

**Minutes of the Meeting of the Performance & Standards Committee, held on Monday 2 March 2020, 6.00pm in the Boardroom.**

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| **Present:** | Sarkis Mazmanian (Chair)Stuart Fraser (Vice Chair)Andrew BrownDoug Trengove (Staff Member)Yvonne Kelly (Principal/CEO)Stephen Mizen (Student Governor) |
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| **In attendance:** | Victoria Eastwood (Clerk to the Corporation)Matthew Fawcett (Interim VP – Curriculum & Quality)Brendan James (Head of Higher Level Skills – up to and including Agenda Item 5)Nicky Gibson (Director of Learning Support – up to and including Agenda Item 6) |
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| **1.** | **Apologies for absence**Introductions were made by those present. There were no apologies for absence. |
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| **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. |
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| **3.** | **Minutes of the Previous Meeting – Monday 2 December 2019**The Minutes of the previous meeting held on Monday 2 December 2019 were agreed as a true and accurate record.**Approved: The Minutes of the previous meeting, held on Monday 2 December 2019, were agreed as a true and accurate record.** |
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| **4.** | **Matters arising**An update on outstanding actions from the December 2019 Committee meeting were provided:

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| **Agenda Item** | **Action** | **Responsibility** | **By (deadline)** | **Update** |
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| 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 |
| 10. | Stage 3 data to be replaced with a bar chart to make it easier to read. | IVPCQ | Next Meeting | Amended going forward |
| 13. | Deep Dives into specific areas, including English and Maths, to be included on each agenda as appropriate.  | Clerk | Next Meeting | Completed  |

There were no additional matters arising that were not covered by the agenda.**5. HLS QIP Update 2019/20**The Head of Higher Level Skills (HHLS) provided progress to date (term 1) on the key priorities for improvement within the quality improvement plan:* Data monitoring and compliance – satisfactory progress
* Enhanced interview form to identify potential risks for non-continuation – good progress
* Monitoring of withdrawals to improve retention – progress requires improvement
* Retention – good progress
* New programme development – satisfactory progress
* HE academy – satisfactory progress
* Marketing – satisfactory progress
* Staff development and scholarly activity – satisfactory progress

The HHLS reported that to improve retention on all higher level programmes, the interview record form had been enhanced to include the recording of a broader range of indicators of potential increased risk of non-continuation. A change to the withdrawal process was being investigated to include the HHLS to ensure that all supportive interventions were consistently and swiftly applied to support student retention.The Committee were informed that the College was awaiting a revised sub-contracting memorandum from the University of East London (UEL) to allow recruitment for Foundation Degree Photography, Animation and 3D Design and BA (Hons) in Photography and Animation. A meeting was also taking place to develop a sub-contracting model for further programmes.The HHLS advised Governors that he had met with the new Director of Marketing to explore a range of channels e.g. LinkedIn to promote the IoT. A BDC approach to Higher Level Skills had been drafted outlining the changes in the delivery model to align more closely to the University academic year and provide for more cross curricular delivery. Stuart Fraser asked whether the College was now aware of the measures/data required by the OfS. The HHLS replied that the position was ever moving but the College had established some direction. More work was required on the ILR and the College was considering working with Greenwich University to build up the picture from the outset e,g index of multiple deprivation.Stuart Fraser questioned whether experimentation and research were still being considered. The HHLS responded that pedagogical scholarly activities were being professionalised. Work was taking place to identify staff for certain areas to ensure knowledge exchange and dissemination.The Chair queried whether the College would be hiring new staff. The HHLD advised that would be some up training and business planning will involve advance level students undertaking internships in these areas.In response to a query from the Chair, the HHLS stated that the College had engaged with Universities as part of the business planning process. The Principal/CEO added that discussion needed to take place with franchised partners as part of the IoT to consider embedding into teaching and learning. Andrew Brown advised that the College needed to consider developments taking place at Olympic park. The Principal/CEO confirmed that this was being considered and the College was in contract with UCL PEARL(Person-Environment-Activity Research Laboratory)  a project being run by professor of Engineering at UCL. The Principal/CEO noted that there had been changes to the model for the STAR subsidiary which would be supported by employers. A paper would be presented to the Policy & Resources Committee and then the Corporation to formalise arrangements.Stuart Fraser asked for clarification on the process of providing an updated achievement plan to the OfS. The Principal/CEO replied that there was no formal process unless the College reapplied. The outcome of the Bloomsbury case should be available mid-March 2020.Stuart Fraser asked the HHLS whether he was confident that the College had made sufficient progress. The HHLS stated that the action plan was much more focussed on data but the College needed to consider the advantages and disadvantages. The Principal/CEO added that progression outcomes for the OfS had already shifted to 18 months. Metrics moved along on an annualised basis but the data for the College would report as 0 as it would be reported through the franchise. This would need to be monitored.Andrew Brown stated that if the College was developing strong partnerships with the universities, it was a no risk situation and the College could review whether to resubmit to the OfS. The HHLS added that UCL, Coventry University etc had been very supportive.

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| **Agreed:** **That the current position be noted.***The HHLS was thanked for his report and left the meeting.***6. Student Support Update (incl. Ofsted Knife Crime)**The Director of Learning Support (DLS) provided an overview on the current position reporting that the College currently delivered Additional Learning Support (ALS) to 867 learners, 296 were High Needs learners which was a growth of 36 additional high needs learners this academic year. The place change request for High Needs had been agreed which would enhance the Element 2 allocation in 2020/2021 from 235 to 257. High Needs direct funding for Element 2 would remain much lower than the current and upward trajectory in High Needs delivery. The Committee were advised that in addition to the 296 High Needs learners, the College provided High Needs support to a total of 12 14-16-year olds whose funding came from the referring school High Needs Block funding, therefore an additional 12 learners for whom the College did not currently receive Element 2 funding.In response to a query from Stuart Fraser, the DLS clarified that element 2 funding was provided as an allocation based on lagged funding for high needs. The College had to claim the difference from the local authority. The DLS reported that the College had recruited a Head of Learner experience who was responsible for overseeing the areas of CEIAG, enrichment, learning resources and tutorial. Initial focus for the role was to review current policies and procedures. A skills analysis and impact assessment of each of the provisions had already commenced. Enrichment programmes were being considered to ensure these met the interests and needs of all learners. Presently a number of activities were heavily sport related.Stephen Mizen informed the Committee he was heading up enrichment projects on behalf of the student union, teaching students how to play Dungeons and Dragons in the POD. A morning and evening session had been offered with the evening session being well attended and the students would be returning for the next session. Other options such as debating, retro gaming, comic book club etc were being explored.The DLS advised that attendance remained an ongoing issue. Two additional opportunities coaches had been recruited; one specifically for English and Maths resulting in the College seeing a 13% decrease in Maths absences and a 17% decrease in absences in English lessons. Opportunities coach intervention accounted for 66% of learners and the average calculation improvement was 14.5%.Stuart Fraser commented that the improvements number of interventions were positive. The DLS added that there had been a change in reporting to ensure it was more effective going forward.The DLS reported that there had been an increase in number of incidents at the College since September 2019 to date. This was predominantly due to local community tensions and tensions in specific community groups. A 1% decrease had been reported in the number of students who felt safe in the college but this was in relation to the fact that an incident had occurred at the same time as the survey had been issued.In response to a query from Stuart Fraser, the DLS confirmed that the issues were being dealt with both internally and outside of the College. Additional searches were taking place, including with drugs dogs, and these had impacted effectively. It was proposed that the College will invest in an onsite police presence, enhanced security and the introduction of a Student Liaison Team.Stuart Fraser suggested that the onsite police presence be introduced for a period of time and monitored to assess effectiveness. The Principal/CEO advised that this would be provided until November 2020 in the first instance. Stuart Fraser stated that the knife crime report was a very interesting read and the amount of work undertaken to address knife crime was impressive. The DLS reported that a lot of learners travelled from different postcodes which caused tensions. The Police shared a gang matrix with the College to assist in forewarning of tensions. – The College was looking to secure additional funding to invest in a youth club to be run in house.**Agreed: That the current position be noted.***The DLS was thanked for her report and left the meeting.* |

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| **7.** | **SAR – External Validation Update**The Interim Vice Principal – Curriculum & Quality (IVPCQ) reported that the College Self-Assessment Report (SAR) had been externally validated by a previous Ofsted Inspector from FE Associates.The Committee were informed of the external validators recommendations and the key changes made to the SAR including Personal Behaviour, Development and Welfare graded as ‘Good’ rather than ‘Outstanding’ due to levels of attendance being below target. The IVPCQ advised that the SAR had been submitted. The College did not have to submit a SAR anymore but this could raise questions as the SAR showed the ability of the organisation to recognise weaknesses. |
|  | **Agreed: That the changes and areas of improvement be noted.** |
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| **8.** | **Headline QIP**The IVPCQ presented the headline QIP providing a review of term 1 through key strengths and areas for improvement. The Committee were advised that a copy of the QIP would be provided by email. Stuart Fraser questioned what actions were being taken to improve leadership and management. The Principal/CEO replied that identification of issues and support for performance had been put in place. Two senior management posts and head of curriculum posts had been removed through performance management.In response to a query from the Chair on what the College did well, the IVPCQ advised that the College had a large level 1 and 2 provision. These learners came with additional needs and improvement had to be driven forward holistically. The College ensured lower level learners received the support that they needed. Andrew Brown added that knowing the learner and acting on that was key.The IVPCQ reported that 2 out of 7 N2I areas had improved. Staffing issues as well as management vacancies had impacted on N2I areas and these areas would be targeted this year. The Quality Team and HHLS had reviewed the current position against targets in relation to key issues and some changes made in year were seeing an impact, particularly in Engineering. The Principal/CEO added that the balance scorecard would also provide measures against performance indicators.The IVPCQ asked whether members of the Committee would be interested in sitting on the next quality review meetings (QRM 2) where discussion would take place on the completion of targets from the first meetings (QRM 1). The Committee agreed that this would be beneficial. Stuart Fraser added that some of the issues had been talked about at this Committee for a long period of time and it would be useful to sit in on the quality review meetings. The Principal/CEO asked if the Committee would find it helpful for the QIP to be provided in a different format. The Chair confirmed he was happy with the existing format. Stuart Fraser noted that the current format was extremely informative and thanked the IVPCQ for his report.**Action: Headline QIP to be emailed to Committee.****Action: Members of the Committee (other than the Staff and Student Members) to be invited to join the next QRM 2 meetings. This to be included in the curriculum links scheme.** |
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| **9.** | **Quality Report**The IVPCQ reported that there had been good progress in Engineering and Plumbing but Motor Vehicle was an area of concern. The MAP and N2I processes had been re-aligned and key themes were monitored through a suite of reports. More targeted support was being provided in driving improvements and each N2I area had been assigned Quality Intervention Officers whose role was to drive improvement progress through data reviews, audits, attending team meetings, learner focus groups, learning walks and scrutiny of assessment process.Stuart Fraser commented that retention figures currently looked good. The IVPCQ replied that these figures were in year and would be affected if any further learners left the College. There had been a reduction in the number of learners missing for two or more weeks.The Chair stated that the College was expecting motor vehicle to improve with the appointment of a new teacher but this had not happened. The IVPCQ responded that the motor vehicle team had reduced by one this year and had two members of staff on long term sick which had impacted on the learner experience. Additional support was now in place to ensure the learners achieved. In response to a query from the Chair, the Principal/CEO advised that the biggest SME area in the market was motor vehicle and this area always recruited above target. The College’s September guarantee ensured that all learners received a place. A deep dive into this area would be required.The IVPCQ informed the Committee that there had been an increase from 44% to 71% in the number of Engineering learners passing external exams on the first attempt. Proactive strategies had resulted in an attendance increase in Plumbing FT study programmes and Plumbing English and Maths. Performing Arts would be picked up under the organisational performance review of Broadway.The Committee were advised that new terms of reference had been agreed for the Curriculum and Operational Group (COG) and the Curriculum and Learner Experience Group (CLEG). The groups had been refocused to target certain areas and provided a good forum for staff to establish ownership of their areas and clarity of expectation. The IVPCQ reported that the majority of EQA activity had been positive and three curriculum areas had been required to provide further evidence. Five key areas were identified as low risk and areas of good practice were identified.The IVPCQ informed Committee members that there had been an increase in the number of complaints in the first term predominantly due to the decant e.g. rooming and timetabling. It was agreed that the areas of complaints would be provided in the next quality report for reference.Stephen Mizen stated that some classes had initially been put in smaller classrooms with insufficient seating but had now been moved to larger classrooms going forward. This had impacted on attendance. The IVPCQ added that some classes had been moved with short notice and it was acknowledged that this had been poor practice. Going forward timetabling would be centrally coordinated instead of departmentally.Doug Trengove questioned why some complaints had not been dealt with for an extended period of time. The Principal/CEO replied that some of these complaints were concerning staffing issues which had taken time to resolve. There were specific reasons for all longer response times and this detail would be shared with the Committee. Doug Trengove stated that the issues this year regarding the decant etc were unique and the College did not experience that level of disruption each year. There was a need, however, to ensure timetabling issues were amended for next year. The Principal/CEO responded that timetabling would be changing and staff would be allocated a room to ensure the room size matched the group size. The IVPCQ added that there was a drive to improve classroom standards to ensure all areas were equipped the same way and were therefore conducive to learning.The IVPCQ advised that 159 learning walk observations had taken place in the first six weeks of term. 61% of these had been graded medium or low risk and appropriate intervention was in place in key areas. Regular observations took place in areas under N2I and Learning Champions had been assigned to these areas to support teachers in making improvements in their practice. Recording and reporting of learning walk observations had been redesigned to focus on the Education Inspection Framework (EIF) to include work scrutiny, monitoring of student progress and attendance as a limiting grade. Low level of attendance would impact on grading of lessons.Stuart Fraser stated that there were still three areas that were not performing well despite the interventions. The IVPCQ replied that some of the issues related to the resistance of the learner. A survey had been undertaken to explore and better understand learner difficulties. Attendance was improving in some areas e.g Trowel trades where a change in classroom environment had improved attitudes to learning and work. Andrew Brown added that this related to identifying risk factors and ensuring students were on the correct programme.Stuart Fraser asked if the College offered taster training. The IVPCQ responded that this was included as part of progression activities and enrolment. The College needed to consider how the curriculum was designed and ensure learners were fully aware of the requirements of the course.**Agreed: That the current position be noted.****Action: Areas of complaints to be included in the next Quality report and provided to the Committee for reference.****Action: Detail on all complaints with extended response times to be provided to the Committee.** |
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| **10.** | **Deep Dive – English and Maths**The IVPCQ advised that the report focused on English and Maths for 16-18. Adult and Apprenticeships had been included for information and the College was confident of driving these areas forward.Discussion took place regarding the levels of qualifications and it was agreed that a visual providing clarification of levels would be provided. The Principal/CEO stated that the starting point of the learner needed to be shared to be able to understand the distance travelled.Doug Trengove stated that entry level learners were a long way from GCSE level due to additional needs etc. The IVPCQ added that there was also a language barrier in some cases.The IVPCQ reported that qualifications on entry had previously not been captured effectively but his had now been rectified. Learners within 5 marks of the UMS boundary were to be pushed forward for the November resit but the UMS data had not been sufficiently captured. This would have benefitted the learner but also contributed to the College’s in year data.The IVPCQ advised that the biggest area of concern was attendance. The Principal/CEO added that the main attendance issue was functional skills Century Tech.The IVPCQ reported that online sessions were an area of concern. Subject specialist tutors would be available going forward and vocational teachers would attend century tech sessions. The management of online learning was being reviewed as the appointment of Facilitators had not been successful.Stephen Mizen advised that he had been working with the Head of Maths and English regarding use of Century Tech. A visit had taken place to Basingstoke College to see how they used the system and the issues they encountered were similar to those of the College. Century Tech was a good tool but if you provided a wrong answer it was unclear where you had gone wrong. When a large class was undertaking Century Tech, everyone was at different stages and it took time for the Facilitator to reach each learner. The IVPCQ replied that there were communication issues with staff about how the system could be used and a requirement for further CPD and training. 140K nuggets completed and c600K questions answered showed that Century Tech was being engaged with.Doug Trengove stated that attendance issues had been a problem for years and were historic. There were c2400 non-attenders and a deep dive was required to understand why they didn’t attend. The IVPCQ replied that it was not 45% of students not attending it was 45% non-attendance. The Principal/CEO added that these figures only concerned sessions outside of the classroom and the College was trying to capture all the learning that took place. Stuart Fraser noted that the low attendance was not solely caused by Century Tech.The IVPCQ reported that Basingstoke College forced Century Tech for the first year and found it didn’t work. They now ran their sessions as drop in or re-cap sessions which had improved attendance. Attendance at this College without Century Tech had always been poor but classroom attendance was 62%. The Principal/CEO stated that attendance was low due to poor starts and this was declining. Andrew Brown advised that Century Tech allowed greater flexibility and diversified the sites. The sessions for Century Tech should not be defined as the same status as turn up and be taught. The College needed to look at the total experience of learning Maths, the modes of support available and are the students participating in the learning experiences they are offered to get through the qualifications. There was a need to be clear what an AI driven learning environment provided e,g. successful completion of one task leads down one path etc. This mode of learning required a different mind-set for both the facilitator and the learner and the College needed to make sure they were prepared for the change.Stephen Mizen stated that learners did not understand the importance of achieving GCSE grades. They had already been to secondary school and were now being told they had to repeat the subjects.Stuart Fraser noted that the DLS had advised that interventions by Ops Coaches had led to improvements and questioned whether an Ops Coach could target English and Maths. The IVPCQ replied that there was currently an Ops Coach for English and Maths.Stuart Fraser asked whether a strategy could be developed to address the concerns that learners did not want to re-take English and Maths. The IVPCQ responded that the College would use employers to highlight the importance of English and Maths during induction etc. The Principal/CEO added that the College needed to go back to the learner journey from start to finish understanding learner goals, what they were aspiring to and where they wanted to go. Doug Trengove advised that the College did not get English and Maths right in the first few weeks and that was the reason why it did not work. This was historic. The Principal/CEO responded that implementation of the plan had not worked. Additional support was required to help the College through this journey at a more strategic lead than operational. A further update would be provided to the Corporation. The IVPCQ provided the next steps advising that the College did not want learners to repeat a negative experience which is was why exam windows were being introduced. Stuart Fraser stated that greater intervention needed to be included in next steps. The IVPCQ replied that there would be an impact if these steps were implemented it. The Principal/CEO added that a whole college approach was required starting with marketing, induction and enrolment. The group was very mixed and learners sitting in class with people they didn’t know did not work and neither did staffing crossing areas. **Agreed: That the current position be noted.****11. Operational Deliverables and Balance Scorecard 2019/20 incl IoT**The Principal/CEO reported that the operational deliverables would be presented at the next Corporation Meeting.The Committee were presented with the Balance scorecard and the following key points were highlighted by the Principal/CEO:* A RAG system was used to highlight successful performance and where action was needed;
* Performance Indicators reflected the following priorities: Responsiveness, Overall impact, Financial sustainability, overall effectiveness
* The quality and success of the College which came from the experiences and performance of its learners was measured through the following:
* Applications and conversion of these into enrolments
* Enrolments
* Attendance
* Retention
* Pass rates
* Progression and destinations
* Lot of intervention in place for Term 1. 16-18 recruitment was below the 19-20 target but due to lagged funding allocation for 19/20 is secured. The IVPCQ and team were targeting those who had not progressed.
* Adult recruitment was on track to achieve the allocation target.
* 14-16 attendance 1% below the previous years’ end position.
* Home elected learners and high needs were growth areas
* All ESFA and GLA funding allocations had been achieved against the budget profile at period 5. The introduction of a devolved adult budget, resulting in two adult funding bodies had increased the complexities of managing AEB with 96% (GLA) designated for delivery in London and 4% (ESFA) designated for out of London.
* Apprenticeship income was performing slightly below the profile. A revised profile had been completed focusing on delivering high value apprenticeship standards in 2020.
* Adult Learner Loans were performing below budget target at period 5 and had dropped to £600K.
* Deep dives were scheduled to take place in selected curriculum areas by an external agency
* Separate scorecard for IoT. All remaining IoT KPI’s were under development and currently recruitment was the only measure available. Levels 4/5 recruitment was below target and needed to be monitored.

The Committee were referred to a compliment received by the College for the Head of Learning Innovation’s work on the Teach Too project.The Principal/CEO asked for feedback on whether the KPI table was transparent enough for Governors requirements. The Chair queried whether the College needed to be explicit in its aim to achieve OfS targets. The Principal/CEO replied that targets were included and regulatory bodies could be included in the key. It was intended to implement a real time dashboard going forward.**Agreed: That the current position be noted.**  |
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| **12.** | **Apprenticeship Update**The Principal/CEO reported that 2018/19 overall success was reported at less than 63% with timely success being at a low of 38%. Issues identified with the notification of late achievement and withdrawal were impacting significantly on anticipated success rates for 18/19.The IVPCQ advised that the three risk areas were CIPD, electrical and project management. These areas were being closely monitored. The Committee were informed that employer and stakeholder satisfaction continued to transition to direct feedback onto the government website alongside the FE choices survey undertaken with both Levy and Non-Levy employers. As of the date of the report, only 80 (20%) of the employers engaged with by the College had responded. Engagement of employers was through the Business Development team to continue this feedback. The Principal/CEO advised that a strategy for growth in apprenticeships was underway and the target was set at £3m. Current vacancies and applications had been slow and this needed to be accelerated to hit targets.The Chair asked whether the plan in place was realistic to meet the targets. The Principal/CEO replied that each sales person had a caseload of 25 per month and these were high value.The IVPCQ informed the Committee that the College would hit the industry placement funding target. At present 90 learners had commenced or completed a placement. The Committee were advised that the College’s subcontracting figure was c10%. One subcontract partners had now achieved the full contract value awarded and others were on track to achieve. The College had five managing agents contracts in place primarily in construction and engineering. Work was underway in electrical to support past end date learners and this area was under N2I.**Agreed: That the current position be noted.** |
| **13.** | **Learner Voice incl Induction Survey 2019/20**The IVPCQ reported that a lot of activity was taking place this year compared to last year. The induction survey included more questions and an increase of over 1000 learners had responded compared to the previous year. The increase in responses was also parallel to the 1% decrease in learners feeling safe. The induction survey was attached for reference broken down by directorate. The IVPCQ advised that further surveys would be issued through the year but at present there was a 95% satisfaction rate that learners felt they were on the right course. It was acknowledged that the Student Union were working collaboratively on ‘you said we did’ findings and course reps had been attending team meetings.In response to a query from Stuart Fraser, the IVPCQ confirmed that learners were responsible in finding their own work placements to encourage developing ownership and accountability. Some learners were already working in the industry. Andrew Brown noted that the issues around careers related back to several issues previously discussed at the meeting and highlighted whether learners were seeing the programmes as entry to careers/the work place. The IVPCQ added that the College needed to get away from the qualification driven mind-set.**Agreed: That the position be noted.***The IVPCQ was thanked for his reports and left the meeting.* |
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| **14.** | **Curriculum Links Update**The Clerk presented the revised curriculum links scheme and proposed governor curriculum link areas. It was noted that some link areas had been amended to reflect changes in Corporation membership and re-alignment of curriculum areas. All Corporation members had now confirmed their links but it had been agreed that to avoid a conflict of interest, the Vice-Chair would step down from his link with Broadway. Andrew Brown agreed to incorporate Broadway into his existing link with Performing Arts. Two areas remained without a designated governor link and ways of filling these vacancies would be explored by the Clerk.The Clerk noted that attendance at the QIP review meetings by the Committee, as agreed earlier in the agenda, would be added to the scheme. Governors were asked to approve use of the proposed pro-forma.**Approved: The curriculum links scheme and pro-forma were approved for future use subject to the addition of the QIP review meetings.** |
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| **15.** | **Committee Risks**The Clerk reported that other than Risk 19 – MIS Learner Data, all risks remained unchanged. Risk 19 had been re-graded to medium given government changes but the Committee were assured that the necessary controls were in place.**Agreed: That the amendment to Risk 19 be noted.** |
|  |  **AoB**Discussion took place on priorities going forward and the following actions were agreed:**Action: English and Maths predicted achievements and outcomes and progression to be discussed at the next meeting of the Committee.****Action: Follow up strategies to raise attendance and QAR in English and Maths to be discussed at the July Corporation Meeting****Marketing implementation plan to be discussed at the June Performance and Standards Committee** |
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| **16.** | **Date and time of next meeting – Monday 8 June 2020, 6pm** |

The Chair thanked all those in attendance for their contributions. The meeting closed at 8.55pm.

Signed……………………………………………. Date……………………………………

 Sarkis Mazmanian (Chair)

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| **Agenda Item** | **Action** | **Responsibility** | **By (deadline)** | **Update** |
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| 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 |
| 8. | Headline QIP to be emailed to Committee. | Clerk | ASAP |  Complete |
| 8. | Members of the Committee (other than the Staff and Student Members) to be invited to join the next QRM 2 meetings. This to be included in the curriculum links scheme. | IVPCQ/Clerk | As part of the quality cycle | Could not take place due to College closure |
| 9. | Action: Areas of complaints to be included in the next Quality report and provided to the Committee for reference. | IVPCQ/Clerk | ASAP |  Complete |
| 9. | Detail on all complaints with extended response times to be provided to the Committee. | IVPCQ/Clerk | ASAP |  |
| AoB | English and Maths predicted achievements and outcomes and progression to be discussed at the next meeting of the Committee. | Clerk/IVPCQ | June 2020 |  |
| AoB | Follow up strategies to raise attendance and QAR in English and Maths to be discussed at the July Corporation Meeting | Clerk | July 2020 | Structure of the meetings changed from March 2020 – this will be picked up going forward. |
| AoB | Marketing implementation plan to be discussed at the June Performance and Standards Committee | Clerk | June 2020 | Marketing strategy to be presented to full Corporation. |