

Minutes of the Joint Meeting of the Quality Standards Committee and the Academic Board held on Wednesday 8 February 2017 at 4.15 pm in BT28, Flemingate, Beverley

Quality Standards Committee Members: Elizabeth Hall
Kevin Hall
Viv Parker (from Item 13)

Academic Board Members: Derek Branton (Chair)
Teresa Colman
Rhys Davies
William Kennedy
Paul Smith
Helen Wooldridge

Also in Attendance: Alison Gray
Richard Sellick
Janice Sunderland

Min. No.

ACTION by whom	DATE by when
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527 JOINT CHAIRSHIP FOR THIS MEETING

It was proposed that the Principal, as Chair of the Academic Board, would preside over the meeting's proceedings (except for the item related to the Quality Standards Committee when the Chair of the Committee would preside) . This proposal was accepted.

528 APOLOGIES

Apologies had been received from Saliil Datta, John Aston, Samantha Benham, Sharon Hemingway and Tracey Herridge. Emma Latimer was also not in attendance.

529 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.

530 MINUTES OF THE MEETING OF THE ACADEMIC BOARD HELD ON 24 NOVEMBER 2016

The Minutes of the Academic Board meeting held on 24 November 2016 were confirmed as a correct record and were RECEIVED by the Quality Standards Committee.

531 MATTERS ARISING FROM THE ACADEMIC BOARD MEETING

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

532 MINUTES OF THE QUALITY STANDARDS COMMITTEE MEETING HELD ON 15 JUNE 2016

The minutes of the meeting held on 15 June 2016 were confirmed as a correct record and signed by the Chair of the Quality Standards Committee. It was noted that the Quality Standards Committee meeting due to take place on 30 November 2016 had been cancelled as quoracy for the meeting was unachievable. All decision papers were therefore presented and approved by the Board at its meeting held on 7 December.

533 MATTERS ARISING FROM THE QUALITY STANDARDS COMMITTEE MEETING

Committee Self-Assessment

It was noted that the outcome of the Committee self-assessment would be presented to the next meeting of the Quality Standards Committee.

Secretary

November
2017

ITEMS FOR APPROVAL

534 TEACHING AND LEARNING POLICY

The Assistant Director, HE and QTSU presented the revised Teaching and Learning Policy confirming the purpose was to ensure high quality learning, teaching and assessment and to enable all learners to achieve to the best of their ability. Members considered the proposed minor revisions and APPROVED the policy.

535 WORK EXPERIENCE POLICY

The Assistant Director of 14-19 and Adult Developments presented the revised Work Experience Policy and confirmed that the proposed revisions had been informed by the guidance from the DfE. Members considered the proposed revisions and APPROVED the policy.

ITEMS FOR INFORMATION

536 MINUTES OF THE STANDARDS AND QUALITY AUDIT COMMITTEE MEETINGS HELD ON 30 NOVEMBER 2016 AND 25 JANUARY 2017

The minutes of the Standards & Quality Audit Committee meetings held on 30 November 2016 and 25 January 2017 were RECEIVED.

537 MINUTES OF THE HIGHER EDUCATION COMMITTEE MEETING HELD ON 9 DECEMBER 2016

It was reported that a summary of the results from the Teaching Excellence Framework (TEF) would be presented to a future meeting of the Quality Standards Committee.

AD, HE &
QTSU

June
2017

Members noted that student feedback sought after the HE ethos being improved within the College with specific requests for dedicated space and evening access to the LRC. Requests were being considered alongside other initiatives such as HE lanyards being introduced.

The minutes of the meeting held on 9 December 2016 were RECEIVED.

538 CURRICULUM AREA HE JOINT BOARDS OF STUDIES MINUTES

Minutes of the FD in Computing held on 9 June 2016

The minutes of the meeting held on 9 June 2016 were RECEIVED.

Cert ED/PGCE and BA Hons held on 19 October 2016

The minutes of the meeting held on 19 October 2016 were RECEIVED.

539 MINUTES OF THE PROGRAMME APPROVALS PANEL MEETING HELD ON 2 DECEMBER 2016

The minutes of the meeting held on 2 December 2016 were RECEIVED.

The minutes of the meeting held on 3 February 2017 were tabled and RECEIVED. It was noted that in order to keep a specific focus on the apprenticeship new standards as well as non-apprenticeship standards, two separate Programme Approvals Panels had been established to maintain a focus on each area.

540 THE IMPACT OF STUDY PROGRAMMES AND THE AUDIT OF PROGRAMME ELEMENTS

A report regarding the impact of study programmes and the e-ILP audit of programme elements had been previously circulated to Members. Members NOTED the report.

541 14-16 PROVISION

A report regarding the evaluation of 14-16 provision in 2015-2016 and current provision for 2016-2017 had been previously circulated to Members. Members NOTED the report.

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

The Assistant Director HE and QTSU provided a mid-year January 2017 update on the Quality Improvement Plan (QIP) included in the College Self-Assessment Report (SAR) for 2015-2016.

Members were pleased to note good progress overall and specifically that:

- Early signs indicated that improvements in English and Maths outcomes were being achieved as a result of the actions being implemented.
- 80% of programmes were showing improvements in the value added scores.
- Over 300 lesson observations had been completed as at December 2016.

Members NOTED the progress report.

543 OUTCOMES FROM THE COLLEGE'S INTERNAL INSPECTIONS

The Assistant Director, HE and QTSU reported that an internal inspection was undertaken from 14-18 November 2016. The inspection covered three cross-college themes with the following outcomes:

At risk programmes – Clear focus and positive improvements on the 6 programmes under scrutiny. Minor actions/recommendations for some courses and course predictions note improvements in achievement rates due to the impact of quality improvement plans.

In-class assessment – Overall effectiveness Good. Positive overall with a number of strengths noted with some good practice recorded. Minor improvements included with recommendations regarding SMART targets and quality of marking/feedback.

Higher education – Overall judgement found confidence in the quality of HE provision. Strengths noted relating to B3 of the UK Quality Code (learning and teaching) and improvements outlined to address inconsistencies in learners' understanding of some terminology.

The Committee NOTED the report and that good progress was being made.

544 ATTENDANCE AND RETENTION REPORT

The Assistant Director, HE and QTSU outlined details on attendance and retention performance for 2016-2017.

Attendance

Overall, attendance for full-time and all programmes was higher

in 2016-2017 (86.8%) and he confirmed that improving attendance on all programmes remained a key focus. To further support and improve attendance a number of further initiatives were being introduced to enhance attendance reporting and punctuality. The impact of the new initiatives would be monitored closely.

Retention

The Assistant Director, HE and QTSU reported that in-year retention was currently 98.8% compared to 98% at the same point last year. The initial assumption was that there were positive signs from the impact of a range of retention strategies implemented between 2014-2017.

Members NOTED the positive update.

545 CHARACTERISTICS OF TEACHING, LEARNING AND ASSESSMENT 2015-2016

The Assistant Director, HE and QTSU confirmed that Heads of Curriculum Areas had reviewed the characteristics of teaching, learning and assessment for their respective areas as part of the annual self-assessment process. The action plans outlining strengths, areas for improvement and examples of good practice for each curriculum area were received and noted. The common key strengths and areas for improvement were also received and it was noted that there was a range of good and outstanding strengths.

Key areas for improvement were noted alongside a range of improvement strategies developed to continually improve standards.

Members welcomed the report and NOTED the content.

546 CURRICULUM AND STAFF DEVELOPMENT APPROVED PROJECTS

The Assistant Director of 14-19 Developments reported that 20 curriculum and staff development projects had been submitted in the year. Of these, 14 had been approved, 5 declined and one had resulted in a request for more information. A further 2 projects had very recently been received. A schedule outlining the projects, their status and estimated costs was received.

It was reported that the £20k annual budget was likely to be allocated in year to the range of projects outlined and that a progress report on outcomes would be presented in November 2017.

Members NOTED the interim report and that a final report would be produced in July 2017.

547 STUDY PROGRAMME POLICY

The Study Programme Policy had been previously circulated to

AD 14-19
Developments

November
2017

Members of the Quality Standards Committee to note following the approval of the Academic Board on 24 November 2016.

Members NOTED the revised policy.

548 LEARNER VIEWS

A report providing an overview of recent learner survey results had been previously circulated.

Members noted the results in both FE and HE demonstrated consistent satisfaction levels which were good or better. Members were assured that for those isolated areas where satisfaction levels were below the College average, a full analysis would be undertaken, actioned and targeted.

Members noted the report.

549 STAKEHOLDER VIEWS

Results of Learner Induction Survey

The Assistant Director, HE and QTSU reported that the learner induction survey (Autumn 2016) had been responded to by 560 students and that the results remained very positive. An overall satisfaction rate of 86% was "good" or "very good".

Improved results had been achieved in response to all 10 question areas. Some isolated areas had been identified for further evaluation and Heads of Curriculum Area were updating the learner views rolling action plans with key points.

Members NOTED the findings of the report.

Parent, Carers and Guardian Perception of College

The Director of Learner Services, Planning & Diversity presented the results of the parents, carers and guardians (of 16-18 year olds) annual perception of college survey. Members noted a slight increase in the number of online responses and an increase in the response rate overall. 86 questionnaires were returned in comparison to 65 and 71 from the last two annual surveys.

Overall the satisfaction levels were exceptionally high and showed improvement compared with the previous year, with all question areas scoring above 90% and over 95% confirming that they would recommend the college.

Members queried how the College response rate compared to other colleges? It was confirmed that the results of these surveys were not published by colleges. Members felt that, with the high student satisfaction rate and minimum number of complaints received from parents, the response rate seemed reasonable. Members noted that continuing efforts to improve the response rate and NOTED the excellent results outlined in the report.

Employer Views

The Assistant Director of Business Developments presented the results of two recent surveys of employers' views. These were the FE choices survey which is organised by the Skills Funding Agency and the QDP survey which was sponsored by the College. It was noted that an Ofsted survey was also undertaken.

An improving response rate on the FE choices survey was reported at 36% compared to a 20% in the previous year. Overall satisfaction rates had improved significantly in 2015-2016, moving from 7.4 points to 8.0 points, which was in line with the national average.

The QDP survey response rate had reduced to 19%, a drop from the previous year's response rate of 26% and as such Members were asked to treat the results with a degree of caution. It was reported that, given the FE and Ofsted surveys now being undertaken, the college-initiated QDP survey may in future be undertaken every 2 or 3 years.

The strengths and weaknesses highlighted from the feedback were reported on and three key improvement actions being were taken forward for completion by March 2017. These were to:

- Improve communication at curriculum level with employers.
- Feedback received by employers needs to be improved.
- Organisation of the course, to review communication practice and focus on employer related delivery.

Members NOTED the report.

550 ANY OTHER BUSINESS

New Agenda Format

The Secretary to the Corporation informed the meeting that a new agenda format had been introduced for the Board of the Corporation and its Committees. The change had been introduced to place a greater focus on those agenda items requiring decisions. Members noted this was being tested at Committee meetings and were asked to contact the Secretary with any feedback on the new format by end February 2017.

551 CLOSE

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

Janice Sunderland
Secretary to the Corporation

Signed as a correct record on 14/6/17 (Date)

.....   (Chair)

