Meeting of the Performance & Standards Committee

Date:	20 June 2022	Room number	Boardroom
Present	Andrew Brown (Chair), Yvonne Kelly (Principal/CEO), Alex Keay (Vice Chair), Charles Tennant (CT)		
In attendance	Victoria Eastwood (Chief Governance Officer) Jason Turton (COO) Andrew Duffy (Head of Digital Learning) (AD) – via Teams agenda item 14 Ann McDaniel - Crabb (Assistant Principal – Health, Science & Adult Skills) (AMcDC) Lisa Jarentowski (Interim Assistant Principal – Technical & Professional Education) (LJ) Don Parker (Interim Internal Quality Manager) (DP) Michael Smith (Director -Learning, Teaching & Innovation) (MS) Claire Wilsher (Head of Marketing, Recruitment & Stakeholder Engagement) (CW) David Francis (Assistant Principal – Student Transition & Support) (DF) Shaun Hindle (Assistant Principal – External Engagement) (SH) Antoinette McLean (Head of English and Maths) (AMcL)		
Apologies	Lisa Dee, Geoff Hall and Swati Toshniwal.		
Circulation	Performance & Standards Committee, Corporation		

1.	**Welcome and apologies for absence** The Chair welcomed all present to the meeting of the Committee. Apologies for absence were received from Swati Toshniwal, Geoff Hall and Lisa Dee.
2.	**Declarations of Interest** Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.
3.	**Minutes of the Previous Meeting – Monday 7 March 2022** The Minutes of the Meeting held on Monday 7 March 2022 were agreed as a true and accurate record. **Approved: That the Minutes of the Meeting held on Monday 7 March 2022 were agreed as a true and accurate record.**
4.	**Matters arising** Matters arising from the March 2022 meeting:

Agenda Item	Action	Responsibility	Timescale	Update
12	Apprenticeships profile and actuals to be provided at the next meeting	SH	June 2022	Included in the report

There were no further matters arising.

The Chair stated that the agenda had been split into two parts – key discussion items and items for review/information and advised that reporting from this meeting to the Board needed to be clear (what did the Board need to know as a result of discussion and reports received). It was key to articulate the real business of the College against the financial discussions and consider the impact of the challenge

	in some areas that the Board would then need to address in terms of overall health in the College. The Principal/CEO added that further deep dives would be needed.
5.	**Balance Scorecard – Term 2** The Principal/CEO stated that increased visualisation reporting would be presented for next year. The Chair added that there was a need to move forward with the dashboard as soon as possible. The Principal/CEO presented the headline points in the following areas: - Recruitment – 16-18/Adults/GLA/Apprenticeships/HE (FCR) - Term 2 – 3-year comparison - Main issue adults – affecting AEB - Progression currently poor and not timely –affecting ability to follow up with learners who were not progressing (progression from one year to the next) – this area needed to be spotlighted at future meetings - Budget growing re T-levels and STEM focussed curriculum - Reluctance to re-engage from adults - Apprenticeships – 80 carries over to be closed off - HEFCR – delays in validation, progression an issue - Creation of BCIE Directorate - Expansion of HE and ELIOT offer - Attendance priority to address in 2022/23 - Key to capture learning outside attendance - Transfer of tutorials to teaching staff - Increased communication and engagement with employers - Development of a new AI Risk Self-Assessment - Retention – declined in Term 2 due to increased focus on accurate data supported by new visualisation reports. - Key to ensure all completers achieved their qualification aims and individual learning plan - Student satisfaction below college target – improved in Term 2 and above satisfaction rate in 2020/21 - ELIOT – main issues around L4 and 5 – reprofile agreement with DfE taking place In response to a query from the Vice-Chair, the Principal/CEO advised that attendance issues were due to problematic staffing in some areas and issues with culture, CEIAG, student disengagement and competing demands for learners. The Chair stated that flexible learning was key to ensure learners did not need to drop out of courses. The Principal/CEO added that attaching breaks in learning which happened in apprenticeships but not in other courses was key. Work was taking place to understand each learner as quickly as possible to put the personalised interventions in place. The Chair queried the packages for adults in place for next year. The Principal/CEO replied that the pathways needed to be confirmed to ensure learners were aware which pathways they could take to progress. Marketing was working on a campaign for adults and the Skills Boot Camps were still pending. The Chair added that articulating top level performance indicators around the areas of work was key. **Agreed: That the current position be noted.**
6.	**QIP 2021/22 - Update** The Chief Operating Officer (COO) provided an update on the following: - Deadline for majority of actions was 31 October 2022 – 73% in progress - Breakdown of progress against curriculum areas - Curriculum Area Final Grades - Focus on Grade 3 SAR areas

	• Etracker – work experience • Attendance dashboard The Chair asked if data was available to benchmark against other institutions for attendance. The COO replied that the College used to receive attendance data but Covid caused a delay, currently the benchmarks across FE were 87% for 16-18; 88% for Adults and 77% for English and Maths. It was noted that benchmarks would be added to the visualisation reports. **Agreed: That the current position be noted.**
7.	**Curriculum & Business Planning Priorities 20221/22 and Curriculum Offer 2022/23** The COO updated the Committee on the following: • Draft course file 2022-23 summary by approval status • Contribution rates • Draft course file planning 2022-23 allocation vs planned funding • Curriculum reforms: level 2 and below • Review of L3 qualifications • HTQs available in different sectors – first Digital HTQ from September • Adult priorities • Development priorities • Next steps – operational plans – rolled out through staff development week • Further plans The Chair stated that under the Employment and Skills Act, the Corporation were responsible in ensuring that the College met local needs. A thorough and impressive detailed curriculum offer had been presented but how did this articulate with the needs of the local community. The COO replied that lots of research had been undertaken before this stage to analyse job market, the demands, needs and future trends. MS advised that changes to the Ofsted inspection framework had introduced additional HMI's to look solely at meeting local needs. The College therefore had to meet local needs and curriculum areas had to address this to justify their programmes. The COO added that the next stage was to add a skills storyboard to the curriculum storyboards. The Chair advised that this information needed to be fed through to the main Board to ensure all Governors could answer the question re local needs. The COO responded that this would be addressed through storyboards and communications would be issued. It was also intended to have a skills week in November to tie in with the World Skills competitions. The Chair stated that the introduction to LSIPs would force the College to be clearer about where we sat in the skills eco system to ensure we were meeting needs where others were not but also not competing. The Vice-Chair advised that it was critical for the College to be able to show impact and to capture what local employers felt about their involvement and how their needs were being met – examples and evidence were key. **Agreed: That the current position be noted.**
8.	**English and Maths Report Update** AM provided a snapshot of recent GCSE exams: • Average GCSE English attendance – all ages – 63% • Average GCSE Maths attendance – all ages – 68% • Lot of work through marketing and curriculum areas to support GCSE's • 2022-23 developments for improvement – tighter tracking for mock assessments; earlier tracking of predicted grades; development of more engaging resources; continuous communication • Looking at learners who missed exams to collect intelligence as to why they did not attend

- Anxiety big issue before exams – building in support to these barriers for next year

The Chair asked whether poor attendance was an indicator of disengagement earlier on. AM responded that the start of the year was key. Work would focus on timetabling and communication to engage learners earlier on and to change the mindset around the importance of English and Maths.

The Chair questioned what the department expected to see next year. AM replied that much improved attendance was expected. The Principal/CEO advised that learner feedback would be important to be considered. AM advised that work was taking place with the College themes eg digital to build a more meaningful curriculum tied to STEM etc.

AMcDC reported that there was work to be undertaken with parents on the importance of English and Maths as the responses from parents for learners not attending exams could be negative.

CT suggested working with those learners that did attend and pass the exams as peer support to encourage learners to attend. The Vice-Chair added that the College needed to ensure employers stressed the importance of Maths and English to learners and English and Maths should be considered as part of the Board Curriculum Links process. All suggestions were agreed.

The Principal/CEO reported that the post 16 forums had just started and a big piece of research about working collaboratively and the relationship with schools to solve some of these issues would be undertaken. Learners needed to be aware that they could be successful even if they had failed English and Maths in the past. The Chair stated that it was important that signposting through the programme was clear to build confidence.

Agreed: That the current position be noted.

9.	**Apprenticeship & Employer Engagement Report**

Apprenticeship & Employer Engagement Report

SH updated the Committee on the following:
- Apprenticeship starts
- Key areas – recruitment, apprentices and employer journey, completion, retention
- Staffing issues
- Focussed on high value apprenticeships to close the gap but focussing on non-trade specific to boost numbers
- Predicted success rate – 69-70%
- Tenders in with TfL and Balfour Beatty to deliver some of their apprenticeships. Successful with Balfour Beauty for Civil Engineering
- Work takin place on removing some of the legacy in terms of withdrawals and employers starting to go out to retender
- Move away from managing agents – create capacity to grow own apprenticeship numbers

The Vice-Chair asked where the current challenge was. SH responded that this could be down to the sector but the College needed to package to the target audience and offer to broader organisations. The Principal/CEO added that the key priority was food delivery and the need to engage with the food industry.

The Principal/CEO reported that network sessions with employer partners and Board members would be scheduled.

Agreed: That the current position be noted.

10.	**Higher Level Skills Report Update**
	DP provided the following Update:
	- Course file in preparation to be finalised this week - Website – removed all policies that were out of date or incorrect - Uploading revised policies and key documents - QSR preparation - Outstanding issues - HE Student Voice – mid year 96% satisfaction rate
	CT questioned how Student Reps linked in and coordinated through the students themselves. DP replied that there was a student rep for every course who met together then fed back to the course team. Results from the surveys were fed into the student rep team. In addition one of the student reps moved onto the student forum then one or two were elected to move onto the Board.
	Agreed: That the current position be noted.
11	**Learner Support & Learner Experience Report Update**
	DF highlighted key points for discussion as follows:
	- ALS restructure in place for 6 months - Key areas – right support for right learners, maximising funding, how many hours of support did we need to deliver/difference between staff hours and delivery - use as a planning tool for next year - ALS learner numbers 2022/23 - ALS by funding stream
	Learner experience:
	- Intervention – 3 points - point of need, point of risk, point of crisis - Anxiety workshops on offer - Enrichment attendance via swipe card
	The Chair referred to the shortfall in AEB and advised that an assessment of needs against demand and chasing through in terms of impact was required - early intervention was key.
	The Chair commend the College on the range of enrichment activities, adding that to have the evidence of the impact was important.
	Agreed: That the current position be noted.
12	**Quality Report inc Learner Voice Update**
	DP informed the Committee of the following:
	- Monitoring and Performance Meetings (MAP2) – schedule, organisation and, content and, (MAP3) - Policy Framework – formation and operation of the SLT Policy Committee - Corporate Service Standards – consolidation, distribution and evaluation within the quality - cycle - Learner Voice Mid-year survey – operation and analysis of response - Learner satisfaction: 2181 responses and 86% satisfaction (WBL 68%) - Satisfaction rates by directorate/age/level
	The Chair thanked DP for the work that had taken place and for the work undertaken by the SLT Policy Committee.
	Agreed: That the current updated be noted.

13	Marketing **& Recruitment Update**
	CW advised Governors of the following:
	- Applications for 2022/23 – up 32% year on year for 16-18 and up 11% for adults from last year
	- HE up 29% year on year
	- Applicant day held in March 2022 – 94% attendees stated they had confirmed BDC as their College of choice
	- 400 bookings taken for July 2022 applicant day (16-18 learners)
	- Summer campaign – multi channel approach keeping to digital, direct mail for some community groups adult learners
	- Building brand recognition
	- Improved enrolment process – earlier timetables
	The Chair thanked CW for the update and work taking place advising that it was really important that the College was in a strong position in terms of next year.
	Action: It was agreed that the posters included in the report advertising College events/courses would be shared with Governors via a link to the asset bank for their wider circulation using LinkedIn etc.
	Agreed: That the current position be noted.
14	**Capturing Learning Report Update**
	AD covered the following areas in his update:
	- Organisational units foundation for this project
	- Draft dashboard and visualisation on track
	- Collaboration with CIS
	- Pilot with ESOL business and H&SC
	- Next steps – determine agreed thresholds
	- Assignment hand-in
	- Digital learning
	- Digital Learning Walks
	- Blended learning framework
	- Fundamental, advanced and expert criteria
	- Digital Skills Bootcamp
	- Staff feedback
	The Chair thanked AD for a comprehensive update.
	Agreed: That the report be received.
	All College staff other than the Principal/CEO and CGO left the meeting.
15	**Committee Self-Assessment**
	The CGO reported that Committee self-assessment had been postponed for the previous academic year due to changes in scheduling Committee meetings during the pandemic and also as there had been several changes in Committee membership. However, to ensure a thorough self-assessment

		process Governors were asked to complete the self-assessment form which would also be made available electronically.
		Action: That the Committee complete the self-assessment form as required.
16	**ESFA Accountability Apprenticeship Framework**	
	The Principal/CEO reported that the framework had been changed as this was a transition year post Covid. The College had received a request for an update from the ESFA which had been provided and the College was now awaiting feedback. **Agreed: That the position be noted.**	
17	**Review of Reporting**	
	Discussions had taken place prior to the meeting on ways to improve and streamline reporting. An additional meeting would be convened. Key issues included: • Concern what is feeding forward to the Board. • Relevance of information – next year use the visualisation tools to punch out the key issues and risk. • This meeting was a difficult agenda to manage. **Agreed: That the comments be noted for future discussion.**	
18	**AOB – Effectiveness of meeting**	
	This was discussed in agenda item 17.	
19	**Date and time of next meeting – TBA**	

The Chair thanked all those in attendance for their contributions. The meeting closed at 18.25pm.

Agenda Item	Action	Responsibility	Timescale	Update
13.	Posters included in the report advertising College events/courses would be shared with Governors via a link to the asset bank for their wider circulation using LinkedIn etc.	CW	ASAP	
15.	Committee self-assessment to be completed.	All	ASAP	

Signed……………………………..   Date…………………………………
        Andrew Brown (Chair)