



Minutes of the Meeting of the Performance & Standards Committee, held on Tuesday 11 June 2019, 5.30pm in the Boardroom.

Present: Sarkis Mazmanian (Chair)
 Stuart Fraser (Vice Chair)
 Yvonne Kelly (Principal/CEO)

In attendance: Victoria Eastwood (Clerk to the Corporation)
 Matthew Fawcett (Interim VP – Curriculum & Quality)
 Alfred Cardona (Director of Quality & Transforming Learning)
 Brendan James (Head of Higher Level Skills – up to Agenda Item 5)
 Nicky Gibson (Director of Learning Support – up to Agenda Item 6)

Observer: Mark Farrar (Chairman of the Corporation)

1. Apologies for absence

Introductions were made by those present. Apologies for absence were received from Doug Trengove, Staff Governor.

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 – Tuesday 19 March 2019

Stuart Fraser advised that within agenda item 7 of the Minutes, £3 billion should be corrected to £3 million. This was amended and the Minutes of the previous meeting, held on Tuesday 19 March 2019, were agreed as a true and accurate record.

4. Matters arising

An update on outstanding actions from the March 2019 Committee meeting were provided:

Agenda Item	Action	Responsibility	By (deadline)	Update
Ongoing	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing
5.	Proforma for curriculum links to be issued going forward. Clerk to discuss with the Corporation the re-introduction of Governor profiles across the College and	Clerk	ASAP	Will be presented at the July Corporation Meeting.

	the Governance feature in the online newsletter.			
6.	Learner Voice strategy to be reviewed to include detailed learner involvement/level of engagement and a learner voice schedule to be included.	DOQTL	To be presented at the June Meeting.	The strategy is under further detailed review alongside the schedule for the new academic year and will be presented at the October meeting.
10.	Complete NTI report to be presented at the April Corporation Meeting.	DOQTL	30 April 2019	Complete
11.	English and Maths statistics to include a sub break down of students who were repeating the subjects or progressing.	DOQTL	June Meeting	Included in the English and Maths Update.
11.	Figures for students completing English and Maths to be checked.	Principal	ASAP	English and Maths report updated.
11.	Update on mock exam week to be provided at the next meeting.	DOQTL	June Meeting	Included in the English and Maths Update.

There were no additional matters arising that were not covered by the agenda.

5. Office for Students (OfS) and HE Update

This Agenda Item was minuted confidentially in accordance with Instrument 17 (2) (d).

The HHLS was thanked for his report and left the meeting.

6. Student Support Update

The Director of Learning Support (DLS) reported that there had been a significant increase in high needs delivery by 45% over 7 years. The College currently had 267 learners with high needs and was seen as the preferred provider for High Needs and Send support by 11 Local Authorities.

The Committee were informed that the Post 16 SEND Review report showed that the number of 16-18 year olds with SEND requiring post-16 education provision would increase by approximately 5% between 2018 and 2021. This equated to an additional 540 young people.

In response to a question from the Corporation Chair, the DLS confirmed that the increase in SEND learners was due to a growth in the population and an improved identification of need.

The DLS stated that retention for High Needs learners currently stood at 98% (267 learners) and predicted achievement was in line with non high needs learners. Projected increase for 2019/20 was an additional 60 High Needs learners based on Local Authority commissioned places to date.

Stuart Fraser questioned whether the increase in High Needs learners was putting pressure on facilities. The DLS advised that this has been mitigated by securing two floors for bespoke SEND provision. The Principal/CEO added that the Employer Engagement Team would be decanted and this area would be remodelled to make it more user friendly. The next phase of the Infrastructure Strategy was to focus on SEND and the additional intake.

The DOLS informed Governors that progressing High Needs Learners was 88% positive progression internally and new programmes. REACH Supported Internships had been developed for 2019/20 which would provide enhanced progression routes for High Needs learners who had reached their academic potential.

In response to a query from Stuart Fraser, the DLS stated that the delivery and theory of the supported internships would be delivered within the business not at the College. Looked after children – now includes those who have had care experience.

The Committee were provided with the statistics for Looked After Children (LAC). The College currently supported 332 LAC learners of which 138 learners were studying within the ESOL 16-19 area and were predominantly new to the county and unaccompanied minors. The predicted achievement for ESOL 16-19 LAC was currently 98%.

The DLS reported that there was an issue with achievement for LAC learners at Level one. Targeted intervention was currently in place in the form of 1:1 support and additional workshops. LAC training had been rolled out via the CPD programme to all curriculum staff and there was now a LAC Coordinator in place. The College had also agreed to undertake a one year a pilot with Terrace Metrics for c200-300 learners. The model had shown great impact for retention, achievement and progression of learners.

Stuart Fraser questioned whether the low achievement rates for LAC learners were because they had been placed on the wrong course. The DLS stated that she now had responsibility for overseeing Foundation Learning and as part of this was looking at introducing an Awarding Certificate that would be less theory and more practice based.

The Interim Vice Principal advised that it needed to be considered whether lower level teachers could adequately deal with the issues of these learners. Work needed to take place to up skill and develop these staff.

In response to a question from Stuart Fraser, the DLS advised that the plan for the next 12 months was considered as part of the business planning process. The LAC Coordinator was now responsible for distributing the caseloads and a huge amount of training with staff was taking place including using ESOL staff to upskill the Foundation Learning staff. The priority was to ensure that learners were on the correct

programmes and given the correct pathways.

The DLS reported that Opportunity Coaches were in place to work on a 1:1 basis with learners at risk of low attendance and low progress; home visits had taken place for 135 learners with a positive re-engagement of 78 learners.

The Committee were informed there had been difficulties in recruiting a full complement to the Student Union this academic year. Work was taking place with Student Ambassadors to recruit for next year and it was hopeful that a strong Student Union would be recruited.

Agreed: That the current position be noted.

The DLS was thanked for her report and left the meeting.

7. 2018/19 – Operational Deliverables and Balance Scorecard Update

The Interim Vice Principal provided a review of performance of the 2018/19 year to the end of term 2. Predicted performance data for qualification achievement rates and for destination data was currently being confirmed via the College's MAP meeting cycle and would be reported once the meetings were finished.

Areas of concern were highlighted and it was noted that a lot of the work was being undertaken to target and improve lower level English and Maths and strategies to secure early achievements had resulted in some improvements.

The Interim Vice Principal reported that although adult AEB was currently below target, it was projected to achieve full allocation by year end. Plans were in place to ensure additional funding was secured and AEB was scrutinised weekly at SLT meetings.

The Committee were informed that the College was currently waiting for the FE Choices Employer and Learner Survey results which would be published once received.

The Chair referred to the amber RAG rating of average class sizes of 16 for L2 and 3. The Interim Vice Principal advised that this had been rated amber as it was an area to monitor for viability. The intention, through curriculum planning, was to increase class sizes to assist in addressing finance issues.

In response to a query from Stuart Fraser, the Principal/CEO stated that income diversity was everything other than funded provision. The College's intention was to reduce dependency on funded provision. The Interim Vice-Principal added that the IoT was an opportunity to look at this.

The Corporation Chair referred to end point assessments. The Principal/CEO advised that the assessments had only just commenced. The College was considering the opportunity to offer the site for an end point assessment site.

In response to a question from the Corporation Chair, the Principal/CEO confirmed that there were no predicted issues with the ILR.

Stuart Fraser commented that he was sure that the work taking place in difficult areas would assist with the College's journey to Outstanding.

Agreed: That the current position be noted.

8. Teaching & Learning Update

The Director of Quality & Transforming Learning (DOQTL) reported that since the

previous meeting, the final profile of good and better for lesson observations had reduced by 2% to 86%. This was attributed to the more focused approach on student learning and robust moderation of all lesson observations. In addition, 30% of lessons have been graded excellent practice which had narrowed the previous gap. Observations of progress coaches had been completed and observation of personal coaches were taking place as learning walks to avoid duplication.

The Committee were informed that Notice to Improve (N2i) meetings were now taking place on a monthly basis and direct interventions strategies were in place. Digital and Media were showing signs of improvement.

The DOQTL referred to the recommendation on page 7 of the report to move towards a score card approach to teacher performance and therefore mitigate risks.

Stuart Fraser referred to the N2i areas and questioned whether the current interventions would have sufficient impact to be able to see improvement next academic year. The Interim Vice Principal advised that the focus was to get underneath the issues which had seen improvements. Targeted intervention was in place but the key was to ensure that the right learners were on the right programmes with adequately trained and supported teachers. Not all learners would progress but the College needed to be able to provide a level of progression. A more robust approach was now being taken forward instead of solely using the observation process therefore the scorecard assessment was critical to ensure the focus was not just on teaching.

The Principal/CEO stated that the College needed to escalate performance management related to remuneration and focus on remodelling the development of staff and leaders for the future.

Stuart Fraser noted that it appeared to be the same areas that were underperforming. The Principal/CEO advised that staffing needed to be reviewed and clear expectations provided that must be met. The Interim Vice Principal added that there had been a lack of intervention in these areas at the beginning which was being addressed but low level disruption also needed to be tackled.

Agreed: That the current position be noted.

9. English and Maths Update

The Interim Vice Principal provided an update on the position for English and Maths. He reported that the feedback from the actual GCSE exams had been positive from students and a lot of work had taken place to ensure students were prepared including targeted additional workshops and 1:1 support. For some areas attendance for English and Maths had been c78-79%.

Results for the mock exams in January/February showed that for English, of those who attended 31% either achieved or were within the Grade 4 boundary which was a dramatic improvement on last year and above sector average. For Maths, 34% either achieved or were within the Grade 4 boundary.

Stuart Fraser questioned whether it could be mandatory for learners to undertake the mock exams. The Interim Vice Principal replied that formative assessment should be happening with a summative assessment window. There was a need to ensure that anxiety for learners was increased. The College's English and Maths Strategy was being finalised and had changed the process. This would be presented to the Committee was completed. The Interim Vice Principal added that it was hoped to see achievements in these areas this year and was confident in the strategy moving forward.

The Committee were informed that there had been issues with Level 1 and Level 2

Functional Skills. The College had made the decision, in line with the revised conditions of funding, to not deliver Level 2 Functional Skills next year. The learners who completed the Level 1 Functional Skills would be enrolled for a GCSE.

The Interim Vice Principal advised that the College was increasing its Level 3 offer for core maths – learners would have access to a technical baccalaureate linked to multi skills technologists.

Action: English and Maths Strategy to be presented at the next meeting of the Committee.

Agreed: That the current position be noted.

10. Quality Improvement Plan (QIP) 2018/19 - Update

The Principal/CEO advised that the attendance provided for English and Maths was the timetabled attendance and attendance at workshops etc had not been included. The Interim Vice Principal stated that attendance at workshops would be captured going forward to use for evidence with Ofsted.

Stuart Fraser stated that the Committee needed to receive reports on good news as well as areas for improvement. This was agreed and the Clerk added that good news stories and articles regarding student achievement were emailed to Governors whenever possible.

The Interim Vice Principal advised that the narrative for the areas highlighted had been provided in the reports presented earlier in the Agenda. He stated that he wanted to ensure that the current QIP format worked for the Committee alongside the SAR and would welcome feedback on this moving forward. Stuart Fraser replied that it was key for the QIP to show progress and provide detail into the areas underperforming.

Stuart Fraser stated that a clear path from Good to Excellent needed to be set out.

Agreed: That the current position be noted.

11. Learner Voice Update

The Principal/CEO stated that learner voice was pivotal within the College and there was a direct correlation to making step by step changes to achieving a higher level of satisfaction. The key was to implement systems to be able to provide quicker alerts regarding student satisfaction e.g. what was happening in lessons, and the College was progressing communication through mobile phones to address this.

The Interim Vice Principal advised that curriculum surveyor would be amended to map into course level going forward to be able to see where the issues were in relation to learner voice.

Stuart Fraser referred to awareness of the Prevent campaign and British Values. The Principal/CEO responded that these were two issues that needed to be embedded into tutorials and induction. Learners did forget issues they were alerted to during induction etc but there was a need to ensure they developed a day to day understanding of both concepts and how these could impact on their behaviour.

The Interim Vice Principal provided a caveat to the data advising that subject areas and levels were not provided. A far larger group size would be required next academic year to ensure feedback could be assessed in more detail.

Agreed: That the Update be received.

12. Any Other Business

The Chair asked if it was possible for the new staffing structure to be shared with Governors. The Principal/CEO advised that this would be presented to the Corporation once it was confirmed at the July Meeting. The Section 188 had been issued within College that day after considering the course file and IoT priority areas and to address some areas that were over resourced. In addition there was a need to restructure some areas in line with reforms.

Action: New staffing structure to be presented at July Corporation Meeting.

The Interim Vice Principal advised the Committee that this was the DOQTL's last meeting as he was leaving the College and acknowledged his work and efforts. The Committee thanked the DOQTL and wished him well for the future.

13. Date and time of next meeting – To be confirmed at the July Corporation Meeting.

The Chair thanked all those in attendance for their contributions. The meeting closed at 7.30pm.

Agenda Item	Action	Responsibility	By (deadline)	Update
Ongoing	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing
9.	English and Maths Strategy to be presented at the next meeting of the Committee.	Interim VP/Clerk	November 2019	
12.	New staffing structure to be presented at the July Corporation Meeting.	Principal/CEO	1 July 2019	