



MINUTES

Standards & Performance Committee Meeting

Date: Tuesday 16th March 2021
Time: 2.00pm
Venue: Video Conference

Present:

Sue Lomax (Chair)
Andrew Fawcett
Chris Ball
Bill Webster (Principal)
Gill Waugh
Dave Haslam
Rebecca Davison
Josue Losasa

In Attendance:

Deborah Bradburn (Clerk to the Board)
Mark Burgoyne (Deputy Principal)
Sharon Marriott (Director of Curriculum 14-19)
Karen Westsmith (Director of Adults & H.E.)
Tracy Clarke (Director of MIS)

1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

1.1 Welcome to Members/Officers

Members were welcomed to the meeting, which commenced at 2.02pm.

1.2 Apologies for absence

Apologies were received and accepted from Joanne Green and Kate Wallace.

1.3 Declarations of Interest

Members were invited to declare any interests in relation to any item on the agenda.

No interests were declared.

1.4 Request for an item to be unstarred

No requests were received.

1.5* Minutes of the previous meeting held on 20th January 2021

The minutes of the meeting held 20 January 2021 had been previously circulated to members for consideration.

Agreed: that the minutes are approved as a correct record and authorised for publication.

1.6 Matters arising from the previous minutes

The action progress log was presented.

2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

2.1 Progress Reports

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(i) Adults & HE

The following update was provided by the Director of Adults & H.E:

- There had been a 1% increase in the achievement rate with a further 1% improvement required to achieve the target for 2020/21.
- There had been an impact on adult enrolment due to COVID-19. The College awaited GMCA approval to obtain contract flexibility and facilitate support to adults on a 1:1 basis.
- Approval was provided for more individuals to be trained on the Information, Advice and Guidance (IAG) qualification.
- Learner retention had reduced but was still high. Lockdown may have masked retention as it was difficult to assess if learners were fully engaged. The return to campus was an opportunity to review the position further.

Governor Questions

- What did the College want to achieve in terms of contract flexibility?
The College was looking to provide 2-3 hours of individual support to help learners with digital skills related to the online enrolment process.

RESOLVED:

The Committee noted the report and that learner retention remained important.

(ii) Community Learning

The following update was provided by the Director of Adults & H.E:

- The quarterly report provided information on the performance of the community learning contract delivered by the College on behalf of the Local Authority.
- The overall community learning self-assessment grades had achieved Grade 2.
- Learners were more independent in their learning and personal lives which would translate into employment achievement.
- The College is considered a lead in relation to wider destinations and wider impact of community learning within Greater Manchester. The current position is that there is no GM or national framework which outlines how wider destinations should be captured.

Governor Questions

- Had there been particular communities where course enrolment and retention had fallen? Had there been any patterns emerging?

There was lower course take up and retention at the lower level entry points. It had proven more difficult when the College was unable to support online enrolment eg. ESOL entry Level 1 learners. The STRIVE bid and trainee teachers from the University helped to provide the extra support needed to assist ESOL learners who were already enrolled to access online lessons.

- Was there a targeted approach in relation to recruitment?

The approach taken in certain areas/wards would always pose a challenge. New approaches were explored due to systemic issues, a multi-agency approach was required to have an impact.



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It was noted that course take up was very low in Brightmet. The College was currently in discussions with partners in Brightmet to find suitable premises in which to offer learning opportunities.

RESOLVED:

The Committee noted the report and recommended an appendix to the SAR that summarised the volume of learners and grades achieved in each area/ward.

ACTION:

Director of Adults and HE to include a learner achievement appendix to the SAR for 2020/21.

(iii) Apprenticeships

The Deputy Principal presented the report with the following points highlighted:

- The apprenticeship achievement target for 2020/21 was 70%.
- There had been 87 withdrawals in the 2020/21 data, an increase of 2 since previously reported. There had been withdrawals across all academic years since the pandemic due to work commitments, redundancy and lack of engagement. This had been mitigated with support through performance boards and withdrawal surgeries.
- Following the introduction of EPA's and standards, timely achievement rates would be discontinued.

Governor Questions

- Had the recent release of more funding for employers generated interest?
The incentive scheme would make a difference with employers starting to review their staffing options.
- Were there alternative opportunities for those apprentices that had been made redundant?
The apprenticeship team did as much as they could to place apprentices that had been made redundant with another organisation.

RESOLVED:

The Committee noted the information provided in the Apprenticeship Update report.

(Gill Waugh left the meeting at 2.45pm)

(iv) English and Maths

The Director of Curriculum (14-19) presented the report with the following points highlighted:

- Attendance monitoring and supportive interventions had been effective in improving attendance rates with an overall increase in positive attendance by 21% in English and 16% in maths.
- Online teaching of English and maths had reduced learner engagement as a consequence of lockdown and the lack of face to face learning for those learners with prior low attainment.

(Josue Losasa joined the meeting at 2.52pm)

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Governor Questions

- Had the College seen a difference in student engagement between first year and second year learners, as a result of second year learners having received prior structured learning?
The College had not explored this. Having English and maths entirely online had been challenging with those persistently problematic curriculum areas being further developed with catch-up tuition funding.
- Was the College able to draw on sufficient staff resource and/or additional funding?
The English and maths team had absorbed any additional work. The team would follow up enquiries with the University to explore the provision of trainee teachers that would also benefit the University by providing teacher placement opportunities.

RESOLVED:

The Committee noted the information provided in the Maths and English Update report.

ACTION:

Director of Curriculum (14-19) to liaise with Gill Waugh to explore trainee teacher placement opportunities.

(v) 16 – 19 Study Programmes

The Director of Curriculum (14-19) presented the report with the following points highlighted:

- The enrolment target for 2020-21 was 2243 before an in year increase to 2271. Recruitment was currently at 2340 which was 103% of the revised in year allocation.
- There had been a reduction in full-time funding bands that had remained within tolerance levels.
- A Wave 3 capital bid had been submitted to cover the refurbishment and equipment needs for the 2022 T Levels. The submission had been made based on 100% funding with 25% funding to be provided by the College.
- The College had applied to become a Partner Centre for Professional and Technical Excellence for the Health T Level as it was aligned to the University Platinum offer for Health.

RESOLVED:

The Committee noted the information provided in the 16 – 19 Study Programmes Update report.

2.2 HE Self Evaluation Document

The following update was provided by the Director of Adults & H.E:

- The self-evaluation documents for this year and onwards have been completed by the University. The College had produced a programme plan for each course that was submitted to the University and used to inform the University Subject Quality Enhancement Plans (SQEPs). The quality of the student learning experience was assessed as high quality by external examiners.
- The College was hopeful to see an improvement in the continuation rates with ongoing actions to support retention, with increased pastoral support and reporting that was monitored locally.



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- The College would provide an equivalent self-evaluation process for its non-prescribed HE provision for 2020/21.

RESOLVED:

The Committee noted the HE Self Evaluation report.

(Change in the Order of the Agenda)

2.4 Single Equality Scheme

The Director of Adults & H.E presented the report with the following points highlighted:

- The scheme detailed the actions taken at a strategic and operational level to support the College's commitment to equality and diversity.
- The scheme promoted equality, diversity and inclusion that was embedded within the College culture and maintained existing good practice already established.
- The College was to apply for the Rainbow Flag Award with an update to be provided at the next Governor Training Day.

RESOLVED:

The Committee noted the Single Equality Scheme report.

(Gill Waugh re-joined the meeting at 3.32pm)

2.3 Equality, Diversity and Inclusion Report

The following update was provided by the Director of Adults & H.E:

- An equality, diversity and inclusion report was required to be published by the College. The report included learner case studies and a statement provided by the Mayor of Greater Manchester.

The Committee noted that the report reflected the good work at the College and was a celebration of equality, diversity and inclusion that captured the College culture.

RESOLVED:

The Committee noted the equality, diversity and inclusion report.

2.5 Sub-contracting activity update

The Deputy Principal presented the update with the following points:

- The College had entered into subcontracting arrangements with Shockout Arts and Alliance Learning. Contract performance was managed operationally by the Apprenticeship and Contracts Manager and overseen by the Group Director of Apprenticeships.
- Alliance Learning had not recruited as well as expected and was worth £7,111 by way of correction to the sum reported.



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Governor Questions

- Did the pandemic have an impact on Alliance Learning recruitment?
Alliance Learning had not sub-contracted before with learners going to them for apprenticeships. This was a different provision which could have accounted for the low recruitment outcome.

RESOLVED:

The Committee noted the sub-contracting activity update.

2.6 Link Governor Scheme**

The Clerk presented the report with the following points highlighted:

- The Clerk had met with the Senior Management Team to discuss the scheme and scope of activity for governor engagement. Some areas required the reinstatement of previous governor engagement and/or a more structured approach with an evidence trail of activity and engagement.
- Governors would be provided with additional College engagement opportunities and invited to appropriate formal and informal College events.

RESOLVED:

The Committee noted the link governor scheme update and approved the link governor policy.

ACTION:

Clerk to circulate link governor policy and arrange link meetings.

2.7* Standards and Performance Committee Terms of Reference

The terms of reference were recommended for review every three years and had been updated.

RESOLVED:

The Committee noted the updated terms of reference and were recommended for approval by the Board.

ACTION:

Clerk / Board Agenda

3. SECTION C - UNIVERSITY GROUP MATTERS - FOR CONSIDERATION UNLESS INDICATED OTHERWISE

None.

4. SECTION D - ANY OTHER BUSINESS

None.

5. SECTION E - FUTURE MEETINGS

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Tuesday 22nd June 2021 at 2.00pm

There being no further business to discuss, the meeting closed at 4pm