

Meeting of the Performance & Standards Committee

Date:	7 June 2021	Room number	Via Microsoft Teams
Present	Andrew Brown (Chair), Stuart Fraser (Vice-Chair), Sarkis Mazmanian (SM), Doug Trengove (DT), Yvonne Kelly (Principal/CEO), Lisa Dee (LD)		
In attendance	Victoria Eastwood (Chief Governance Officer), Joy Kettle (COO), Ann McDaniel (Assistant Principal – Health, Science & Adult Skills) (AMcD), Andy Duffy (Technology Learning Manager) (AD), Lisa Jarentowski (Head of Quality) (LJ), Michael Smith (Learning Innovation Manager) (MS), Jason Turton (Assistant Principal) (JT), Richard Roberts (Head of Apprenticeships & Traineeships) (RR), Nabeel Zaidi (Head of HE and Technical Skills) (NZ)		
Apologies	N/A		
Circulation	Performance & Standards Committee		

1.	Welcome and apologies for absence The Chair welcomed all present to the meeting. There were no apologies for absence.
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 1 March 2021 The Minutes of the Meeting held on Monday 1 March 2021 were agreed as a true and accurate record. Approved: That the Minutes of the Meeting held on Monday 1 March 2021 were agreed as a true and accurate record.
4.	Matters arising There were no outstanding actions from the March meeting.
5.	<i>It was agreed that Agenda item 6 would be taken at this point in the meeting (please refer to item 6 in the Minutes). After the presentation JT left the meeting.</i> Quality & Performance – Student Updates The COO highlighted the risk that some 16-18 learners may not have been seen and although these learners may be supported by other services this could result in some learners not achieving which would impact on retention and achievement. AM reported that it was hoped that numbers within Food, Hair and Beauty would increase. There had been a slight drop in adult ESOL numbers but the staff team in place were good and the learner voice feedback had been positive. Sport and protective services were under NTI however the TAG meeting had been successful and improvement was being monitored. The College was working on capturing learning as well as attendance and it was noted that the 16-18 catch up lessons had been beneficial. The Chair stated that the College needed to be clear about the priorities in terms of attendance – content vs learner needs. AM replied that learners were being supported as much as possible with their needs to enable them to be able to learn.

The Chair asked how the College was closing the loop with feedback. AM responded that the 'You said we did' process was in place alongside follow up mechanisms and the quality process. The Principal/CEO suggested that it would be useful to bring the BDC approaches to the next meeting of the Committee and that the Head of CIS and the Technology Learning Manager present the project for capturing learning that would be implemented by September 2021.

The COO provided an update on English and Maths advising:

- Lot of learners being reengaged.
- Use of Century Tech increased in the last term
- Functional skills exams ongoing
- TAG for E&M
- Enormous amount of exams and extra tuition currently taking place
- Lower level learners did not respond well to being out of the classroom

LJ stated that the College was waiting for some results re TAG but the process had been robust and there had been big improvements in marking standards and internal verification.

In response to a query from the Vice-Chair, the COO advised that some learners at lower levels were struggling with English and Maths but teachers in this area were engaged with coaching etc to deal with this. The Principal/CEO added that the team needed to think out of the box with their approach – learners were different in terms of their needs and need a personalised approach.

The Chair queried whether the College could learn from other providers. The Principal/CEO replied that the starting point would be to benchmark with similar colleges. AM stated that skills workshops had been popular and the Head of English and Maths had been working hard on providing skill sessions.

The COO reported that there had been an increase in social, emotional and mental health aspects affecting learners. A huge number of sessions on wellbeing had taken place to ensure learners were coping and ready to learn. The catch up fund had really helped learners and the current target was those learners who did not have English and Maths or were LAC learners.

RR informed the Committee that overall attendance for apprentices was at 88% - slightly below target due to the impact of lockdown prior to Christmas. However, attendance at L5 had increased over lockdown. There were currently 312 apprentices in learning and 254 predicted to achieve - key risk areas were plumbing and HR.

The Vice-Chair queried whether engagement with top quality employers would lead to better employment opportunities for learners. RR responded that there was support available in the schemes eg when TfL had furloughed apprentices they were still engaged in learning. Employers like TfL also recruited into career level posts further down the line.

The Vice-Chair questioned the outcome for those apprentices that would not achieve this year. RR advised that these learners were likely to be second year as apprentices could pass their exams in August. The College would look to continue to support some of these learners to achieve but poor engagement needed to be reviewed on a case by case basis. The Chair added that SME apprentices were more vulnerable and this had been highlighted by Covid. The College needed to take stock next year to see if apprenticeship programmes had changed as a result of the pandemic. RR stated that there was a need to ensure employers in all sectors were listened to.

NZ provided an update on HE, highlighting:

- Wrexham Glyndwr – revalidation for advanced entry for the next three years.
- Number of programme validations going through with UEL.
- Slight change to Dip HE in Computing to include Cyber Security; Dip HE and Cert HE in Photography and Moving Image.
- OfS Review – membership of Advanced HE.

In response to a query from the Chair, NZ confirmed that learners were able to obtain a certificate then a diploma then a degree and discussion took place on the various routes available. The Chair suggested that articulating this route to the intake would be beneficial.

The Vice-Chair queried the effect on the intake this year. NZ confirmed that he was confident that validation would be achieved but the only weakness was likely to be the number of conditions. There was a demand from existing learners to progress to qualifications.

In response to a query from the Vice-Chair, NZ advised that after the College achieved OfS registration it would be close to two years before direct funding was achieved.

The Chair asked whether the College was applying for fellowship in regards to Advanced FE. NZ replied that HEA were offering a 50% discount and had been asked to provide a breakdown of routes. MS added that work was underway looking at professional formation and towards next year.

LJ provided an update on learner satisfaction advising:

- College target for learner satisfaction was 85%
- Current target rates were 87% FE and 90% HE.
- Increase in % of how learners feel safe.
- MAP meetings were taking place next week when feedback would be received from teams on their analysis of feedback and next steps for learner satisfaction.
- Including targets for learner satisfaction had increased response rates.
- Surveys were not anonymous allowing any comments that could cause safeguarding concerns to be followed up.
- Continued focus on health and wellbeing.
- Areas with lower satisfaction rates being monitored.

AD updated the Committee on the digital learning walks that had taken place and the online offer through google classrooms. There had been a dip in online attendance in November when there had been a revert to face to face learning however after the December lockdown this had increased overall.

The COO presented the quality and inspection update and the Committee noted the inspection update and current focus for Ofsted.

The Vice-Chair advised that the Skills White Paper in work pilot provided an enormous emphasis on employers and suggested that it would be helpful for the future to focus more on employers from the quality aspect. The Chair agreed adding that in a more focussed way there was a need to bring out employer engagement to ensure an adequate audit trail. The Principal/CEO added that the College needed to go back to the learner journey and plot the role of employers from the planning stage.

LJ informed the Committee that the key focus next year in the BDC approach to quality was stakeholders to ensure they are involved in the QA/QI process.

The Chair thanked the COO and the Quality team for their updates.

Action: BDC approaches to the discussed at the next meeting of the Committee alongside the project for capturing learning.

Agreed: That the current position be noted.

6. Curriculum Updates: T-levels and Transition Programmes

JT drew the Committee's attention to the predictive achievement for ELIOT. It was noted overall there had been a good improvement in some areas compared to last year but the data provided was worst case scenario.

The Chair commented on the high drop out rate for trowel trades and questioned the impact of this. JT replied that a round robin delivery model was in place for next year alongside the new build and lots of development in this area - big changes were planned for next year. The Chair stated that adapting to the mixed mode way of working in hands on areas was a challenge and asked of there was any benchmark data for this or were all colleges facing difficulties. JT responded that the College was currently c10% below BM.

In response to a query from the Vice-Chair concerning Maths attendance, JT advised that there were issues around trade areas trying to get some learners online but strategies were in place e.g. catch up on Saturdays etc to help.

JT provided a presentation on the marketing campaign for ELIOT highlighting:

- Why study at the ELIOT
- T-levels – slides from presentation to parents
- T-level marketing – video – 137 booked in for campus tour
- T-level course analytics
- Eastbrook studios

Vice-Chair stated that there could be a real link between industrial placements and progression into employment. JT advised that the College was looking at ways of day release to employers and the College was confident that the majority of placements were in place.

The Chair asked what processes were in place to convert applications into enrolments. JT responded that there was regular connection to keep warm activities with marketing. Online work and activities were also in place.

The Chair thanked JT for the update.

Agreed: That the current position be noted.

7. TLAD Draft Strategy

MS and AD presented the Draft TLAD Strategy for 2021/22 – key focus included:

- Contents
- Our Commitment
- Context setting – where we have been
- Approaches to learning – defining the ways we learn – face to face/online/blended
- Levels of learning
- What does teaching, learning and assessment look like at BDC
- Emulating real world-work
- Assessment and learner progress – checking learner progress
- Quality assurance – how are we quality assuring our curriculum delivery and design
- Resources and how we do it – our people – teaching and learning champions; digital innovators, quality champions
- CPD – five principles
- Approach to digital learning within TLA – resources and how we do it

The Principal/CEO stated that it needed to be clear about where the strategy was taking the College over the next 3-5 years including co-design and co-delivery with employers, impact on HE, identify investment, and AI.

The Vice-Chair advised that there was the need to reflect the development of curriculum with employers and therefore the ability to flex and change was required. NZ suggested stakeholder synergy be included as a sub-heading. The Chair suggested mutual learning also be considered.

	<p>AB thanked MS and AD for a clear and coherent strategy that would improve quality and confidence and suggested that this be opened up to a wider audience in time.</p> <p>Approved: The Draft TLAD Strategy was approved.</p>
8.	<p>Admissions Policy</p> <p>The COO presented the updated Admissions Policy. After consideration and discussion the Policy was approved.</p> <p>Approved: The Admissions Policy was approved for future use.</p>
9.	<p>Headline Student Applications Update</p> <p>The COO provided an update on applications for 2021/22 and discussion took place on the following:</p> <ul style="list-style-type: none"> • 16-18 – high and low applications • Working taking place with marketing on the summer campaign • Applications 2021/22 adults – AEB and HE • Apprenticeships profile 2021-22 • Apprenticeships – Opportunities and risks <p>Agreed: That the current position be noted.</p>
10.	<p>Committee Risks</p> <p>The CGO advised that the Committee risks remained unchanged and would be considered in detail at the next Audit Committee and July Corporation meeting. The College had engaged in a Board Assurance Framework review through RSM, focussed on improving processes for risk and the risk register.</p> <p>Agreed: That the current position be noted.</p>
11.	<p>Digital Governance Review</p> <p>The CGO advised the Committee that the digital governance review was part of the College's cyber security review being facilitated through JISC. The Committee were asked to provide any feedback to the CGO via email.</p> <p>Agreed: The Committee to consider any comments or feedback on the digital governance review and forward to the CGO.</p>
12	Date and time of next meeting – To be confirmed

The Chair thanked all those in attendance for their contributions. The meeting closed at 18.04pm.

Agenda Item	Action	Responsibility	Timescale	Update
4.	BDC approaches to the discussed at the next meeting of the Committee alongside the project for capturing learning.	COO	September 2021	

Signed.....
Andrew Brown (Chair)

Date.....