

Minutes of the Standards & Performance Committee meeting held on Wednesday 26th September 2018 at 4.00 pm in the Board Room

Governors Present:	Sue Lomax (Chair) Bill Webster Andrew Fawcett		
In Attendance:	Maxine Bagshaw, Clerk to the Board of Governors Mark Burgoyne, Deputy Principal Karen West-Smith, Director HE and Adult Sharon Marriott, Director of Curriculum (14-19) Kate Wallace, Director of Apprenticeships Joanne Green, Director of Quality Tracy Clark , Director of MIS		
Min. No.		Action By Whom	Action By When
1	COMMITTEE CONSTITUTION MATTERS		
	<p>The Clerk to the Board presented her written report and a number of matters were discussed/agreed.</p> <p>a) <u>Appointment of the Committee Chair for 2018/19</u></p> <p>Sue Lomax was nominated as the Committee Chair, this nomination was seconded and approved.</p> <p>AGREED: to appoint Sue Lomax as the Standards & Performance Committee Chair for 2018/19 academic year.</p> <p>b) <u>Committee name</u></p> <p>The Clerk advised that, with the change to the role and remit of this committee agreed by the Board, the committee may wish to consider whether its name continues as 'Scrutiny and Performance' or should be amended to include a reference to 'Standards'. The committee acknowledged that the word scrutiny had been included within the title of this committee when the college received its grade 3 at inspection. As this was no longer the case, and the last inspection being a grade 2, it was agreed that it was more appropriate that this Committee be named 'Standards & Performance'. The Clerk advised that, as part of the terms of reference review she would put forward proposals to the Board to change the name of this Committee.</p> <p>c) <u>Terms of Reference</u></p>		

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	<p>e) <u>Work plan</u></p> <p>The Clerk presented a work plan and it was explained that this was intended to be a framework document only and it was agreed that this would continue to be updated throughout the year.</p> <p>AGREED:</p> <p>a) to note the content of the update provided</p> <p>b) recommend that the board approve amended Terms of Reference &</p> <p>c) approve in principle the work plan presented for 2018/19.</p>		
2	DECLARATION OF INTERESTS		
	<p>The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. No interests were declared and standing declarations were noted.</p>		
3	APOLOGIES FOR ABSENCE		
	<p>Apologies for absence were received from Kate Flood, Gill Waugh and David Haslem.</p>		
4	MINUTES OF THE MEETING HELD ON 23RD MAY 2018		
	<p>The minutes were reviewed and, save for some typographical errors in relation to those in attendance, it was agreed that they were an accurate record of the meeting.</p> <p>AGREED: to approve the minutes of the meeting held on 23rd May 2018.</p>		
5	MATTERS ARISING & ACTION PROGRESS LOG		
	<p>The Committee considered the progress update provided and a number of further observations were made:</p> <ul style="list-style-type: none"> • Line 1 – it was confirmed that college financial information was sent to the transport department and the expectation is to hear back from them with a policy decision in spring. It was confirmed that if the mayor delivers on his promise then this will be a positive position for the college • Line 3 – it was noted that two additional parent evenings have now been added. It was agreed that these dates would be provided to the Clerk so that she could circulate to Governors. <p>AGREED: to note the content of the update provided.</p>		

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6	<p>2018/19 ENROLMENT – CURRENT POSITION</p> <p>The Director of MIS drew members attention to her written report and key matters noted were:</p> <ul style="list-style-type: none"> EFA funded provision is currently 102% of target. The target set for the 17/18 academic year was 2225 and the Colleges position at this point in the previous year was 2125. The College has currently exceeded target allocation of 2091. This target was significantly below 17/18 allocation and even below last years outturn. Staff are currently processing non-starters i.e. those who have never actually attended, however the College remains 20 above the same time last year. She described the position as positive but indicated that 18/19 will be a tight year in terms of resources and therefore there needs to be careful management. The Committee were reminded that demographics for 16-18 year olds start to pick up in the 19/20 academic year. <p>The Committee questioned what the retention rates are in terms of last years' students who were intending to remain and progress. It was explained that the college is still collating this information.</p> <ul style="list-style-type: none"> Adult class based is 91% to target with a difference of £457,462. It was explained that funding calculations at this time of year are for guidance only due to the numerous factors in the funding calculations. This data has not been through an ILR audit process yet. That being said, the College is still significantly higher than the same point in the prior year. The target is slightly higher than last year to take advantage of the ESFA guaranteed overpayment of delivery up to 3%. There are no UOB learners currently in either target or actual. In general discussion it was acknowledged that headcount for adults is not the best measure/target and that what is more important is the financial position. Advanced learner loans - the target is £856k for the year and the College currently sits at 85% with a difference of -£26,564. It was explained that these are internal calculations only at this time of the year but the college feels as if it is in a positive position with 200 students on SLC already that are fully approved and therefore this puts the college ahead of the prior year position. HE – the target is 195 and current position is 170, therefore the college is 87% of target. It was explained that these figures include 93 learners in year one of their course who are now contracted with the UOB. There are a further 11 learners pending i.e. 		
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expecting to return on to year two of a course. The committee were advised that the College and the University did not achieve a seamless process in terms of transition. There were a number of lessons learned and assurance was given that there is a plan in place for 19/20 to avoid any repeat issues. The view of staff is that this is not a bad position to be in but assurance was given that staff are now looking at the numbers on each course.

- Local authority community – the College is currently 35% of target, although it was acknowledged that this is very early in the process. There is a similar volume to previous years. It is important to note that the enrolment volume target with the council has been decreased by almost 500 from 4773 last year. The decrease is due to the increased requirement for more substantial courses. There is no reduction in the funding value of the contract.

A challenge from the Committee Chair specifically is that the Newbury site needs to be addressed as it has some serious issues. The Principal confirmed that, as the boiler is no longer working, then this will prompt some action. The Committee felt that a new venue needed to be identified as a matter of urgency.

- Apprenticeship starts – the target for the year is 347 and the current position 134 thereby taking the college to 38% of target. The college currently has 9 starts on the system with August start dates. This is the same number of starts in August as last year and there may be more to come once all sign up packs have been processed. The current figure includes 107 apprentices that are in the pipeline i.e. that are currently going through the sign up process. The Director of Apprenticeships indicated that enrolments are now coming in 'thick and fast' and gave assurance that the pipeline described is solid rather than speculative. She indicated that it was more a matter of getting the starts on the system rather than identifying the apprentices. She described this as a healthy position when compared to the prior year.

In general discussion the committee recognised that the College is the best within the GM College Group regarding student loans. It was explained that this is because staff really support students here through the loan process. There is a need to support to avoid them becoming a debt if they do not complete the SLC process. It was acknowledged that this additional support is without any extra income and this does, at certain points in time, put a strain on the organisation.

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	<p>Adult growth was described as positive.</p> <p>The Committee questioned what the current position is in relation to employer engagement. It was explained that in this area the college undertook a staffing restructure and there is confidence that remaining staff have very clear targets and plans. It was described as a challenge, however there is belief that staff are clear in terms of what needs to be achieved. The Committee questioned whether the College is seeing any benefit from being able to access the university's employer contacts. It was confirmed that it is.</p> <p>It was confirmed that from the 1st October 2018 the college will have a centralised hub at the University which will be called the 'Institute of Management' and the intention of this facility is to showcase what the whole group offer is.</p> <p>AGREED: to note the content of the update provided.</p>		
7	ACADEMIC EXAMINATION RESULTS		
	<p>The Director of MIS introduced her written report and indicated that the intention was to provide an early indication of achievements for the 17/18 year, however it should be noted that the final ILR is not due until 18th October and the College will continue to check and confirm data as well as processing outstanding achievements.</p> <p>In terms of the headline position:</p> <ul style="list-style-type: none"> • GCSEs – the picture is improving but the college is not at the rates it would like. There is a view that national averages may change and this could impact upon the college position. • FE aged 16-18 – the college is currently above the final outturn last year by 0.6%. • FE Adults – the College is currently 5.2% below the final outturn for last year. Assurance was given that staff will chase all outstanding aspects to try and improve this position. • Higher education – the position is really good in terms of the pass rate. It was explained that the mid year exam boards really helped to focus and provide catch up through action plans. The Committee were reminded that HE achievements are calculated using the number of students who achieve the qualification divided by the number of students still on role at the start of the spring term in their final year. <p>In considering the statistics provided the Committee questioned how the college can be above national average 'overall' but be below in relation to adults and other areas. The Director of MIS explained that the proportion of students in each category does</p>		

	<p>have an impact. It was acknowledged that there are some pockets of retention and pass rate issues to address, however assurance was given that these are very specifically known. The Committee were advised that there are still quite a lot of results outstanding and therefore this is not the closed down position. Staff will work to maximise achievements. It was acknowledged that the position looks very positive for young people even at this stage.</p> <p>AGREED: to note the content of the update provided.</p>		
8	16-19 STUDY PROGRAMMES		
	<p>The Director of Curriculum (14-19) introduced this report and described it as a 'wrap up' in terms of the 17/18 year, however this is not the final achievement data as the ILR is not closed. It was agreed that finalised data would be provided at the next meeting by way of an addendum to the action progress log.</p> <p>Key matters brought to Governors attention included:</p> <ul style="list-style-type: none"> • Table 2 shows that the percentage of enrolments on full time bands (540+) was 2.8% above target. The percentage of learners aged 18 who are capped at the 450+ band also increased by 1.8% with a negative impact on income. • The weakest enrolment performance by curriculum teams were foundation learning, construction and engineering. Each effected area developed marketing plans to improve enrolment for 2018/19. <p>In considering the data the committee asked why catering was only 61% of original target. Assurance was given that there is a focus on this curriculum area and this did influence redundancy decisions in 17/18. There is a need to relook at reshaping the curriculum and responding to local needs and improve numbers. The Committee also asked for an explanation as to why youth provision was only 66% of original target. It was explained that this is a matter of getting the right student on the right course. There is the belief that the college has been better this year when compared to last and has seen growth.</p> <p>The committee indicated that they would find it useful to have a report provided at the next meeting which shows the enrolments comparison for 17/18 and 18/19, including any aspects of migration. They would be particularly interested to see the position in relation to construction.</p> <p>The committee were advised that construction provision is a challenge because of a number of reasons including:</p> <ol style="list-style-type: none"> a) Mandates from the job centre regarding adults b) The cost of providing work cards, and c) Availability of work experience. 	<p>Director of Curriculum (14-19</p> <p>Director of Curriculum (14-19</p>	<p>30th Jan 2019</p> <p>Jan. 2019</p>

	<p>In terms of work placements generally the committee asked how the College compares to others in the GM area. The Committee were advised that there is no data available on this but anecdotally Bolton College seems to be doing the best.</p> <p>The Committee were advised that in relation to Maths and English the college has met the conditions of funding and therefore there will be no clawback.</p> <p>As an overall observation attendance still needs to improve, however it is believed that all other elements and in the round the College position is improving.</p> <p>The Committee considered the work experience statistics and questioned why engineering was so low at 43%. It was explained that within the sector these are the hardest students to place. It is believed that the position will improve with the collaboration with Alliance but it has to be acknowledged that there are a reduced number of engineering companies now in the market to offer placements.</p> <p>AGREED: to note the content of the update provided.</p>		
9	APPRENTICESHIP PROVISION		
	<p>The Director of Apprenticeships introduced her written report and key matters noted were:</p> <ul style="list-style-type: none"> • Achievement rates – the overall position for 17/18 is 64.9%. There are 5 learners awaiting results and these will increase year achievement to 65.2%. The 17/18 best case is 67% (22 learners still active although these will predominantly rollover in to 18/19) • Apprenticeship timely overall for the 17/18 year is 58.1%. It is expected that there will be a slight decline when compared with 16/17 which was 60%. • There have been rapid focused interventions since the Director of apprenticeships came in to post and these interventions have been put in place to ensure best case achievement is maximised. This has resulted in either the achievement or withdrawal of legacy learners which has impacted upon the data, but the result of this is that there are limited learners rolling over in to 18/19 compared to 17/18. There have been effective management intervention strategies put in place, plans for delivery have been changed to ensure English, Maths and ICT is delivered from the outset of the apprenticeship and not left until the end which has impacted upon apprentices' planned end dates. This will have a positive impact on 18/19 achievement and timely achievement. • Performance Boards take place every month 		

	<ul style="list-style-type: none"> • Actions have been implemented to address high risk and underperforming schemes in 17/18 which is now demonstrating a positive impact through rigorous performance management. Some areas have been issued with a formal notice to improve. The areas with formal notices to improve currently are health and social care, building services and motor vehicle. Significant improvement can already be seen for building services, particularly with 14 learners having already achieved for 18/19. <p>The committee discussed recruitment and retention and were advised that 4 withdrawals = -1% on achievement rates. This is significant and could lead to a negative impact on data. Every withdrawal will have a negative impact on the 18/19 best case forecast and therefore it is critically important to manage this.</p> <p>The committee discussed achievement rates and asked what the minimum standards are, it was explained that it is 62%. The Committee asked how many areas of provision are likely to come close to this. It was explained that these are health and social care, building services and motor vehicle. The Committee were given assurance that the College has new strategies in place and in particular staff are no longer called assessors but instead are called work based tutors to better reflect their roles and responsibilities. The College is doing a lot of work with the University to overlay the two different lines of apprenticeship activity, this includes both levy and non-levy opportunities.</p> <p>It was confirmed that Maths and English within apprenticeship delivery remains a challenge, and in most cases of achievement failure in the apprenticeship provision it is due to Functional Skills rather than the vocational element of the apprenticeship. It was agreed that at the January meeting an update would be provided to explain the early position regarding Maths and English within apprenticeship delivery.</p> <p>AGREED: to note the content of the update provided.</p>	Director of Apprenticeships	Jan. 2019
10	CIAG – PROGRESS TOWARDS THE GATSBY BENCHMARKS		
	<p>Members' attention was drawn to the detailed report provided and questions were invited. In relation to benchmark 3 the committee asked whether the careers plans should link to the student ILP. It was confirmed that potentially this could be a benefit and it was agreed that the Director of Quality would review.</p> <p>In relation to benchmark 1 it was agreed that the published careers programme on the college website would be circulated as a link to committee members.</p>		

	<p>The Committee asked if there was destinations data available and questioned what the College does and should collect. It was explained that there is always a lag in terms of obtaining this information and the sector has not yet had clarification from the government as to what they would want to see captured in this area. It was noted that within GM there may be a more collaborative approach to collecting destinations data going forward.</p> <p>AGREED: to note the content of the update provided.</p>		
11	HE UPDATE		
	<p>The detailed report was reviewed and a number of matters were noted:</p> <ul style="list-style-type: none"> • Since the College became a designated institution of the University of Bolton on 1st August 2018 there has been no new intake of HE students enrolling directly with the College. All new students taught at the College will be contracted to the university. Continuing students remain to be contracted to Bolton College for one further academic year in 18/19. • Two minor queries were received following the colleges submission to register with the OFS. All information requested is being provided regarding any outstanding questions. • Pearson – the College is working closely with colleagues at the University of Bolton and Pearson in order to facilitate the transition year and prepare fully for the Universities validation of the colleges higher national qualifications. Pearson have granted one years exceptional collaboration and are currently in the process of negotiating the licensing of the BTEC qualifications. The preferred option is for the university to use the entire content of the new BTEC RQF Higher national qualifications in order to offer them as their own validated awards. This will mean the college and the university will not have to go through the entire process of validating all of the RQF courses that the College currently offers with this current academic year. The intention is to continue with the 'off the peg offer' and ensure that recruitment opportunities are widened rather than narrowed. • Recruitment – the College is 87% of target which is -16 students. <p>AGREED: to note the content of the update provided.</p>		
12	LEARNER VOICE		
	<p>The Committee were happy to note the content of the report provided. The conclusion of the report is that evidence suggests</p>		

	<p>that the College is getting it right in the majority of cases, however there are some inconsistencies in performance in the curriculum with some areas having noticeable high levels of satisfaction (catering & hospitality, ESOL, foundation studies, Sport and Public Services) and others with relatively low levels of satisfaction (Business Administration, Care Services, Engineering, English and Maths and Visual Art). The college goal is to get it right every time for every learner. It was confirmed that the college has a well embedded process in terms of obtaining learner voice information.</p> <p>In terms of the FE choices survey the College fared well and came third within the GM area.</p> <p>In terms of the Maths and English feedback all acknowledged that it again remains a challenge and that in some areas it is a matter of building up student resilience.</p> <p>AGREED: to note the content of the update provided.</p>		
13	STUDENT DISCIPLINE		
	<p>The Director of Quality introduced this item and it was agreed that an annual update would be scheduled rather than more frequent reports, however there will be an in year report provided by exception if there are any significant discipline matters or issues to bring to the committees attention. As an overall observation student behaviour was described as very positive.</p> <p>The Committee were advised that staff have recently reviewed the student records on SID and there are a number of conclusions that can be reached:</p> <ul style="list-style-type: none"> • There is inconsistency in use of the system indicating the need for further staff development on the behaviour for success policy and procedure. • Where there is inconsistency in recording positive behaviour across the curriculum areas this is the first time we have had such a record and this is something to build on for the coming year • There has been a tendency to cycle learners through verbal warnings which diminishes the credibility of the system. This has been designed out for 2018/19. • Out of a total of 45 learners on amber contracts or above, 33 or 73.3% were supported through to achievement. <p>AGREED: to note the content of the update provided</p>		
14	AOB		
	The Committee were asked to note the schedule of SAR		

	validation panel meetings. It was confirmed that invites would be directly sent out to Governors to participate in one or more panel meeting.		
15	DATE AND TIME OF NEXT MEETING		
	The Clerk confirmed that the next scheduled meeting was Wednesday 30 th January 2019 at 5pm. Meeting closed at 6pm.		

Signed : _____ Chair

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