

**Minutes of the Standards Committee meeting held in the Board Room at the Derby Road site on Thursday 10<sup>th</sup> December 2015 at 5.00pm.**

**BOARD MEMBERS** John Holford (Chair)  
**PRESENT:** Cllr Diana Meale  
Nick Golubs

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

		<b>ACTION by whom</b>	<b>DATE by when</b>
<b>15.60</b>	<b><u>DECLARATION OF INTEREST</u></b>		
	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.		
<b>15.61</b>	<b><u>WELCOME INTRODUCTION AND APOLOGIES FOR ABSENCE</u></b>		
	Apologies for absence were received from Dame Asha Khemka DBE and Paul Rana.		
<b>15.62</b>	<b><u>MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2015 &amp; ANY MATTERS ARISING</u></b>		
	The minutes were reviewed. One minor correction was requested. At page 1, Julian Walden’s title should be ‘Head of School for Construction and Building Services’ rather than ‘Head of School for Construction and Engineering’. The Clerk confirmed that she would make this change. Save for this minor change, it was agreed that the minutes were a true and correct record of the meeting.		
	AGREED: to approve the contents of the minutes of the meeting held on 1 <sup>st</sup> October 2015.		
	Members reviewed the minutes and it was noted that: <ul style="list-style-type: none"> <li>• The action requested at page 5 has been completed. It was confirmed that Rachel Bates has sent the email requested on behalf of the Principal.</li> <li>• Page 6 – the Draft HE and HLS strategy for 2015-18 has been presented to the Board for approval.</li> </ul>		
	AGREED: to note the update provided.		

Signed : \_\_\_\_\_Chair

Date:

**15.63 ACTION PROGRESS REPORT**

Members reviewed the schedule at page 17 and noted that:

- Item 1 is not yet due
- Item 2 – completed
- Item 3 – completed
- Item 4 – on the agenda
- Item 5 – not yet due

AGREED: to note the update provided.

**15.64 SELF ASSESSMENT REPORT (SAR) 2014/15 DRAFT**

The Director for Quality and Performance introduced this item and confirmed that the SAR for 2014/15 has been reviewed previously by an external consultant and by a group of Governors. She indicated that it was not her intention to review the document on a line by line basis but that there were a number of key matters that she wished to bring to Governors attention, these included:

- The SAR has been prepared in line with the new Common Inspection Framework 2015.
- Safeguarding is a key judgement.
- A new section has been included which refers to Personal Development, Behaviour and Welfare.
- Leadership and Management seems to be more prominent and important in terms of priorities under the new framework.
- Outcomes seem to be slightly less of a priority and destinations play as much of a role as the success rate data in determining performance.
- All curriculum areas have their own SARs which have contributed to the overall report.
- All partners have their own SARs which again contribute to the overall report.
- The SAR process includes various lines of review and validation.
- Page 8 onwards fully details the areas of strength and areas for development. Each of these are replicated in each section as appropriate.
- The Quality Improvement Plan has been prepared as is being used to bring about improvements and identify priorities. It was confirmed that a copy of the Quality Improvement Plan for 2015/16 would be presented to the February meeting of this Committee. The QIP has been prepared in a similar format to prior years and all staff are concentrating on the areas identified as requiring improvement.

In discussing the SAR generally, the Committee agreed that they liked the format and felt that the content really ‘stands out’. It was confirmed that the new section on Personal Development, Behaviour and Welfare has been a challenge for the team to compile as there is limited guidance published. It was confirmed that the external consultant employed by the College has provided advice on this.

Dir Q&P

Feb 2016.

Signed : \_\_\_\_\_Chair

Date:

Q

The Committee questioned whether the College has fully articulated and detailed the areas for improvement. It was confirmed that the Quality Improvement Plan sits underneath the SAR and that this has much greater detail. It was explained that the improvement areas are all significant in themselves and therefore it was not felt necessary, within this particular document to expand on the areas for improvement further. Assurance was given that each School of Learning has an individual and bespoke Quality Improvement Plan in place and it is these which the teams use as a focus.

It was explained that the Executive SAR presented today for discussion is a combination of 65 separate SARs and 65 Quality Improvement Plans. The Committee felt that there ought to be a specific reference on page 11 to the detail which is included within the QIP.

Dir Q&P

Dec 2015

Subject to the minor addition requested, the Committee was happy to recommend the document presented for approval by the Board at its January 2016 meeting.

Dir Q&P

Jan 2016

AGREED: to recommend that the Board approve the Self-Assessment Report presented for 2014/15.

#### 15.65 SELF EVALUATION DOCUMENT (SED) 2014/15

The Head of HE and International introduced this item and explained that the SED specifically relates to College HE provision. It is much smaller than the College SAR and this reflects the volume of activity and provision provided. She confirmed that it is based on the QAA framework and that this is a separate process and quality framework to that used in FE.

The Committee was advised that for next year the HE team will follow the SAR pattern of external validation and review.

In terms of the report presented, it was confirmed that the HE SED draws on a number of sources, these include:

- Internal annual monitoring documents including programme reviews, annual course reports and HE school summaries
- The internal HN Periodic Review
- External examiner reports
- Student voice mechanisms including the National Student Survey and internal QDP surveys
- The QAA HE review which was undertaken in June 2015

In terms of key strengths, these have been summarised and are in line with matters emerging from the QAA review in June. These were identified as:

- The extensive range of support services for higher education students, enabling students to develop personal, academic and professional potential.

Signed : \_\_\_\_\_ Chair

Date:

- The dedicated resources to support a distinctive higher education learning environment
- The range of ways in which students and staff engage to enhance the educational experience.

In addition to this, the areas which the College has identified as strengths include:

- The College's strategic leadership of its HE provision
- Staff engagement with the ethos and practice of delivering high quality HE provision
- The College's commitment to partnership working
- Achievement rate on top up courses and part time courses
- High grades above 50% for all courses
- Quality of feedback on student work
- Industry links and work related learning
- The range of mechanisms used to capture student views
- Overall student satisfaction
- Teaching and assessment strategies
- Learning resources including access to IT
- The quality of information provided to applicants and students

In general discussion it was acknowledged that the most significant strength appears to be the practices applied to work based learning, this is certainly so far as reported student experience and student feedback is concerned.

Members' attention was drawn to section 4 of the report and the areas for improvement identified as part of the HE review and also those identified by College. It was acknowledged by all that the College needs to generally improve its ability to obtain employer feedback. The areas for improvement were noted. The Head of HE and International indicated that she would now include each of these at the end of each section of the SED, as has been done in the whole College SAR.

The Committee was advised that the QIP again sits behind this overarching document. The Quality Improvement Plans include both QAA recommendations and requirements and also the College's own identified areas for improvement.

Q In reviewing the document, members questioned whether it was correct at page 5 that Pearson is an awarding organisation? It was explained that Pearson validate higher HNCs and HNDs at levels 4 and 5.

Q The Committee questioned what a 'babble on' session is. It was explained that this is another mechanism for gaining student feedback and consists of open sessions where students get to talk about any and all areas that are of a concern or are important to them. In terms of student feedback generally, it was explained that there is a pyramid structure in place with student advocates utilised to gather wider student feedback, this includes both the positives and the negatives.

Signed : \_\_\_\_\_Chair

Date:

**Q** In terms of appeals and complaints, the Committee questioned what the relationship is between the College and the awarding bodies. It was explained that complaints go through the usual College procedures and that if (which is unlikely) the matter cannot be resolved at College level, then students do have recourse to the University. By comparison, appeals go through the University processes. It was confirmed that this information is all included in the Complete HE Package provided to all students at the beginning of the academic year.

In terms of future changes it was explained that the status of QAA is under review and that further updates on this would be provided to the Committee once known.

Members reviewed the document and were happy that it accurately reflects the Colleges HE provision for 2014/15.

AGREED: to approve the HE Self-Evaluation document for 2014/15

**15.66** **AOB**

As a matter of additional business the Committee Chair took the opportunity to highlight the fact that the Government's green paper on Higher Education is asking for comments and feedback. It was confirmed that Andrew King will be collating this on behalf of the College. The Committee felt that there was merit in circulating a copy of the green paper link to all Governors and asking for them to provide any comments to Andrew King by early January 2016. The Clerk confirmed that she would obtain the link and ensure that it was emailed out to Governors.

Clerk

Dec 2015

**15.67** **DATE OF NEXT MEETING**

The Clerk confirmed that the date of the next scheduled meeting was 24<sup>th</sup> February 2016. It was noted that the original date for the final meeting of the year scheduled for 25<sup>th</sup> May 2016 has now changed and will instead take place on Thursday 9<sup>th</sup> June 2016 at 5.00pm.

Meeting closed at 5.45pm.

Signed : \_\_\_\_\_Chair

Date: