

**MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 4TH
DECEMBER 2018**

Present:	Michele Bacon	External Governor
	Tony McDermott	External Governor
	Tom McInerney	External Governor (Chair)
	Adam Moore	Student Governor
	Jacqui Scott	Staff Governor
In attendance:	Thalia Bell	Deputy Principal
	Alan Brown	Assistant Principal (Quality)
	Helen London	Head of HE & Teacher Education (minutes 1 to 9)
	Lesley Venables	Clerk to the Governors

APOLOGIES FOR ABSENCE

1 Apologies for absence were received and accepted from Karen Banks. The new members of the Committee were welcomed and introduced.

DECLARATION OF INTERESTS

2 No declarations of interest were received.

APPOINTMENT OF COMMITTEE CHAIR

3 **Resolved -** That Tom McInerney be appointed as Committee Chair for the 2018/2019 academic year

MINUTES OF MEETING HELD ON 26TH JUNE 2018

4 **Resolved -** That the minutes of the meeting held on 26th June 2018 be approved as a correct record and signed by the Chair.

MATTERS ARISING

5 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 PRESENTATION – “GREAT TEACHING INITIATIVE”

6 The Head of Higher Education & Teacher Education gave a presentation on the “Great Teaching Initiative”, which encouraged lecturers to be creative in the classroom and to receive feedback on their performance from a wide range of sources, including their peers, students and learning coaches.

7 This strategy was supported by a host of teaching and learning resources contained on the College’s virtual learning environment.

8 Management felt that the initiative had had a positive impact on learner outcomes and on the skill levels of individual lecturers.

9 Coaches participated in pedagogic discussions and good practice was shared across the College. Formal lesson observations were no longer undertaken, except for new staff and those whose performance had been graded as a ‘3’ or ‘4’.

Helen London left the meeting at this point.

CURRICULUM REPORT

10 The Deputy Principal presented a report on performance against key curriculum indicators, including Student Numbers for 2018/2019; Retention & Attendance 2018/2019; High Needs & Potential Vulnerable Learners, Enrolments for 2019/2020; Industrial Placements & Work Experience; English & Maths; Destinations; Apprenticeships & Work-Place Learning; and Progression to Higher Education & Apprenticeships.

SELF-ASSESSMENT REPORT 2017/2018 AND QUALITY IMPROVEMENT PLAN FOR 2018/2019

11 The Assistant Principal (Quality) presented the draft Self-Assessment Report for 2017/2018. Three areas for improvement had been identified in the Quality Improvement Plan for 2018/2019: consistency of the apprenticeship provision, attainment in pre-advanced maths and the quality of provision in a small number of courses.

12 Governors were advised that the SAR would be sent to Ofsted, whose staff would consider the content when assessing colleges for possible inspection. Management felt that the College should now be graded as ‘outstanding’.

13 **Resolved -** That the Board **be RECOMMENDED** to approve the Self-Assessment Report for 2017/2018 and Quality Improvement Plan for 2018/2019

SAFEGUARDING ANNUAL REPORT 2017/2018

14 The Committee received for information the Annual Safeguarding Report for 2017/2018.

15 The total of cases that had been recorded by the College had increased compared to the previous academic year. One of the main reasons for the higher number of cases was the significant rise in mental health issues being presented by learners. The College had devised an over-arching strategy to ensure it had an appropriate framework in place and was working with partner organisations such as Halton Borough Council to address learner needs.

16 Due to the intense amount of resourcing involved in dealing with safeguarding issues, the College now offered students the opportunity to receive support through an external on-line system in addition to personal contact.

17 The number of Looked After Children studying at the College had increased in 2018/2019, together with Young Carers and Youth Offenders.

18 All lead safeguarding officers had completed a refresher course on the Prevent Agenda and WRAP training. Staff had reviewed Prevent arrangements at work-place learning provision and had made a number of recommendations for improvement, all of which would be implemented and this had been reported to the Risk Management Group.

19 The College was also participating in an anti-knife crime initiative being led by the local authority.

EQUALITY & DIVERSITY ANNUAL REPORT 2017/2018

20 The Committee received a report on Equality and Diversity for 2017/2018. The College's profile indicated a positive, three year trend of improvement impacting on all areas of the protected characteristics. The College had implemented a variety of strategies in 2017/2018 to support the achievement of all learners, especially those from Widening Participation postcodes. The data showed the positive impact of these strategies.

SPECIAL MEASURES UPDATE

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

POLICIES

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| 22 | Resolved - | 1 | That the Board be RECOMMENDED to approve a policy on Learner Involvement |
| | | 2 | That a policy on Teaching, Learning & Assessment be approved |

COMMON INSPECTION FRAMEWORK

23 It was agreed that this item would be deferred to the Committee's March 2019 meeting, so that the outcome of the recent Ofsted visit and the new Common Inspection Framework (as yet to be published) could be included.

ITEMS TO BE REPORTED TO THE BOARD

24 The Committee identified a series of points that the Chair would report back to the December Board meeting:

- Presentation on Great Teaching Initiative
- Report on courses in special measures had enabled the Committee to monitor performance.
- Self-Assessment Report for 2017/2018 and the Quality Improvement Plan for 2018/2019 was recommended for approval by the full Board. Progress against each element of the latter would be reported to each future meeting.
- Annual reports received on Safeguarding and Equality & Diversity issues, including gaps between various groups of learners in terms of pass rates, retention and achievement levels.
- Received a detailed report on key curriculum indicators, including performance on English and maths programmes.
- A policy on Teaching, Learning & Assessment was approved and a further policy on Learner Involvement was recommended for approval by the Board.

DATES OF FUTURE MEETING

5th March 2019 5.00 p.m.

25th June 2019 5.00 p.m.