



**WEST NOTTINGHAMSHIRE COLLEGE
STANDARDS COMMITTEE**

Minutes of the Standards Committee meeting held in the Board Room at the Derby Road site on Wednesday 16th September 2015 (meeting postponed from Thursday 2nd July 2015)

BOARD MEMBERS Diana Meale
PRESENT: John Holford (Chair)
Dame Asha Khemka DBE

ALSO IN ATTENDANCE: Maxine Bagshaw, Clerk to the Corporation
Patricia Harman, Deputy Principal Teaching & Learning
Elaine Martin, Director Quality & Performance
Paul Rana, Head of Student Support
Eleanor Taylor, Head of Higher Education & International
Julian Walden, Head of School: Construction & Engineering

| ACTION by whom | DATE by when |
|-------------------|-----------------|
| | |

15.28 APPOINTMENT OF THE COMMITTEE CHAIR

The Clerk explained that Kate Allsop had stepped down from this Committee given her increased public engagements as Mayor. It was agreed that John Holford would be appointed as the meeting and Committee Chair for 2015/16. Diana Meale was appointed as the Vice Chair. It was noted that membership of this Committee has significantly decreased given the resignation of the external co-optee and the fact that Beverly Nita ceased to be a staff Governor in July. The Clerk confirmed that she was seeking to secure an alternative staff Governor and that this individual would be invited to sit on this Committee once appointed.

15.29 DECLARATION OF INTEREST

The Chair reminded those present to declare at the start of the meeting any interests in any matters to be discussed. No interests were declared.

15.30 WELCOME INTRODUCTION AND APOLOGIES FOR ABSENCE

Julian Walden was welcomed to the meeting as the Head of School observer. He introduced himself and confirmed that he was responsible for the construction and building services provision.

15.31 MINUTES OF THE MEETING HELD ON 20TH APRIL 2015

Members reviewed the minutes and were satisfied that they were a true and accurate reflection of the meeting.

Signed : _____ Chair

Date:

AGREED: to approve the contents of the minutes of the meeting held on 20th April 2015.

Chair

16.09.15

As a matter arising the Deputy Principal confirmed that an update on any incidents relating to prevent would be provided at each of the College Board meetings as part of the safeguarding and equality and diversity exception report.

15.32 ACTION PROGRESS REPORT

Members reviewed the table presented and agreed to note the comments.

AGREED: to note the update provided.

15.33 DEPUTY PRINCIPALS REPORT

The Deputy Principal introduced her report and drew a number of key matters to members' attention:

- 1) QAA HE review. She confirmed that the College had received the draft report as indicated and were able to comment upon factual accuracy. The outcome of the report is as summarised in section 2.2, in all four areas the College was found to meet UK expectations.
- 2) School of learning re-alignment – following a review of the volume and focus of the curriculum areas 2 of the former schools have been realigned. One of the new schools of learning has been created which is English, Maths, Academic and Professional Studies. It was explained that this recognises the fact that English and Maths is such a high profile focus for both the College and nationally. Three new Heads of school have been appointed and are showing much promise with new ideas and a real enthusiasm.
- 3) Inspection framework – it was acknowledged that this was covered in detail at the June residential and as a consequence the Committee agreed to simply note the information provided.
- 4) Ofsted College inspection results – Ofsted have published the results of College inspections from September 2014 to June 2015. The trend continues with fewer Colleges being graded good or outstanding compared to the previous year. It was noted that the full year end results for 2014/15 will be provided at the next meeting.
- 5) Arts festival – all agreed that this was an incredibly successful event.

DP

Sept 2015

Signed : _____ Chair

Date:

- 6) Student competitions – it was noted that the College has four students in the UK finals which is an incredibly positive position. The Deputy Principal confirmed that the College planning now how best to support these students in the run up to and at the competitions.

AGREED: to note the update provided.

15.34 TEACHING AND LEARNING REPORT

Elaine Martin introduced this item and drew members' attention to the summary report on page 15. Key matters noted and discussed:

- College delivery - 239 graded observations (excluding re-observations) have been completed to date by the internal observation team. Grade profile is 79% good or better, 17.1% requires improvement (grade 3) and 3.7% is inadequate (grade 4).
- 50 observations received a grade 3 or grade 4 to date. All grade 3 & 4 observations are subject to re-observation. To date 27 staff have received a re-observation, 19 (70.3%) staff have improved their grade profile whilst the grade profile remains the same for 8 (29.6%) of staff.
- In relation to off campus delivery there are 231 partner provider staff currently delivering learning to College learners. Of these 118 observations have been completed to date (excluding re-observations). The grade profile is 61.8% good or better, 31.3% requires improvement and 6.7% is inadequate. This is a 7.3% increase in good or better teaching in comparison to the same point in the prior year. 37 staff have received a re-observation and they have all improved their grade profile. Partners have cancelled 52 (30.5%) of planned observations.

CH/Q

The Committee discussed the number of cancelled partner observations and all agreed that it was incredibly disappointing and questioned what the College was doing to tackle this and improve the position. The suggestion was made to include a contractual requirement for partners to participate in observations with a financial impact for any failure. The Committee agreed that the College needs to continually monitor partner observations and very quickly assess why any cancellations take place. It was agreed that the Deputy Principal would speak directly to Sacha McCarthy on this and share the Committees concerns.

DP

Sept 2015

Q

The Committee questioned how the College follows on from grade 3 and 4 observations and re-observations. Assurance was given that the process does not continually 'go round and round' and that there is a very clear point in the procedures which would trigger capability issues.

Signed : _____ Chair

Date:

CH The Committee agreed that it would be useful to see statistics regarding capability procedures, staff support and improvements at the next meeting. The Committee all agreed that the re-observation position and support required by partners is still not at the desired level and that this needs to be a focus for Sacha McCarthy and the quality team.

Elaine
Martin

October
2015

CH The Committee felt that the percentage of grade 3 and 4s was high. Out of 239 graded observations for the College 50 were grade 3 or 4. For partners out of 118, 37 staff required re-observations. All agreed that these were concerning percentages and in particular the Committee questioned how the College could make partners comply with improvements required. It was acknowledged that the College does have the facility to impose financial penalties and that ultimately the sanction would be to cancel a contract.

AGREED: to note the update provided.

15.35 QUALITY REPORT

Elaine Martin introduced this item and drew members' attention to the summary provided on page 27. In terms of headline information she explained that her report sets out retention on an in year basis and that this will be a significant contributor to the year end success rates.

- Members' attention was drawn to section 3 of the report which comments upon retention in significant detail. In relation to bullet point 3 on page 27 it was confirmed that for apprenticeship delivery, timely is not best reported in year and that this should only be analysed on a yearend basis. Members all agreed that the statistics provided within this bullet point were confusing as it was quite clear that this is not the final position and they supported the suggestion that timely success only be reported at yearend.
- Members' attention was drawn to section 5 of the report which summarises learner withdrawals. Appendix D shows the number of withdrawals by School of learning and reasons for withdrawal for fulltime learners. The pattern of reasons for withdrawals is similar to the prior year position but with increases relating to health/illness. There has been a reduction in the category of 'other' which means that the College is more accurately recording the reason for withdrawal.
- Curriculum reviews – 3 reviews were undertaken across the 27 curriculum areas. 5 reviews were carried out in the prior year. The reviews are a responsive situation and the HE review was undertaken on the basis of a differentiated agenda.

The Committee were advised that an update on the QIP would be provided at the next meeting.

Elaine
Martin

1st Oct.
2015

Signed : _____ Chair

Date:

- External verification/external examiner reports – the Committee were advised that these continue to be very positive reports from awarding bodies. Page 37 sets out areas to address/improvements but assurance was given that there is nothing of concern in the matters identified.
- The Committee were advised that a full update on destinations would be provided at the next meeting.
- QIP progress – the Committee were advised that the QIP outcomes will feed in to the self-assessment report which is currently being produced.

Elaine
Martin

1st Oct.
2015

AGREED: to note the update provided.

15.36 **HE**

Eleanor Taylor introduced this item and confirmed that the College has now received the final QAA report and that the team are in the process of planning actions to address any recommendations made. The Committee questioned where the result, ‘meets expectations’ sits within the scale of outcomes. It was explained that the options following review were: does not meet expectations, requires improvement, meets expectations and commendation. The Committee questioned how common it is for an organisation to receive a commendation. It was explained that this is not very common at all for colleges. The Committee all agreed that it would be useful to have a copy of the final QAA report available to all Governors on the portal.

Q

Q

Clerk

Sept. 2015

The Committee were advised that the review process is likely to change over the next 2 years but that at this stage the strongest driver for change is not known and as a consequence the College can’t forecast what the new criteria will be. It was explained that QAA applies to all organisations delivering HE, whereas its predecessor IQER specifically related to FE organisations delivering HE.

AGREED: to note the update provided.

15.37 **LEARNER VOICE**

Paul Rana introduced this item and drew members attention to his summary report. Key items noted:

- The QDP exit survey will be presented at the next meeting.
- The total number of complaints logged has risen from 100 in the previous year to 130 this year. Most of the increase is accounted for with a signal technical issue related to the new way to pay system.
- Refined restaurant continues to deliver service excellence with 39 positive reviews out of 39 responses on Trip Advisor.
- A new President has been elected for the Students’ Union, he is Nick Golub a level 3 Travel and Tourism student.

Paul Rana

1st Oct.
2015

Signed : _____ Chair

Date:

- He is also one of the Board's new student Governors.
- Learner voice themes continue to be enhanced with a particular focus on e-safety, bullying, prevent and core British values.

CH

Members reviewed the complaint statistics on page 65 and noted that there were more female than male complaints and questioned whether this is because of the gender split of students in College generally. It was acknowledged that this is not the case and it is believed that there were some particular difficulties with courses during the year where there were predominantly more female students than male. The Committee questioned and challenged the senior team to investigate whether there is something in particular that is influencing/disadvantaging females. It was agreed that Paul Rana would review the statistics in more detail and undertake an analysis with a report back to this Committee.

Paul Rana

Oct. 2015

AGREED: to note the update provided.

15.38 SAFEGUARDING UPDATE

The Deputy Principal introduced this item and confirmed that 365 potentially at risk students have been identified in 14/15 within the categories of not in parental accommodation, looked after children/care leaver, young carer, young parent, and those with criminal convictions, cautions, reprimands and warnings. This equates to 736 enrolments as students enrolled to multiple qualification aims. It was confirmed that these statistics are fairly similar to the prior year position and are predominantly 16-18 year olds.

The Committee were advised that in 15/16 the College has already identified 280 students who are potentially at risk vulnerable students and it is likely that this figure will increase further. It was explained that students vary significantly in terms of the risk and the level of support required and that each is provided with a bespoke support package. The Committee indicated that at a future meeting they would like more detail about the levels of risk and what the College does to support students.

DP

2015

In general terms it was confirmed that the College does a lot of important and critical work and that the trend in recent years has seen an increasing demand in terms of safeguarding and support needs.

The Deputy Principal confirmed that radicalisation and extremism is a high priority focus for the College and that a lot of good progress has been made with plans in place to continually train.

In terms of the safeguarding incidents all agreed that it was more important that the Committee and the College ensure that it is responding promptly to incidents rather than focusing on the number of incidents. The Deputy Principal confirmed that the safeguarding development plan for 2015/16 will be presented at the next meeting.

DP

1st Oct.
2015

Signed : _____ Chair

Date:

AGREED: to note the update provided.

15.39 QUALITY ASSURANCE AND QUALITY IMPROVEMENT STRATEGY

Elaine Martin introduced this item and drew members' attention to page 97. She explained that the strategy itself is an umbrella under which the QA processes sit. It was confirmed that College and partner processes are not dissimilar. The report presented explains the component parts.

AGREED: to note the update provided.

15.40 GOVERNANCE MATTERS

The Clerk introduced this item and indicated that the Committee had an opportunity to review operational performance for the 2014/15 year. Members discussed attendance challenges and felt that the number of meetings for the year should be reduced down to 4 rather than 5 with meetings taking place in October, December, February/March and the end of May. Historic problems surrounding attendance at a July meeting should then be eliminated.

The Committee all acknowledged that they were significantly reduced in number and that they would wish to see a Committee of up to 8 members as this would clearly demonstrate the importance of the work undertaken. In reviewing the terms of reference it was agreed to add in a) review of the self-assessment report which is to go for recommendation to the Board, b) the SEF which is for Committee discussion and approval.

The Committee all agreed that they needed additional members and the Clerk confirmed that this was scheduled for discussion at the Board meeting later in the week.

AGREED: to note the update provided.

It was agreed that the Deputy Principal and the Clerk would work to review the work plan given the decision taken to reduce the number of meetings in the year.

DP/Clerk

Oct 2015

15.41 AOB

There were no items of additional business.

DATE OF NEXT MEETING

The Clerk confirmed that the next scheduled meeting was 1st October 2015.

Meeting closed at 6.00pm.

Signed : _____ Chair

Date: