

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS  
COMMITTEE HELD ON THURSDAY 30<sup>TH</sup> NOVEMBER 2017 AT 4.30PM IN  
ROOM K021**

**MEMBERS PRESENT:**

Prof Pauline Odulinski – PO – Chair  
Mr Phil Davies – PD – Principal  
Cllr Sue McDonald - SM  
Dr Hilary Duckett – HD  
Ms Cheryl Powell – CP  
Mr Liam Souter - LS

**IN ATTENDANCE:**

Mr Ben Manning – BM – Vice Principal Curriculum &  
Quality  
Ms Kat Jones – KJ – Head of HE  
Mrs Julia Tindall-Jones - Clerk

**P&S 17/28 Item 1 – Apologies and Welcome**

Apologies had been received from Nick Holman and Cheryl Hext. The Chair welcomed Liam Souter as one of the new student governors.

**P&S 17/29 Item 2 - Minutes of the Last Meeting**

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 31<sup>st</sup> October 2017 be approved and signed as a correct record.

**P&S 17/30 Item 3 – Matters Arising**

The Clerk informed the meeting that there were no matters arising not covered by the agenda.

**P&S 17/31 Item 4 – Confidential Items and Declaration of Interests**

RESOLVED that no items required to be treated as In Commercial Confidence or Part II.

No declarations of interest were made at the meeting.

**P&S 17/32 Item 5 – Annual HEFCE Assurance report**

KJ presented the Annual HEFCE Assurance Report for approval. KJ explained that the College was required to complete a summary report on the quality assurance processes in place during 2016/17 to ensure the HE student experience continues to improve via an annual HE action plan. The report provides a strategic oversight of retention,

attendance, and the academic experience for students and their outcomes. KJ then referred to the summary position of the 2016/17 action plan where progress had been made in all areas and in particular highlighted the College's successful TEF submission that had resulted in a Gold Award. Three areas graded as Amber have been rolled into the action plan for 2016/17. KJ highlighted the work to support students with mental health difficulties as one of the areas where more work will be undertaken. The Chair asked whether the increase in students disclosing mental health problems could be seen as positive progress. KJ responded that there was a greater awareness of MH issues and less stigma attached to declaring them and that this had led to increased number of students requiring support. KJ emphasised the close link that existed between HE and the Student Liaison Team to identify and support students. HD asked whether there was scope to make the Peer Mentoring a Work Experience opportunity. KJ responded that this potential was being considered.

Moving to student outcomes, KJ highlighted the high levels of student achievement, success and retention and the success of the first Bachelor degrees awarded by the College in Sports Rehabilitation. KJ then referred to the student satisfaction survey which had attracted 10% more responses than last year and the results had, in general, exceeded the sector benchmark. The low response in the question regarding Learning Resources had been investigated and a lack of communication as to the resources available had been identified and rectified. KJ further commented that Overall Satisfaction had also dropped and this was being closely analysed to establish what needs to be done to address this.

KJ confirmed that all actions from the HE Review and Periodic Review had been completed. The Principal commented that he had had a very positive meeting with Regional HEFCE and that the College's HE provision was well regarded. Further the Principal commented that the establishment of a Government Office for Students in April 2018 might bring some interesting developments.

SM then asked why retention in Music was so poor. The Principal responded that music had been provided through partnership with dBs over the last few years but the College had become unhappy with the quality of its FE and HE provision and had terminated the contract so there were no Year 1 students this year. The Principal emphasised that the remaining Year 2 students are being closely supported to achieve their qualifications. The Principal commented that the College now had no sub-contracted provision.

The Chair thanked KJ and commented positively on the quality of HE provision and in particular the College's achievement of a TEF Gold Award.

**The Committee APPROVED the Annual HEFCE Assurance Report and authorised the Principal to sign it.**

**KJ then left the meeting (4.50pm).**

**P&S 17/33 Item 6 – Performance and Standards KPI Dashboard**

BM presented the Dashboard and highlighted the fact that there were no FS outcomes yet due to the current point the academic year. Referring to WE BM informed Governors that 14% had already completed their 60 hour target, 1% up from the same time last year and that planned WE was up by 24%.

BM highlighted that satisfaction, retention and attendance were all above the same point last year. Referring to E&M, BM informed Governors that there was no achievement yet to report but that attendance at E&M was up across the board. BM highlighted in particular the rise in attendance in TMR and explained how TMR staff were working closely with E&M staff which was resulting in a greater understanding of each other's role.

Moving to observations, BM informed the Committee that to date 18% of peer observations had been carried out and that the emphasis was on how staff could benefit from observing and sharing best practice.

The Chair stated that it was important that the success of the College this year should be noted and acknowledged and BM responded that the College's performance in the FE Sector had been published in the FE Week. The results were as follows:

- 6<sup>th</sup> overall nationally
- 2<sup>nd</sup> in student satisfaction
- 1<sup>st</sup> in employer satisfaction
- 6<sup>th</sup> in adult destinations
- 16-18 destination is an area of focus for the 17/18 academic year as the College performed less favourably in comparison to the outcomes above

The Chair commended BM and his staff for all the work put in to achieve such high results and this was echoed by the other members of the Committee.

The Principal added that all GFEC institutions in the SW had been in the top ten in the country.

SM commented that there was a move within the Council to reclaim more accountability for the standard of all schools and academies in the city and for its education board to be more challenging. The Principal responded that holding school and academy leaders to greater account for their provision of E&M and KS4 was essential as

the poor performance of E&M in schools and academies was having a direct impact on the College.

**The Committee NOTED the P&S Dashboard.**

**P&S 17/34 Item 7 – College Self-Assessment Report 2016/17 and resultant Quality Improvement Plan**

BM introduced the final draft of the College SAR reminding Governors that they had discussed the emerging strengths and areas for improvement (AFIs) in detail at the last meeting. BM stated that the SAR had been drafted to mirror the CIF. The Chair referred to the table which highlighted the fact that all SSAs had self-assessed as either Good or Outstanding and this demonstrated how far the College had come since 2013/14 and staff were to be congratulated. The Principal agreed that the College was on the cusp of Outstanding and staff had to remain focussed to sustain and improve the standards they had achieved particularly in light of the challenging and ever changing FE landscape. The Chair asked how staff were informed of the College's overall success. BM responded that Wavelength and the Principal's briefings ensured that the message was distributed widely.

BM then highlighted the improvement that IT had made over the last three years moving from Requires Improvement to Outstanding but emphasised the importance of sustaining the improvement. Governors discussed the self-assessment process and BM stated that some departmental judgements had been subjective and had resulted in their assessments being moderated to Good from Outstanding. The Chair asked why Business was a Grade 2 when its results indicated a Grade 1. BM responded that attendance is poor for E&M/FS and that there is still capacity to improve hence the lower grading.

BM then referred to the College's overall achievement by qualification type and highlighted the significant improvement in areas identified as requiring improvement in last year's SAR. The high rates of achievement where the national average had been exceeded were also highlighted to Governors.

BM then referred to the achievement gaps asking Governors to note that although both young males and young females' achievement rates have increased there still remains a gap which needs to be addressed even though it is within tolerance. HD asked whether there was any correlation between gender and ethnicity in particular in the Caribbean sector. BM responded that the low achievements rates she referred to were related to a mix of courses including English & maths.

Moving to the resultant Quality Improvement Plan (QIP) for 2017/18 BM informed the Committee that work would continue on improving attendance for E&M and FS; increasing achievement in level 1 FS maths and Access to HE Health & Social Care (SSA1.3) which had

been identified as underperforming areas in 2016/17; increasing the level of outstanding teaching, learning and assessment; switching emphasis to increasing value added scores in line with the 16-18 Accountability measures; and further support to students on how to record and reflect on WE.

**The Committee AGREED to RECOMMEND the College Self-Assessment Report 2016/17 and the Quality Improvement Plan 2017/18 to Corporation.**

**P&S 17/35 Item 8 – Learner Views – Autumn Survey Results**

BM then introduced the autumn survey results which covered a very wide spectrum of learners. BM informed the Committee that there had been 2606 responses, 95 less than last year although there were also fewer students. BM continued that this response rate was still the second highest the College had ever had. Overall satisfaction with the College has improved to 93% good or better, 2% better than last year and exceeding the College target of 85%. 96% of students rated 'how safe you feel' as good or better and this reflects the importance that the College attributes to this area.

BM continued that breaking the data down to faculties, all had reported 85%+ for all questions and the data feeding into this would be further analysed at performance reviews and student focus groups.

**The Committee NOTED the Learner Views Autumn Survey Report.**

**P&S 17/36 Item 9 – Format of next meeting with Curriculum Directors**

Governors discussed what they would like to receive from the Curriculum Directors at the next meeting and agreed on the following topics:

- Impact of the new Build
- English & Maths – how to reduce the gap in attendance between E&M and vocational
- Achieving High grades and increasing value added
- Student Journey – new student centre, Student Liaison Team

The Chair commented that it would be useful to have some student input and the Principal responded that students had recently attended the Academic Board to feedback on their experiences and perhaps a few of them could attend the next P&S meeting.

The Chair reminded BM to ensure that Curriculum Directors would address the "so what?" question and emphasise the outcome and impact of actions put in place.

HD added that the focus should be on how to get to Outstanding.

**P&S 17/37 Item 10 - Date of the Next Meeting**

The next meeting of the Performance and Standards Committee will take place on Tuesday 27<sup>th</sup> February 2018 at 4.30pm, in Room K021.

There being no other business the meeting closed at 5.40pm.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_