

MINUTES OF THE MEETING OF THE PERFORMANCE AND STANDARDS COMMITTEE HELD ON MONDAY 17TH OCTOBER AT 2PM IN ROOM K021

MEMBERS PRESENT:

Prof Pauline Odulinski – PO – Chair
Mr Phil Davies – PD – Principal
Mr Nick Holman - NH
Mr James Venning - JV

IN ATTENDANCE:

Mr Ben Manning – BM – Vice Principal Curriculum & Quality
Ms Nadia McCusker – NM - Director of Quality & VEPSS
Mrs Julia Tindall-Jones - Clerk

P&S 16/20 Item 1 – Apologies

Apologies had been received from Paul Brunt and Cheryl Powell.

P&S 16/21 Item 2 - Minutes of the Last Meeting

RESOLVED that the minutes of the Meeting of the Performance and Standards Committee held on the 6th June 2016 be approved and signed as a correct record.

P&S 16/22 Item 3 – Matters Arising

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

P&S 16/23 Item 4 – Confidential Items and Declaration of Interests

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

The Chair informed the Committee that she had stood down from her role as the AoC's Director of Specialist Support and therefore the source of a possible conflict of interests. The Committee NOTED the Chair's comment. No other declarations of interest were made at the meeting.

P&S 16/24 Item 5 – Performance and Standards KPIs Dashboard

BM introduced the end of year dashboard and highlighted the following indicators:

Performance and Standards Committee

- English and Maths – increased number of GCSE starts at the expense of Functional Skills (FS). GCSE results met/above the NA but FS did not.
- English and Maths attendance ranged between 72%-78% across both subjects and qualifications which leads to the area being a cause for concern and being addressed via various internal mechanisms.
- A2 results as predicted with attendance falling to c80% - Very heavily resourced by the College to ensure we support our learners to achieve.
- Learner Satisfaction well above NA and College target.
- Achievement, retention and attendance in SSA 1.3 fractionally below NA but significant improvement from 2014/15.
- Achievement, retention and attendance in SSA 1.5 now above NA.
- Employer Satisfaction has risen to 92%

PO commented that the remedial actions in SSA 1.3 and 1.5, which had been monitored by the Committee, had obviously been successful. NH agreed and said that it would be useful for the committee to take a quick look to ensure that the progress and impetus was being maintained in this area in perhaps a year's time? BM took this for action.

- **BM to add a snapshot of SSA 1.3 and 1.5 achievement, retention and attendance to 2017 end of year dashboard.**

Governors then discussed the difficulties faced by the College in ensuring that FS levels 1 and 2 were improved. PO commented that the FS picture was very common in the FE sector. BM commented that many lessons had been learnt from the College's experience with GCSE English and Maths and this would be acted upon to ensure that FS performance improved.

PO praised the dashboard's usefulness and NH commented that it was particularly useful in identifying trends.

The Committee NOTED the End of Year Dashboard.**P&S 16/25 Item 6 – Outcomes, Destinations and Unknown Outcomes from 2015/16**

BM briefed the Committee on the College's achievements for 2015-16 and highlighted the following strengths:

- Overall achievement is good and improving at 83.1%
- All SSAs are graded good or better with 11% outstanding.
- Overall achievement in apprenticeships is 83%
- Achievement gaps have narrowed in the main.

Performance and Standards Committee

BM then outlined the areas where improvement is required (AFIs) including:

- Hospitality (SSA 7.4) – below NA
- GCSE Science – below NA
- BTEC Engineering
- Overall achievement for 19+ level 1 and 2 – below NA
- FS level 1 and 2 – below NA

BM then highlighted the work carried out by the College to identify student destinations and/or progression. In the past, the number of unknown destinations has been higher but work to capture this detail has resulted in a steady decrease (now 15% unknown destinations) with the College now knowing that 80% of its learners progress to education or employment. Information regarding the destination of apprentices is at 98% because of the close liaison between the College and employers.

Governors discussed the report and agreed that the data was strong and well-presented and would provide a positive case in the upcoming Area Review.

BM then presented a draft dashboard for 2016/17 for discussion and acceptance by the committee. He proposed that the committee monitor the following KPIs and SSAs:

- Functional Skills
- Work Experience
- Learner Satisfaction
- Employer Satisfaction
- Hospitality SSA 7.4
- GCSE Science
- BTEC Engineering
- Teaching, Learning & Assessment
- Attendance
- Retention

Governors discussed the proposed dashboard and agreed that it covered all the areas that they wished to monitor. PO commented that concentrating on improving FS and GCSE Science was very important particularly in relation to the Regional STEM Centre. BM agreed and responded that learners this year seem less resistant to doing English and Maths and he hoped that this would lead to improved results in FS and GCSEs.

PO asked whether the Dashboard could include some reference to the volume of students affected in the SSA areas being monitored and BM undertook to add this information.

Performance and Standards Committee

The Committee NOTED the Outcomes and Destinations Report and APPROVED the Dashboard for 2016/17.

P&S 16/26 Item 7 – Emerging Areas for Improvement and proposed actions

BM introduced his paper on emerging areas for improvement and the proposed actions to address them. BM highlighted the work being undertaken to address English and Maths issues informing governors that the College had learnt a significant amount over the last year over how best to manage the challenge of providing English and maths and that staff were even more confident going forward. The introduction of structured timetabling this year has meant that staff and resources can be utilised better. Many students joining the College will be re-sitting (via the November re-sit schedule) their Maths and English GCSEs and support is on hand via additional lessons and the Maths Hub to ensure they have the best possible chance of attaining a Grade C or above. Governors asked how many students were due to re-sit GCSEs and BM responded that over 270 students had been entered.

Governors then discussed the actions being taken to address both attendance at Functional Skills and improving Teaching, Learning & Assessment in this area and noted the importance of tracking and the introduction of incentivised attendance as tools to get greater engagement from students.

Moving on to areas of provision that had under-performed in 2015-16, BM highlighted the BTEC Engineering provision as an area that required particular support which is now being provided by members of the Quality team working with a TMR manager to improve tracking and attendance and the quality of the teaching and learning.

Governors discussed the importance of Teaching and Learning in the College's journey to outstanding and welcomed the work being put in place to identify best practice and the continual aim to raise standards to enhance the student experience and increase their engagement. BM commented that the ILP system had been updated over the summer to ensure that tutors were able to identify 'at risk' students earlier so that support measures can be put in place in time to help students achieve.

BM concluded his report by referring to the importance of providing meaningful work experience (WE) and ensuring that students provide reflective comments to ensure they gain maximum benefit from their placements. PO asked what the College target was for providing WE and BM responded that we will be working towards a target of 85%, but the challenge was to ensure that any WE was meaningful and beneficial to students' employment aspirations.

Performance and Standards Committee

The Committee NOTED the emerging AFIs and the proposed actions.

P&S 16/27 Item 8 – Update on internal Quality Improvement Systems

NM introduced an update on the College’s extensive internal quality improvement systems and highlighted the following:

- Three key themes: Teaching, Learning and Assessment; Performance Management and Quality Improvement were discussed including several QI initiatives:
- Effort and resources are being targeted where they are needed.
- External curriculum inspections leading to targeted action plans will continue to take place in the 16/17 academic year.
- Regular classroom walkthroughs focusing on specific key themes have been and will continue to take place with a clear focus on impact
- Introduction and regular monitoring of tracking systems for every course to identify ‘at risk’ students.
- ‘Secure Improvement’ Programme where underperformance triggers additional scrutiny from the Quality Improvement Team and the provision of an action plan to address identified AFIs.
- Learner view sought and actioned via the “You said, we did” mantra.

Governors discussed the proactive approach to improving the quality of Teaching, Learning and Assessment and JV commented that the “You said, we did” initiative was received very positively by the student body.

PO asked how the College ensures that the staff training given has an impact. BM responded that the outcomes of staff training days are monitored throughout the year. PD commented that staff training is now much more proscriptive and faculty based than before and that sessions are focussed on identified AFIs and attendance of those that need it the most is ensured.

PO concluded that she considered that the quality improvement system provided a clear focus moving forward and that the Committee looked forward to monitoring its progress. PO then thanked NM for her comprehensive report.

The Committee NOTED the Update on the College’s Internal Quality Improvement Systems.

P&S 16/28 Date of the Next Meeting

Performance and Standards Committee

The next meeting of the Performance and Standards Committee will take place on Tuesday 29th November 2016 at 4.30pm, in Room K021.

There being no other business the meeting closed at 3.45pm.

SIGNED _____ DATE _____