

# MINUTES

## Standards & Performance Committee Meeting

**Date:** Wednesday 22<sup>nd</sup> January 2020  
**Time:** 5.00pm  
**Venue:** Board Room

### **Present:**

Sue Lomax (Chair)  
Andrew Fawcett  
Chris Ball  
Bill Webster (Principal)  
Dave Haslam

### **In Attendance:**

Fatema Hussein (Clerk to the Board)  
Deborah Bradburn (Governance Manager)  
Joanne Green (Director of Quality)  
Sharon Marriot (Director of Curriculum)  
Karen Westsmith (Director of Adults & H.E.)  
Tracy Clarke (Director of MIS)  
Kate Wallace (Director of Apprenticeships)

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

### **1.1 Welcome to Members/Officers**

Members were welcomed to the meeting.

### **1.2 Apologies for absence**

Apologies were received and accepted from Mark Burgoyne and Gill Waugh.

### **1.3 Declarations of Interest**

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

No interests were declared.

### **1.3 Request for an item to be unstarred**

No requests were received.

### **1.5\* Minutes of the previous meeting held on 29<sup>th</sup> October 2019**

The minutes of the meeting held 29 October 2019 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 and it was noted that all outstanding actions from the previous meeting had been included on the agenda for discussion.

**(Andrew Fawcett and Bill Webster joined the meeting at 5.05pm)**

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

### 2.1 Enrolments for 2019-20 and Applications 2020-21

The Director of MIS presented the report and the following points were noted:

- College was performing well in most areas
- The adult recruitment target had been exceeded
- Loans funding had increased to £700,000
- H.E numbers were down but at 91% of target
- School leaver applications were currently at 1254, there were 529 more applications compared to the same time last year. The cohort of school leavers had increased by 3-4%.

The Chair congratulated the College on its social media marketing campaigns and hoped that they would have a positive impact on ongoing recruitment.

#### RESOLVED:

The Committee noted the contents of the Enrolments 2019/2020 and Applications 2020/2021 report.

### 2.2 Quality Improvement Plan (QIP) 2019/20

The Director of Quality presented the report with the following points highlighted:

- The QIP was an operational document that mapped to the self-assessment report.
- The QIP related to a wide range of plans in place within the College and not just those on the self-assessment report
- The key priorities for 2019/20 which aligned well with the new Ofsted Education Inspection Framework (EIF) were as follows:
  - Delivering on the Wellbeing for Learning & Life Strategy for learners and staff in particular:
    - Supporting learners to reflect on and improve their wellbeing
    - Becoming a trauma informed organisation
    - Expanding the enrichment offer for learners and staff
  - Preparing for T Levels
  - Industrial updating for teachers
  - Further improving outcomes for apprentices
  - Continued drive to improve English and Maths
  - Developing pastoral support for adult learners.

#### Governor Questions

- Would it be better for Governors to focus on specific key issues within the QIP?  
The creation of the report itself was not burdensome as it was a 'live' report that was regularly updated by various staff members. The Committee could request a 'deep dive' into specific areas of the report, if required.
- How had the session with parents and learners been received?  
This had been very poorly attended and was due to a planning error which would not be repeated again. Engagement with parents and carers was identified as an area that required further improvement. There were several Open Evenings throughout the year. However, until the online portal was available from September 2020 newsletters would be issued to parents/carers as an interim measure.

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It was noted that Board members often asked for information on certain areas that would then remain on the Committee agenda. An annual review of what information the Committee wanted on the agenda required further consideration to ensure the College struck a balance on the oversight of key issues. Reporting gave the Committee confidence that the College had undertaken due rigor to matters raised.

- When and how would Governors be informed about the impact of the actions identified in the QIP?  
Progress was measured by tracking milestones towards the expected outcome. There were measurable elements in the 'expected' outcome column of the QIP report. The College operated under a system of self-assessment and looked for continual improvement, which was the real measure.

## RESOLVED:

The Committee noted the Quality Improvement Plan (QIP) report.

## ACTION:

- Director of Quality to provide a 'deep dive' report into the wellbeing strategy at the next Standards & Performance Committee.
- Committee to complete an annual review of the information/reports requested at the next meeting

## ACTION:

### Clerk / Agenda

## 2.3 Progress Reports

### (i) T Level Update

The following update was provided by the Director of Curriculum (14-19):

- A review visit was completed in December 2019 with the ESFA satisfied with the College's implementation plan.
- The College was leading on some regional improvement projects and was to bid for 2022/2023 provision.

## RESOLVED:

The Committee noted that the report and agreed that T Levels provided a good opportunity for the College.

### (Change in the Order of the Agenda)

### (iii) Apprenticeships

The Group Director of Apprenticeships presented the report with the following points highlighted:

- Further improvement was required in 16-18 year old achievement with actions in place to monitor and maximise overall achievement outcomes.
- 90% of the financial target had been achieved. The College was ahead of where it was at this time last year.
- Curriculum level strategic planning between the College and University was scheduled in February 2020 to ensure new courses offered were based on employer demand.

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- The GDOA would work with the curriculum areas to point learners towards AAT L2 or customer service L2 due to the L2 framework phasing out.
- The ConnectED brand was developing ie. one stop shop for apprenticeship employers which would attract further new employers.
- Nationally apprenticeships had increased by 47% and the North West apprenticeships had increased by 1%. Greater Manchester apprenticeships had declined due to Level 2 programmes with issues related to occupational competence and social mobility.

**(Karen Westsmith joined the meeting at 5.45pm)**

## **Governor Questions**

- How many students had pathway Level 2/3 in order to progress to Level 4/5 at University?  
There were significant pathways within health that were being developed. The College currently did not have any pathways in programmes allied to dentistry.

## **RESOLVED:**

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

**(Change in the Order of the Agenda)**

## **2.4 Start of Year Survey 2019/20**

The Director of Quality presented the report with the following points highlighted:

- The results were positive overall and moving in the right direction.
- Healthier food options were identified as an area for further improvement.
- The Catering Manager attended the Learner Voice forums with the last session proving positive as changes had been made towards healthier options.
- The College was making improvements towards recycling and becoming a more sustainable organisation.

## **Governor Questions**

- If healthier eating was considered important by learners could more financial resources be put into supporting it?  
Subsidies were already built in to a certain extent with the provision of free breakfasts for learners. The catering provision was operating on very tight margins.

## **RESOLVED:**

The Committee noted the Start of Year Survey 2019/20 report.

**(Change in the Order of the Agenda)**

## **2.3 Progress Reports**

### **(ii) Adult Progress Report**

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

- The College adult achievement rates of 87% were now in line with the national average rate of 87.1%

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- Achievement rates that were higher than the national average were achieved by timely interventions where the College had identified that a learner was not on track.
- Learner retention and attendance continued to be a key area of focus.
- Progress was strong at 98.3%
- The College will offer shorter courses to aid and lift retention rates with a target of 88% for 2019/20.

## RESOLVED:

The Committee noted the Adult Progress report and the hard work that had seen improvements in this area.

### (Change in the Order of the Agenda)

## 2.5 Achievements 2018-2019 and Performance Targets 2019-2020

The following update was provided by the Director of MIS:

- The overall achievement rates for the College across all funding categories had been the highest achievement rates in the last 10 years.
- The 16-18 year old retention rates of 92.7% were higher than the national average of 91.9%.
- The adult learner retention rates of 90% were slightly lower than the national average of 91.6%
- There had been a significant increase in achievement for class based adults and young people over previous years. In addition to qualification changes it was proposed that the improvement targets be realistic and set at a 1% increase. A target of 89% achievement was proposed for 16-18 provision for 2019/20 and a target of 88% for adult learners.
- It was recommended that the target for apprenticeships for overall achievement for 2019/20 was set at 70% and 64% for timely.
- Community Learning programmes were non-accredited. An achievement target had been provided for consistency with the Local Authority Community Learning Contract.
- In previous years the College had a target that incorporated both accredited and non-accredited provision under the Local Authority Community Learning Contract. Going forward it was recommended that there be separate targets for both accredited and non-accredited programmes.
- The 2019/20 proposal for accredited provision was an achievement target of 88% in line with the College AEB provision and 94% for non-accredited programmes. A higher achievement target could bring programme integrity into question.
- As Higher Education in year retention had improved, the College recommended an 83% achievement rate for 2019/20.

## Governor Questions

- Why were the apprenticeship learner figures different between the two tables?  
The College could have more learners on timely due to a three month end period.
- Was the difference in the Adult figures due to health and social care having a high number of learners?  
The College had already closed the gap and these were last year's financial figures.
- What would Ofsted think to the College setting lower achievement targets?

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The rationale for setting lower targets could be explained ie. to maintain programme integrity.

## RESOLVED:

- The Committee noted the achievement targets for 2019/2020 and agreed that they should be realistic but stretching. It was agreed that they were recommended to the Board.

## ACTION:

Clerk / Board Agenda

### 2.6 Sub-Contracting Activity Update – Shockout Arts Ltd

The Committee reviewed the update on sub-contracting provision and it was noted that there had been a new appointment to the College apprenticeship team to look after the sub-contracting provision.

### Governor Questions

- Had the new appointee a background in sub-contracting arrangements?  
The person appointed had experience in this area. The sub-contract with Shockout Arts was a small provision with 31 learners. The sub-contractor had been visited by the Director of Quality and Deputy Principal. Learner progress was being closely monitored.

## RESOLVED:

- The Committee noted the sub-contracting activity update and requested that the Audit Committee considered how further assurance could be provided on the sub-contracting management process.

## ACTION:

Clerk / Audit Committee Agenda

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

None.

### 4. SECTION D - ANY OTHER BUSINESS

#### 4.1 Jenkinson Award

The Principal had attended the Jenkinson Awards, a research led award, at the University. The College had been successful in a STRIVE bid related to English and Maths mentoring, which had a measurable impact on achievement. The project had won a Jenkinson Award and was the first time that the College had won a research award.

#### 4.2 Ofsted Early Years

The Principal confirmed that College's Early Years provision had now been successfully registered with Ofsted.

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## 4.3 ADA Technology

The Committee was informed that the Bett 2020 show had opened with the Minister of State for Universities, Science, Research and Innovation referencing a new auto marking technology developed by the College IT team in his opening speech.

## 4.4 Future Meetings Reschedule

The Chair proposed a change to the time of future Committee meetings to commence at 2pm.

### **RESOLVED:**

The Committee unanimously agreed to the change.

### **ACTION:**

Clerk

The Committee acknowledged the positive achievements of the Senior Management Team led by the Deputy Principal and Principal and thanked everyone for their hard work and efforts.

## 5. SECTION E - FUTURE MEETINGS

Tuesday 17<sup>th</sup> March 2020 at 2.00pm

There being no further business to discuss, the meeting closed at 6.30pm