

Minutes of the Joint Meeting of the Quality Standards Committee and the Academic Board held on Wednesday 10 February 2016 at 4.15 pm in BT28, Flemingate, Beverley

Quality Standards Committee Members: Richard Collin (from Item 15)
Elizabeth Hall
Kevin Hall
Emma Latimer
Viv Parker

Academic Board Members: John Aston
Derek Branton (Chair)
Teresa Colman
Edward Dawson
Sharon Hemingway
Gary Simm
Paul Smith
Helen Wooldridge

Also in Attendance: J Sunderland

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483 JOINT CHAIRSHIP FOR THIS MEETING

It was proposed that the Principal, as Chair of the Academic Board, would preside over the meeting's proceedings. This proposal was accepted.

484 APOLOGIES

Apologies had been received from Salil Datta, John Aston, Rhys Davies, Alison Gray, Joshua Matson, Richard Sellick, Ellen Smuts and Tracey Herridge.

485 DECLARATION OF INTEREST IN ANY OF THE ITEMS ON THIS AGENDA

The Principal reminded members present to declare at the start of the meeting any interest held in any matters to be considered.

No interests were declared.

486 MINUTES OF THE MEETING OF THE ACADEMIC BOARD HELD ON 26 NOVEMBER 2015

The Minutes of the Academic Board meeting held on 26 November 2015 were confirmed as a correct record and were RECEIVED by the Quality Standards Committee.

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487 MATTERS ARISING FROM THE ACADEMIC BOARD MEETING

Item 10: It was reported that the destinations information had been verified at 94% with a 4 percentage point improvement for 2014/15, compared with the previous year.

There were no other matters arising that were not to be dealt with in the business of this meeting.

488 MINUTES OF THE QUALITY STANDARDS COMMITTEE MEETING HELD ON 2 DECEMBER 2015

The minutes of the meeting held on Wednesday 2 December 2015 were confirmed as a correct record and signed by the Chair of the Quality Standards Committee.

489 MATTERS ARISING FROM THE QUALITY STANDARDS COMMITTEE MEETING

The Principal confirmed that the HE Strategy was presented to the Board on 9 December 2015 and that the self-assessment report and the mock inspection report had been received and confirmed.

There were no other matters arising that were not to be dealt with in the business of this meeting.

490 REPORTS FROM THE SUB-COMMITTEES OF THE ACADEMIC BOARD

Standards and Quality Audit Committee

Minutes of the meeting held on Wednesday 2 December 2015

The Assistant Director QTS and HE confirmed that the SAR had been validated by the SQAC and that the DPL audits would result in some actions for improvement.

The minutes of the Standards & Quality Audit Committee meeting held on 2 December 2015 were RECEIVED.

Minutes of the meeting held on Wednesday 27 January 2016

It was noted that two student representatives had been present at the meeting.

The minutes of the Standards & Quality Audit Committee meeting held on 27 January 2016 were RECEIVED.

Equality and Diversity Committee

Minutes of the meeting held on Wednesday 9 December 2015

Director of Learner Services, Planning & Diversity noted that it was Equality and Diversity month and that the planned activities were taking place and being well received. It was reported that teaching staff were continuing to be supported in identifying ways to embed British Values as part of curriculum delivery, with mandatory training being introduced, and lesson plans/schemes of work and lesson observations to incorporate a review of delivery.

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It was noted that a review of disciplinary and complaint figures had not identified any themes in relation to diversity issues.

The minutes of the meeting held on 9 December 2015 were RECEIVED.

HE Committee

Minutes of the meeting held on 11 December 2015

The Assistant Director, QTS and HE Developments noted that the Green Paper had been discussed with particular emphasis on teaching excellence and increased access and participation. It was confirmed that the new HE developments had been through the process at the University of Hull.

The Assistant Director, QTS and HE Developments reported that a new e-resource for student access on HE provision had been found and confirmed introduction was planned for September with a free trial to the end of the year. The system was found to be cost effective.

A member queried whether actions had been taken in response to HE learners feeding back they felt unwelcomed. It was confirmed that this was particularly in relation to evening courses and was due to furniture being cleared away by cleaners. Action had been taken to ensure access to tables and chairs and consideration was also being given to future access to food out of normal college working hours.

The Minutes of the meeting held on 11 December 2015 were RECEIVED.

491 CURRICULUM AREA HE BOARDS OF STUDY MINUTES

Minutes of the FD in Learning Support Meeting held on 8 September 2015

The Assistant Director, QTS and HE Developments confirmed that no cross College issues had been raised in the meetings.

The Minutes of the meeting held on 8 September 2015 were RECEIVED.

Programme Approvals Panel

Minutes of the meeting held on 29 January 2016

The Director of Learner Services, Planning & Diversity reminded members that the Programme Approvals Panel considered all new programmes and curriculum development.

She reported that programme approvals had been given to commence Level 1 AAT Accounts Award, Counselling CPD short courses, skills updating certificate and an NVQ certificate in spectator safety.

The Minutes of the meeting held on 29 January 2016 were RECEIVED.

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POLICY AND STRATEGIC ITEMS

492 REVIEW OF THE TEACHING AND LEARNING POLICY

The Assistant Director, QTS and HE Developments reported that the policy had been updated with only minor amendments. He briefly outlined the changes made, highlighting:

- Removal of IfL (Institute for Learning) information.
- Inclusion of e-ILP updates (ProMonitor).
- Inclusion of increased use of upgraded focused observations.
- Inclusion of Teaching Excellence framework (TEF) for HE.

The Principal queried how the extension of DPL would impact on the policy and it was confirmed that this would be incorporated into all taught lessons and associated monitoring of quality.

A member also queried whether there would be any assistance to undertake a Fellowship following which Viv Parker, Co-Opted Member of the Quality Standards Committee, confirmed that the University of Hull would be seeking interest in the near future. The Assistant Director of QTSU and HE confirmed this opportunity would be further discussed via the HE Committee and that staff would be encouraged to participate.

Asst Dir
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The revised Teaching and Learning Policy was APPROVED.

493 REVIEW OF THE ENGLISH, MATHEMATICS AND LEARNING SUPPORT POLICY

The Head of English, Mathematics and Learning Support noted that the policy had been updated with only minor amendments. The revisions were outlined as:

- Revised dates of approval.
- Addition of specific guidance for Apprenticeships.
- Addition of Appendix B related to Apprentices.

The meeting welcomed the revisions which reflected the growing number of Apprenticeships being delivered by the College.

Members noted the minor revisions and APPROVED the policy.

PERFORMANCE REVIEW/MONITORING

494 AREAS FOR IMPROVEMENT UPDATE, AS SET OUT IN THE COLLEGE SELF ASSESSMENT REPORT

The Assistant Director QTSU and HE reported that good progress was being made in the areas for improvement identified in the 2014/15 self assessment report for 2015/16. An update was provided in relation to the three key areas for improvement:

- Refine tracking of achievement at course and individual learner level in order to achieve outstanding value added

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outcomes – a new tracking system had been introduced in December 2015, providing all information in one place with an improved ability to identify risk areas and take action in year. It was agreed to demonstrate the In-Year Tracker system at the next meeting of the Quality Standards Committee. It was also noted that the ALP conference had been attended and the first ALPs sample report was due imminently.

Ass Dir
QTS &
HE

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- Achievement rates in English and Maths – a unique system had been developed for English and Maths which enabled key assessment points to be viewed to highlight areas in need of further intervention. Reports were now available in relation to each curriculum area with good progress being made.
- Apprenticeship achievement rates – indicators were showing good levels of success with an 85% timely success rate possible. It was noted that benchmarking data had been delayed with 2014-15 data now to be published in March 2016. It was agreed to share this information once received.

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Members NOTED the report.

495 OUTCOMES FROM THE COLLEGE'S INTERNAL INSPECTIONS

The Assistant Director, QTS and HE Developments reported that the internal inspection undertaken 16-20 November 2015 had involved the following areas with the following outcomes:

- Sub-contracted provision (partnerships) – Good.
- Attendance Audit – Good.
- Teaching, Learning and Assessment; Starts to Sessions – Good.

He noted the summary table of key strengths and areas for improvement as well as the cross college recommendations which had been identified as a result of the inspections.

Members queried the number of sub contractor partners which was confirmed as 5.

The Committee noted good progress being made.

Members NOTED the report.

496 RETENTION AND ATTENDANCE

The Assistant Director, QTS and HE Developments noted the analysis on retention and attendance performance for 2015/16.

Attendance

He reported that attendance had improved. It was confirmed that the attendance figure did not include authorised absence and that the aim would be for 90/91% including this.

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The Assistant Director, QTS and HE Developments noted a number of actions that have been put in place in 2014/2015 to improve attendance further including the introduction of countdown clocks, SMS messages and high attendance incentives which were detailed in the paper.

Retention

The Assistant Director, QTS and HE Developments reported that in-year retention was currently 98% compared to 95.9% at the same point last year. At risk cases continued to be carefully looked at. It was confirmed that 22 students had now enrolled on the Personal Success Programme.

Members NOTED the update.

Mr Collin joined the meeting at this point.

497 CHARACTERISTICS OF TEACHING, LEARNING AND ASSESSMENT 2014/2015

The Assistant Director, QTS and HE Developments reminded members on the process in undertaking the assessment whereby the Heads of Curriculum Area review the characteristics of teaching, learning and assessment for 2014-2015 in their respective areas; they identify the strengths, areas for improvement and examples of good practice and; produce a curriculum area action plan.

He then drew members' attention to the range of outstanding strengths identified and also the areas of improvement. He noted the improvement strategies, highlighting:

- Further development of differentiation in lessons, including the consistent use of differentiated learning objectives and the use of extension activities to stretch learners in a minority of sessions.
- Embedding of English and Maths in some sessions.
- Use of Q&A as an assessment strategy in isolated examples.

He drew members' attention to the detailed analysis within the Appendix.

Members welcomed the report and reflected on the excellent content and clarity. Members also requested further discussion at a future meeting about the PREVENT agenda and British Values. It was suggested that this could be either at the next meeting of the QSC or as part of the Governor Development Programme. To be considered.

Members NOTED the analysis.

498 CURRICULUM AND STAFF DEVELOPMENT – APPROVED PROJECTS

The Principal reminded members that the College plans an annual budget to support key developments and ensure staff are allocated time to complete them. It was noted that in support of the College's

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strategic priorities, each project proposal must meet at least one of the set criteria as listed in the paper.

It was noted that a range of curriculum projects had been approved to-date, the details of which were presented within the paper.

The College recognised the importance of staff development and it was confirmed that catalysts were being sought to deliver the curriculum via e-learning and the 47 "outstanding" teachers from last year were being encouraged to disseminate good practice.

The details of the approved projects were NOTED.

499 STAKEHOLDER VIEWS

Results of Learner Induction Survey

The Assistant Director, QTS and HE Developments noted that the report provided the analysis of the 2015 student induction survey completed in the Autumn term 2015.

The results were very positive with overall satisfaction of 'good' or 'very good' responses equating to 78%. In particular he noted that:

- 80% stated they were satisfied with the College facilities (from 73% last year).
- 97% stated they felt safe and 96% knew what to do and who to talk to if they were ever bullied. It was noted this data was tracked individually and that negative responses were followed up to ensure support provided.

Parent, Carers and Guardian Perception of College

The Director of Learner Services, Planning & Diversity reminded members that the College undertakes an annual survey of parents, carers and guardians. The questionnaire was sent to over 600 addresses and 65 responded, slightly lower than the previous year.

Satisfaction levels were noted as very high and, in particular, it was noted that 86% felt they received valuable information from the College about their son/daughter's progress (an increase from 80% the previous year).

The Committee noted the areas that would be prioritised for further development as set out in the paper.

It was also noted that the Ofsted survey would be issued and that contact had been made with parents to encourage responses. It was suggested that future reports should include the proportionate return rate and that a small incentive should be considered to improve response rates.

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Members NOTED the results of the Learner Induction Survey and Parent, Carer and Guardian Survey.

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500 **EMPLOYER VIEWS**

The Director of Learner Services, Planning and Diversity reported on the Employer Responsive (FE Choices) survey outcomes and the Colleges own QDP Survey for 2015. She noted this survey was one of a number of surveys undertaken with Employers with the Ofsted survey to take place in the second term 2015/16.

She noted that the results remained very high and it was observed that, generally, those making a financial contribution seemed more critical. Areas for improvement in response to the feedback included improving communication and feedback as well as ensuring appointments are convenient for employers.

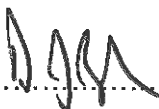
The Committee NOTED the report.

501 **CLOSE**

There being no further business, the Principal thanked Members for attending and closed the meeting at 5.45pm.

Janice Sunderland
Acting Secretary to the Corporation

Signed as a correct record on 15.6.16 (Date)

.....  E. O'Hara (Chair)