

**MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS
COMMITTEE HELD ON TUESDAY 31ST OCTOBER 2017 AT 4.30PM IN ROOM
K021**

MEMBERS PRESENT:

Prof Pauline Odulinski – PO – Chair
Mr Phil Davies – PD – Principal
Mr Nick Holman – NH
Cllr Sue McDonald - SM
Dr Hilary Duckett - HD

IN ATTENDANCE:

Mr Ben Manning – BM – Vice Principal Curriculum &
Quality
Mrs Julia Tindall-Jones - Clerk

P&S 17/19 Item 1 – Apologies

Apologies had been received from Cheryl Powell.

P&S 17/20 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 4th July 2017 be approved and signed as a correct record.

P&S 17/21 Item 3 – Matters Arising

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

P&S 17/22 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 17/23 Item 5 – Performance and Standards End of Year 2016/17KPIs Dashboard

BM introduced the End of Year KPIs Dashboard asking Governors to note that it had been a good year for attendance, retention and achievement. BM highlighted that FS achievement at 69% was above the national average and that all closely monitored areas (BTEC Engineering, GCSE Science and Hospitality) from last year had improved significantly over the year. Also discussed was the high

levels of achievement gained in GCSE English & maths including high grades.

BM commented that at the end of the academic year overall attendance was just below the College target of 90% and that there was still a gap in English and Maths attendance (compared to main programmes), particularly in TMR and VEPS, which the College was continuing to address. Also commented on the end of year Retention being 95%, +2% on the College target.

BM then referred to the high levels of both Learner and Employer Satisfaction and the fact that the FE Choices survey results placed the College 2nd in the region for learner satisfaction and 1st in the country for Employer satisfaction.

Moving to the standard of Teaching and Learning, BM commented that there were many initiatives in place to encourage the spread of best practice and that progress towards the College target of 20% outstanding was steady with a greater emphasis being placed on peer observation and walkthroughs, rather than on formalised, graded observations.

NH commented that the upward trend in performance over the last three years was very positive and the Principal agreed that overall achievement across the board had been significant but the standard of Teaching and Learning need to improve further to merit an Ofsted Outstanding Grade.

Referring to Work Experience (WE) BM informed the committee that 89% of students had completed WE hours with the remaining 11% not completing any hours, which predominantly covered the area of science, where WE is very hard to arrange. SM asked whether poorer students were disadvantaged when it came to WE and BM responded that economic background was not believed to be a factor in the proportion of students not undertaking WE. The Principal commented that there was no current specific requirement for WE but that this would change when T Levels were introduced and the College was preparing for this step change. The Chair agreed and commented that the College's performance in WE was very good and compared very favourably against many FE colleges. Governors then discussed the extensive WE required when T Levels were introduced and echoed the view of the recent SW Governor Summit that it would be difficult to achieve.

BM then proposed the content of the P&S KPI Dashboard for 2017/18 for approval including:

- Level 1 FS Maths, GCSE English & maths achievement
- Attendance statistics for FS and GCSE English & maths
- Retention
- Attendance

- Volumes
- Work Experience
- User Satisfaction
- Teaching and Learning
- Employer Satisfaction
- SSA1.3

Governors noted the inclusion of SSA 1.3 (Access to Health & Social Care) as an area that performed below the NA and requiring additional monitoring by the committee. The Principal referred to the Hawthorne Effect regarding the areas that the committee had monitored in 2016/17 and it was agreed that these areas would still be monitored by BM to ensure there was no slippage in performance. HD asked whether the current level of individualised tracking of learners was normal in a FE College and PO responded that it was essential if Colleges were to be graded as Good or Outstanding. BM further commented that it was imperative that staff knew their students and that this sense of ownership was critical in ensuring the College continued to improve.

As a final question, SM asked whether recruitment had been affected by the STEM Centre and the establishment of two new studio schools. The Principal responded that STEM related recruitment was up by 20% and that, to date, there had been no visible impact from the studio schools.

The Chair then thanked BM for the work he had put in to creating the dashboards and said that the committee found them very useful.

The Committee NOTED the End of Year P&S Dashboard and APPROVED the proposed format of the 2017/18 P&S Dashboard.

P&S 17/24 Item 6 – Research Contracts for 2016/17 Academic Year and going forward into 2017/18 Academic Year

The Clerk reported that there was now a contractual requirement to report when the College undertakes a research contract. In 2016/17 one research contract was undertaken by the Devon Colleges Group with the College as Lead Partner on behalf of the ETF. The subject was investigating how colleges support students with mental ill health in an academic environment. Governors asked how the results of this research would be used. The Principal responded that the research had led to the sharing of good practice around mental health issues in 16-18 students. The Committee then asked for the outcomes of this research to be shared with the Board and the Principal and Clerk undertook to add it to either the February or March agenda as the Governor Development session.

- **Action: Clerk and Principal to add Mental Health Support in College to February or March's Corporation Agenda as a Governor Development session**

The Clerk then informed the committee that no research contracts had been let for 2017/18.

The Committee NOTED the verbal update on Research Contracts for 2016/17 and 2017/18.

P&S 17/25 Item 7 – Outcomes from 2016/17

Moving to outcomes from 2016/17 BM reported an overall achievement of 86.3% which exceeded the College target and was 4.2% above the NA. Breaking this down BM reported that overall achievement for 16-18 was above the NA for all levels and that adult learners exceed NA for all levels apart from Level 1 which was below the NA mainly due to FS Level 1 maths. BM continued that all qualifications type achievements had been above the NA and that, in particular Basic Skills English & maths, Diploma's, GCSE Science, English & maths were more than 5% above the NA. The Chair then reminded Governors that the NA referred to the 2015/16 statistics as the 2016/17 had not yet been published. All significant Subject Sector Areas (SSAs) are graded good or better, 19% of provision is outstanding.

BM then highlighted the fact that most of the College achievement gaps were within the +/-2% tolerance apart from female learner achievement. Although achievement has improved over the year there still remains a gap between young male and young female achievement and this is continuing to be addressed by the College.

The Committee NOTED the outcomes from 2016/17.

P&S 17/26 Item 8 –Emerging Areas for Improvement and proposed actions

BM then outlined the five emerging areas for improvement (AFIs) from the 16-17 academic year:

- Improvement of attendance in English and maths (E&M) – currently 6-11% variance in attendance between vocational programmes and E&M.
- Overall achievement for Level 1 FS Maths for 16-18 and Access to HE – Health and Social Care needs to improve.
- Improvement of levels of outstanding Teaching and Learning – better sharing of good practice and encouragement of inspirational and innovative delivery.
- Increase in the proportion of higher grades

- Continuing to improve how WE is recorded and reflected upon by students to ensure maximum benefit.

BM & the Governors discussed the various proposed actions that have and are being put in place and covered within the submitted paper to address the AFIs and noted the Principal's comment that College staff had worked hard on improving achievement rates over the years but now there had to be step change and a different focus where the element of Value Added benefit to the students took centre stage. The Principal commented that this change of focus from students achieving a pass to performing as well as they can required significant additional staff input and a change in mind-set to recognise that a pass is now not good enough if the College is to achieve an Outstanding rating by Ofsted.

The Committee NOTED the report on emerging areas for improvement.

P&S 17/27 Item 9 - Date of the Next Meeting

The next meeting of the Performance and Standards Committee will take place on Thursday 30th November 2017 at 4.30pm, in Room K021.

There being no other business the meeting closed at 6pm.

SIGNED _____ DATE _____