

**MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 26TH
JUNE 2018**

Present:	Karen Banks	External
	Jayne Caslin	Staff (minutes 123 to 190)
	Sue Hopper	External (Chair)
	Tony McDermott	External
	Tom McInerney	External
	Ben Smith	Student (minutes 123 to 190)
In attendance:	Thalia Bell	Deputy Principal
	Alan Brown	Assistant Principal (Quality)
	Lesley Venables	Clerk to the Governors

PART ONE

APOLOGIES FOR ABSENCE

123 Apologies for absence were received from Sarah Hardman (Student Governor).

DECLARATION OF INTERESTS

124 No declarations of interest were received.

MINUTES OF MEETING HELD ON 6TH MARCH 2018

125 **Resolved** - That the minutes of the meeting held on 6th March 2018 be approved as a correct record and signed by the Chair.

MATTERS ARISING

126 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.

CURRICULUM REPORT

127 The Deputy Principal presented a report on performance against key curriculum indicators, including Enrolments for 2017/2018; Retention, Attendance and Achievement; Higher Education and the Teaching Excellence Framework; and Curriculum Developments (including T Levels).

SPECIAL MEASURES

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

LEARNER VOICE & EMPLOYER SURVEY

129 The Assistant Principal reported that a Student Perception of College questionnaire had not been undertaken in 2017/2018, 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.

130 The Committee received a report that set out the sources of learner views and the levels of satisfaction expressed in each. It was noted that the duty management survey had identified that 96% of the sample of 16-18 learners felt that teaching and learning was good or better. The corresponding figure for adult, part-time programmes was 100%.

131 The interim results for Employer Perception of College questionnaire were exceptionally high. The College had also been graded externally within the top 10% nationally for employer satisfaction levels.

COMPLAINTS 2017/2018

131 The Committee received for information a report on complaints received in 2017/2018. The total number had decreased from 6 to 2 (one of which had been resolved and one was ongoing). Concerns from students were dealt with more informally and it was felt that this system was highly effective in ensuring that the College was responsive to issues raised by learners and other stakeholders.

EQUALITY & DIVERSITY

132 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.

133 The calendar of College events celebrating diversity in 2018/2019 would be circulated to governors for information.

134 The Deputy Principal reported on the recent growth in the number of Education Health & Care Plans that were being submitted to the College by potential learners with increasing complexity.

SAFEGUARDING UPDATE

135 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.

136 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. Governors would also be receiving appropriate training on safeguarding as part of the annual training plan.

137 The Committee noted the continuing high levels of safeguarding cases, the majority of which had been raised at the Kingsway Campus.

138 The quality assurance process for any partnership provision included ensuring that safeguarding procedures were in place and working well. Any issues relating to safeguarding within partnership provision organisations would be highlighted to the Finance & Resources Committee.

139 New guidance on safeguarding was due to be published in September 2018, which would necessitate a further revision of the College's Safeguarding Policy.

140 Governors were assured that the College was doing everything it could to ensure that safeguarding was operating properly and making a positive impact on learners.

ASSESSMENT OF KEY AREAS

141 At a previous Board meeting, it had been agreed that governors would receive detailed information on key areas, such as Safeguarding, Equality & Diversity, Prevent and British Values. The Deputy Principal and the Clerk had prepared possible responses to each of the questions raised and this was received by the Committee.

142 This provided a reminder of the College's processes and procedures in each area and highlighted the robustness of the systems already in place. It was agreed that the document would be useful when governors were preparing for any future Ofsted inspection visit.

POLICIES

143 The Assistant Principal presented a number of policies that had recently been updated to take account of legislative/regulatory changes and amendments to the College's own procedures.

144 It was noted that the Policy on Equality & Diversity had been reviewed by Burnetts (College Solicitors) as there had been no changes to the Equality Act since 2010. The Policy on Student Discipline had been amended to ensure that protective measures for staff could be put in place if required during a student disciplinary process. A further change to the Complaints Policy had been necessary following the issue of new regulations by the Office of the Independent Adjudicator for Higher Education.

145 **Resolved -** That, with some minor amendments, the Board **be RECOMMENDED** to approve policies on:

Equality & Diversity Policy

Student Discipline

Student Complaints

COMMITTEE SELF-EVALUATION

146 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.

147 The Committee received a proforma that enabled it to assess itself against a number of key criteria – attendance, membership, fulfilment of the terms of reference, a summary of the key activities undertaken in 2017/2018 and any areas for improvement in 2018/2019.

148 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

149 The Chair summarised the key points that would be reported to the full Board at its meeting on 9th July 2018:

- Detailed reports received on performance against key curriculum indicators, Equality & Diversity, safeguarding, special measures, learner voice and Complaints for 2017/2018
- 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 2017/2018.

DATE OF NEXT MEETING

4th December 2018

RETIREMENT OF GOVERNORS

150 The Committee thanked the Chair for her contribution over her last 12 years as a governor. The also expressed its gratitude to the student and staff governor present, both of whom would be retiring from the Board in July 2018.