withdrawals for mental health issue and candidates moving away from the area. Nevertheless, Members took comfort from the improved achievement and noted the hard work that had contributed to the detail, particularly the strong input from the Management Information System (MIS) staff.

**The information was received.**

#### **43/17 CURRICULUM AREA REVIEW (CAR)**

The final CAR for this academic year had been completed and the seven moderated reports were discussed. The reports and judgements were arrived at after comprehensive reviews of a wide range of influencing issues, for example:

- a. through data analysis;
- b. lesson and wider observations;
- c. learning walks;
- d. student focus groups; and
- e. staff meetings.

Full detail of the outcomes was tabulated and RAG rated for ease of scrutiny. The first table showed each departmental overall performance and itemised 17 grading areas; the second compared the performance with the previous year. The increase in the number of dark green (Grade one) cells was noted and welcomed. Assurance was provided that focus on Value Added (VA) areas and digital provision to assist aspirational students in independent study was underway.

**The information was noted and received.**

#### **44/17 TEACHING AND LEARNING (T&L) STRATEGY**

Changes to the Common Inspection Framework in 2016/17 had prompted the College to examine the then TLA processes and move from an observation based assessment to a more developmental assessment regime; the imaginative initiative was designed to encourage staff to take ownership and accountability of personal teaching practice and had been piloted sufficiently for consideration as the approved model. The new model used a range of metrics to provide a broader assessment of TLA than relying on a single 50-minute observation and had been proven in other FE Colleges. In the light of experience and close review, several improvements and principles for the suggested next phase had been suggested, all of which had been enthusiastically received and endorsed by the Corporation. The practical programme for the next academic year was approaching completion, was widely based and looked wider than just Ofsted focus since it sought to widen individual teacher awareness of all-round best practice, particularly through the imaginative Iris Connect/Squares concept. The final scheme would be presented during the coming staff development week and would also be published on the Board IQ site for governor information. **(Action 5)** TLA information would be a standing item on future committee agendas **(Action 6)**

- a. **The information was received.**
- b. **Actions had been identified.** (See Table 51/17 below.)

#### **45/17 ENGLISH AND MATHS (EAM)**

Members were reminded of the current policy for GCSE EAM, which catered for the "Conditions of Funding" requirements in which prior achievement of:

- a. Grade 3 or D would prompt a GCSE resit; and

- b. Grade 2 or E/F would prompt a “Stepping Stone” solution.

Data from the National Achievement Rate Tables had suggested as beneficial for a move towards all EAM entries to be for GCSE, accordingly Grade 2 E/F prior achievement could perhaps not move to the “Stepping Stone”, but be entered for GCSE, which would provide more favourable data in the Quality Achievement Report (QAR). The matter and the consequent implications had been considered by the Corporation and were now further considered. Student de-motivation and whether the proposal was in their best interests featured most prominently; there was also a clear adverse correlation between motivation and attendance. It was finally agreed to select one curriculum area and run a pilot in the next academic year to provide information which would be assessed and inform further consideration. **(Action 7)**

a. **The information was received.**

b. **Actions had been identified.** (See Table 51/17 below.)

#### **46/17 BUSINESS AREA REVIEW (BAR)**

Business Support Areas became liable for Review as part of the College Improvement Plan 2017/18 and the Quality Department had put themselves forward to be piloted under the new procedure; all 4 areas tested had been assessed as Grade 2 and the full Report was then considered and discussed. A consequent Quality Improvement Plan (QIP) would be drafted, monitored through the year and outcomes reported to the Committee, the SLT and the CQS. The process was agreed as valid and thorough and was approved for college wide introduction, the Quality Department would determine a schedule for all service areas to undertake a biennial BAR beginning in the coming academic year; the schedule would be presented to the next meeting. **(Action 8)** Associated reports would be scrutinised by the Committee.

a. **The information was received.**

b. **Actions had been identified.** (See Table 51/17 below.)

#### **47/17 SELF-ASSESSMENT REVIEW (SAR) 2017/18**

The SAR Process for the current year was considered and discussed, the associated timeline was appended, and confirmation was sought and received that all was currently on schedule to allow timely completion of both the SAR and QIP. The planned focus was to emphasise future necessary improvements with less detailed reflection on the past performance but without losing the valuable information gained through that year.

**The information was received.**

#### **48/17 QUALITY AUDITS – UPDATES**

Because of conscious effort to reduce the level of subcontract work over the previous years there were only seven partners remaining. The transfer of Apprentices with “Aspire” had delayed publication of their report, however the other 6 results had now been published and were appended, each was considered in turn:

- a. “High Risk”. One partner, Addict Dance, had been assessed as “High Risk” and had been added to the College Risk Register, the report was discussed and in response to a challenge it was confirmed that corrective action was progressing, evidenced in the attached paperwork; and
- b. “Low Risk”. Five partners GLADCA, ESPA, Inspire Plus, LAGAT, and Learning Curve had all assessed as “Low Risk”

During general scrutiny of the reports a common theme had emerged regarding “Safeguarding” issues, individually these were minor in nature, however the high profile of such issues prompted a determination to send a Corporation letter to all partners to stress the importance of this area. **(Action 9)** Members were re-assured after a reminder that the validation process for all prospective partners included a robust and detailed examination of all associated “Safeguarding” areas.

a. **The information was received.**

**b. Actions had been identified. (See Table 51/17 below.)**

**49/17 URGENT BUSINESS**

There had been no urgent business agreed, however comments were invited. Sarah Hobbs explained that she had recently attended an excellent "Prevent" presentation for students, although only a few attendees were there, participation was very good, and a high level of interest was evident. Much benefit could be obtained from future events of this nature if the audience could be larger.

**50/17 DATES OF NEXT MEETING**

- a. The next meeting would be held at 1730 on 6 November 2018.
- b. A contingency meeting to consider the A Level results would be arranged during the week before the Burghley Horse Trials, the Chair would call the meeting if it was necessary. **(Action 10)**

**51/17 ACTION REGISTER**

Please refer to referenced Minute for further detail		Resp	Date
<b>Action 1</b>	39/17a. Minutes from 14.03.18 confirmed for electronic signature	Clerk	asap
<b>Action 2</b>	40/17a. Additional graduate attributes info to next committee meeting.	HOHE (MS)	06.11.18
<b>Action 3</b>	40/17. HE student governor process to be completed.		asap
<b>Action 4</b>	40/17. HE action plan regular progress to committee.		ongoing
<b>Action 5</b>	44/17. TLA Strategy posted to Board IQ.	DOQ	asap
<b>Action 6</b>	44/17. TLA information as standing agenda item.	Clerk	ongoing
<b>Action 7</b>	45/17. EAM GCSE Pilot scheme in 2018/19.	DPCQ	asap
<b>Action 8</b>	46/17. BAR schedule to next committee meeting.	DOQ	06.11.18
<b>Action 9</b>	48/17. Letter to partners re Safeguarding associated matters.	AS	asap
<b>Action 10</b>	50/17b. Contingency committee meeting tba.	Clerk	

*Ralph Devereux (Clerk) for Paul Wingfield (Chair)*

Ralph Devereux (Clerk) for Paul Wingfield (Chair) (Nov 8, 2018)

# CQS Minutes 20.06.18

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