

MEETING OF THE QUALITY AND OUTCOMES COMMITTEE

TIME/DATE 11.00am Thursday 24th June 2021

VENUE remote by Microsoft teams due to coronavirus pandemic.

Present

Name

Mrs. L Duncan (Chair)	External Governor
Mrs. E Brocklehurst	External Governor
Mrs. J Heap	Staff Governor
Mr. S Pierce	Principal
Mrs. S Littlewood	External Governor
Mr. A Owen	External Governor

In attendance:

Mr. N Gribben	Vice Principal
Mr. M Doyle	Deputy Principal
Mrs. L Lloyd-Williams	Governance Director

Italics denotes absence

DRAFT MINUTES

The meeting opened at 11. 02 and was quorate.	
1.	HIGH NEEDS PROGRESS The committee received a presentation from the Director of High Needs, updating the committee on the progress made since the Ofsted inspection and the key actions taken particularly since the monitoring visit. The Director outlined the strategies for success to Governors. The Director advised Ofsted would now see that the College has substantially more information for each student and an extended induction with tutors being fully informed of individuals prior learning. The Director gave further particulars of improvement to practice in this area. Governors asked whether the College could now demonstrate that it was ambitious for high need students and the Director confirmed that it was as students starting points are known and ambitious targets are set with a curriculum that will push and challenge. Governors also asked about the challenges faced in terms of bringing teams together and the Director gave assurance that this had now happened, with staff accepting the changes. Governors also asked where the director thought the department would be in relation to self-assessment and the Director advised that he now felt he could show good provision to Ofsted. 11.24 the Director left the meeting.
2.	DECLARATIONS OF INTEREST. There were no declarations of interest.

3.	<p>APOLOGIES</p> <p>There were no apologies.</p>
4.	<p>MINUTES OF THE MEETING ON 11th March</p> <p>The minutes of the meeting on the 11th March were approved as a correct record of the meeting.</p>
5.	<p>MATTERS ARISING</p> <p>The Governance Director advised that the Deputy Principal would be discussing some of the actions with the chair of the committee and there would be an update at the next meeting.</p>
6.	<p>QIP AND SCORECARD</p> <p>The committee were taken through the key changes since the last meeting and notified that the College was close to completing all observations. Attendance was also raised and questioned with Governors asking if there were to be any strategies to improve attendance the following year. The Vice Principal outlined the strategies to the committee.</p>
7.	<p>TLA REPORT</p> <p>The Deputy Principal spoke to his report which updated the committee on activities undertaken to improve the quality of teaching, learning and assessment. It was noted that 96% of observations planned for 2020/21 had been completed, with the remaining 4% scheduled to take place before 18 June 2021. Of these 95.3% had been judged as Effective (not requiring a re-observation), with 4.7% being recorded as Not Yet Effective. 82% of planned learning walks had been completed.</p> <p>Committee were informed that the Observation of Teaching, Learning and Assessment Policy was being updated, to include some key changes, including a return to no-notice observations and updating planning guidance and documentation, to better support clear identification of curriculum intent.</p> <p>Governors advised they felt the 95.3% effectiveness rate was high and that the College was right to move to no notice observations. The committee were advised that the revised observation process would be brought to the next meeting of the committee for information. Governors also asked whether it was worth considering if any areas for improvement were ticked that the observation go into a reobservation.</p>
8.	<p>STUDENT VOICE REPORT (this item was elevated on the agenda)</p> <p>The Head of Quality spoke to his report which outlined the activities the Quality team had engaged in to collect the views of students. The biggest event since last time had been the student rep conference which had been well received with the committee informed that there were three outstanding speakers. Governors were informed that the response to questions asked in student focus groups showed that</p>

	<p>overall students felt very well supported by the College. The Head of Quality spoke about the areas which the 10 questions covered and advised the committee that there had been a very positive overall response. Further that any significant negative comments were actioned by being put into the quality improvement plan for the specific curriculum area.</p> <p>Governors asked about attendance rates at the conference and were advised that attendance was just over 50%. Governors also asked how the College prepared student reps and the Head of Quality outlined this. The committee chair advised it would be beneficial to have student rep at the meetings.</p> <p>Action: Head of Quality, Deputy Principal and Governance Director.</p> <p>11.35 the Head of Quality left the meeting.</p>
<p>9.</p>	<p>PREDICTED OUTCOMES</p> <p>The committee were advised that the College was forecasting an improvement in retention and overall achievement rates, with retention (all ages and all levels) forecast to improve by 4.5 percentage points, to 94.1%, and overall achievement to improve by 0.5 percentage points, to 84.3%.</p> <p>For students aged 16-18, retention and overall achievement was forecast to improve by 5.0 and 0.9 percentage points respectively. Pass rates were forecast to decline by 4.7 percentage points.</p> <p>For students aged 19+, retention and overall achievement was forecast to improve by 3.7 and 1.9 percentage points respectively. Pass rates were forecast to decline by 1.8 percentage points.</p> <p>For apprentices, overall achievement was forecast to improve by 2.5 percentage points.</p> <p>Governors asked about the reasons for decline and the Deputy Principal explained these. It was also suggested that where there is a big difference it would be useful going forward to have a subsidiary table with a breakdown.</p> <p>Action: Deputy Principal</p>
<p>10.</p>	<p>QUALIFICATION/TEACHER ASSESSED GRADES</p> <p>The Vice Principal spoke to his paper which advised committee members of the College's approach to the reporting of Qualification/Teacher Assessed Grades in the 2020/21 academic year. Governors noted that it had been a massive task and thanked staff for their hard work.</p>
<p>11.</p>	<p>CURRICULUM 21/22</p> <p>The committee considered the paper which provided a summary of key changes to the curriculum offer for the academic year 2021/22. Key points to note were:</p>

	<ul style="list-style-type: none"> • A summary of the College’s curriculum, including the College’s overarching ‘curriculum intent’ • New curriculum. In particular, the range of level 3 courses being introduced, across all sites, in line with the College’s ambition to increase its level 3 offer; • Curriculum being removed a small number of courses were being removed from the College offer, including Horticulture and two Higher Education programmes; • Curriculum efficiency. Committee members will note the range of actions taken to increase curriculum efficiency for 2021/22
12.	<p>INTERNAL PROGRESSION</p> <p>The Vice Principal spoke about the actions being taken to improve internal progression within the College and the Director for 14-19 gave the committee further particulars and examples. Governors asked if internal progression were likely to increase further and were advised that hopefully it would.</p>
13.	<p>DESTINATIONS</p> <p>Committee were advised the College had completed the collection of destinations for students who left the College at the end of the 2019/20 academic year. There were 2,965 destinations in scope for this cohort, 2,907 of which had been recorded as at 28/5/21.</p> <ul style="list-style-type: none"> • 98% of the 2965 leavers that were in scope for the 2019/20 academic year have had their destination captured which is a 1.1% reduction on the previous academic year. • Of the leaver destinations collected, 2,432 (83.7%) are positive which is a 1.2% reduction on the previous academic year. • Students with no learning difficulty progress to a positive destination at a higher rate than students with a declared learning difficulty. <p>Governors commented that it was a credit to collect this many destinations and that Ofsted would look at this.</p>
14.	<p>CODE OF PRACTICE TO ENSURE FREEDOM OF SPEECH</p> <p>The code of practice having been reviewed and no changes having been made, it was</p> <p>Resolved to recommend the Code of Practice to ensure Freedom of Speech to the Governing Board for approval.</p>

15.	<p>GOVERNANCE</p> <ul style="list-style-type: none"> • Name of committee • Schedule of business 21/22 • Committee terms of reference • Committee performance <p>It was agreed not to grade performance and note that members had commented and knew the areas for development specifically regarding student rep attendance at committee. It was</p> <p>Resolved to recommend to the Governing Board the amended terms of reference and to change the name of the committee to curriculum and quality. The schedule of business was approved by the committee.</p>
16.	<p>Date of next meeting</p> <p>TBC</p>
<p>The meeting closed at 12.48</p>	