

**MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 25TH
JUNE 2019**

Present:	Michele Bacon	External
	Karen Banks	External
	Tony McDermott	External
	Tom McInerney	External (Chair)
	Adam Moore	Student
	Jacqui Scott	Staff
In attendance:	Thalia Bell	Deputy Principal
	Alan Brown	Assistant Principal (Quality) (minutes 107 to 159)
	Lesley Venables	Clerk to the Governors

PART ONE

APOLOGIES FOR ABSENCE

107 There were no apologies for absence.

DECLARATION OF INTERESTS

108 No declarations of interest were received.

MINUTES OF MEETING HELD ON 5TH MARCH 2019

109 **Resolved** - That the minutes of the meeting held on 5th March 2019 be approved as a correct record and signed by the Chair.

MATTERS ARISING

110 The Committee received a list of actions resulting from the previous meeting and noted that all items were either in progress or had been completed.

111 In relation to minutes 89 to 91, governors asked about the College's preparations for any potential Ofsted inspection under the new Education Inspection Framework. The Deputy Principal responded that the national consultation period for the EIF had now closed and the new EIF framework was being discussed with training arranged for managers at the end of term and for all staff in August. Governors would be provided with information on the final version when available and would be supported through the process.

CURRICULUM REPORT

112 The Deputy Principal presented a report on performance against key curriculum indicators.

SPECIAL MEASURES

113 The Assistant Principal presented a report on curriculum areas which were currently in the College's 'special measures' programme.

LEARNER VOICE & EMPLOYER SURVEY

114 The Assistant Principal reported that a formal Student Perception of College questionnaire had not been undertaken in 2018/2019, as it was felt that the College had a wider range of measures of satisfaction that were more responsive. Learner views were sampled through a variety of methods, such as duty management, external surveys, awareness-raising amongst learners (for example on the Prevent Duty) and focus groups during the year.

115 The Committee received a report that set out the sources of learner views and the levels of satisfaction expressed in each.

COMPLAINTS 2018/2019

116 The Committee received for information a report on complaints received in 2018/2019.

EQUALITY & DIVERSITY

117 The Deputy Principal presented a report on performance on retention amongst groups of learners with protected characteristics compared to the rest of the student population.

SAFEGUARDING UPDATE

118 The Deputy Principal reported that the College's safeguarding procedures continued to evidence outstanding practice and positive relationships with external bodies, such as Halton Borough Council's Safeguarding Board.

119 A number of supportive measures were in place, including a high level of training for appropriate staff, active participation in external safeguarding bodies, a health and wellbeing conference attended by student representatives and effective signposting to more specialist organisations.

120 The Committee noted the continuing high levels of welfare concerns. An analysis of the types of issue was provided, with the addition of 3 categories for 2018/2019

121 There had also been a continued increase in the complexity of safeguarding needs. Two potential cases relating to the Prevent Agenda had been dealt with this academic year.

POLICIES

122 The Assistant Principal presented a number of policies that had recently been reviewed as part of the College's quality assurance procedures.

123 It was noted that there were no proposed changes to the Policy on Equality & Diversity as there had been no changes to the Equality Act since 2010. The policies on Student Discipline and Complaints had been amended to reflect best practice in the sector and regulatory requirements (such as those imposed by the Office for Students).

124 **Resolved** - That the Board **be RECOMMENDED** to approve policies on:

Equality & Diversity
Student Discipline
Complaints

HIGHER EDUCATION ACCESS & PARTICIPATION PLAN

125 The Committee received the draft HE Access & Participation Plan, which had to be submitted to the Office for Students by 1st July 2019. This required approval by the full Board, however, due to the timing of meetings this was not possible. The Clerk advised that the Committee should formally recommend the Plan to the Board for approval, but that the Chair of the Board should be asked to sign off the final version by the submission deadline. The Board could then approve the Plan retrospectively at its meeting on 8th July 2019.

- 126 **Resolved** -
- 1 That the Board **be RECOMMENDED** to approve the HE Access & Participation Plan
 - 2 That, due to the submission deadline to the OfS, the Chair of the Board be asked to approve the Plan

COMMITTEE SELF-EVALUATION

127 The Clerk reported that, as part of the Board's strategy for continuous improvement, an assessment of each committee's performance should be undertaken to identify good practice and any gaps in arrangements.

128 Governors discussed each element of the proforma and graded the Committee's overall performance as a 2 or 'good'.

ITEMS TO BE REPORTED TO THE BOARD

129 The Chair summarised the key points that would be reported to the full Board at its meeting on 8th July 2019:

- Detailed reports received on performance against key curriculum indicators, Equality & Diversity, safeguarding, special measures, learner voice and Complaints for 2018/2019
- A number of policies were recommended for approval by the Board
- The Committee had graded itself as '2' or 'Good' in terms of its own performance in 2018/2019.

DATE OF NEXT MEETING

5th December 2019

RETIREMENT OF GOVERNORS

130 The Committee thanked the student governor, Adam Moore for his contribution over the past year.