Meeting of the Performance & Standards Committee

Date:	7 March 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), 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, Doug Trengove 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 Lisa Dee, Doug Trengove and Swati Toshniwal.
2.	**Appointment of Vice-Chair of the Committee** The Chief Governance Officer (CGO) reported that discussions had taken place prior to the Committee and Alex Keay (AK) had agreed to be recommended for the role of Vice-Chair. AK had met with the current Chair and CGO to discuss the role and the Chair endorsed this recommendation. **Approved: That Alex Keay be appointed as Vice-Chair of the Performance & Standards Committee for the remainder to the 2021/22 academic year.**
3.	**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.
4.	**Minutes of the Previous Meeting – Monday 29 November 2022** The Minutes of the Meeting held on Monday 29 November 2021 were agreed as a true and accurate record. **Approved: That the Minutes of the Meeting held on Monday 29 November 2021 were agreed as a true and accurate record.**
5.	**Matters arising** Matters arising from the November 2021 meeting:

Agenda Item	Action	Responsibility	Timescale	Update

	.2	Appointment of Committee Vice-Chair deferred to the next meeting.	CGO	March 2022	Included on Agenda
	6.	Link Governors to receive the storyboards relevant to their link areas when completed.	COO/CGO	January 2022	Links confirmed - To be issued by 14/03/22
	7.	Parliamentary briefing on FE funding to be shared with the Corporation.	CGO	ASAP	Completed

There were no further matters arising.

The Chair stated that the curriculum links process would be launched that week and encouraged Governors to be involved as much as possible.

6.	**QIP 2021/22 - Update**
	The Chief Operating Officer (COO) reported that the College IP software had been used to provide an analytical view of the QIP and this also ensured the data would be easy to export for inspection purposes.
	MS updated the Committee on the work that had taken place in College IP and provided detailed feedback on how the system worked and the need to ensure milestones and progress were in place. In response to a query from the Vice-Chair, the Committee were advised that the system would be updated half-termly and work was taking place to roll out training to ensure that managers knew the system.
	CT stated that this was a useful overview and recorded his thanks to those involved. The COO added that there was a huge drive this academic year to visualise data across the College.
	Agreed: That the current position be noted.

7.	**Marketing & Recruitment Plan and Targets 2021/22 Update**

CW provided the headline statistics in the following areas for marketing and recruitment:
- Current position re recruitment
- Campaigns and messaging – messaging matrix in place
- Chasing adult learners and widening offer
- Enhancements to website
- Increase in out of home marketing to address technology issues and access wider public
- Early indications next year were positive – increase in 50% for 16-18 and increase in HE, decline re adults

The Chair asked whether there were specific areas for 16-18 where recruitment was lower. AMcDC replied that numbers had increased for creative areas but childcare and beauty courses had lower than expected numbers, however, numbers had increased in some areas for next year. The business planning process was considering courses that may need to be adapted/changed etc. The Chair stated that there needed to be a degree of focus to keep the position under review and highlight transferable skills.

The Chair questioned whether the College should offer more adult provision online/mixed mode offers. AMcDC advised that some lower level adult learners did not have digital skills and this was being addressed. There were currently 10 centres available for adult ESOL learners but many of these had closed due to the pandemic.

	CT advised that to enhance the framework the College needed to consider audience/solutions and be clear what the issue was in respect of those audiences. CW stated that a framework was in place alongside channels that need to be used but this would be linked together. The Chair asked whether members of the community fully understood the courses on offer and the opportunities these courses could lead to. There was a need to be able to influence those that 'influenced' the students accessing the course. LJ added that it was key to be able to sell the notion and path of the course. **Agreed: That the current position be noted.**
8.	**Capturing Learning Report Update** AD provided an update on capturing online learning, including the following key points: - Progress to date – API's/BigQuery - Google for students/Google classroom - Issues re staff list – project underway to make sure corrected for the future - Sample data outcomes - Pilot project/potential risk - BDC online insights dashboard - NFC/Card reader usage The Vice-Chair asked how the questions asked were decided. AD replied that questions were aimed at those doing well and those not doing well to provide a correlation between the two. CT asked how it was ensured that good practise was shared. AD advised that the blended learning framework had tutorials alongside links to learning walks which then tied into the QIP and actions on College IP. The Chair stated that utilising data at different levels was really useful and the College needed to shape learning experiences for individual learners. **Agreed: That the current position be noted.**
9.	**Quality Report Update inc Learner Voice Update** - MAP meetings – focus/aspect/source/what is needed for each course - Focus – update on actions, predicted achievement, learner voice - MAP meetings taking place for all curriculum areas inc apprenticeships and E&M - Actions logged through Microsoft planner and updated on QIP - Learner voice – mid year survey – 38% response rate (23% 20/21) – 84% overall satisfaction rate (87% 20/21) - 35% agreed needed help with wellbeing and to keep on track; 89% - approached teacher if needed help and 90% - felt course preparing them for next steps - Lot of analysis to take place with managers to understand data – will inform MAP meetings at a local level The Committee discussed other ways that the College used to obtain learner voice feedback. The Principal/CEO advised that the response rate pre-covid needed to be considered. Teams needed to own the data for learner voice and consider which questions gave the quick wins and which required work into next year. MS stated that analysis would be retrospective across other years . LJ advised that lots of compliments had also been included and although the survey dealt mainly with curriculum areas, feedback covered cross college areas such as services. The Vice-Chair referred to questions that were not operational and asked whether there was a shift in the market regarding impact on student expectations of the course. This feedback was important for marketing and an area that Governors needed to understand and scrutinise. The Chair added that the

	student body was changing and therefore so was the impact of expectations and external factors. The 'You Said We Did' feedback was crucial. LJ advised that focus on different qualifications such as T-levels was taking place. AMcDC added that work was taking place to manage student expectations and explain to learners in a way that they could understand feedback. The Committee were referred to the complaints and compliments in the report which were discussed and noted. **Agreed: That the current position be noted.**
10.	**English and Maths Report Update** AMcL highlighted the following: • Updates on assessment – spring term progress • Work and support to prepare learners • Extra functional skills and GCSE support in place for learners • November resits – attendance lower than expected – work taking place to address issues to understand why learners are not attending exams and obtain feedback and keep engaged for summer exams • Impact of centre assessed grades this year and next year – extra support to address impact • Focus of exams – next steps CT questioned whether there was a capacity issue as non-attendance increased alongside the increase in learners in each area. AMcL advised that more learners were engaged in extra tuition and a lot of learners for GCSE Maths did not take the exam but were still engaged in the programme. The Chair asked if there was any opportunity for peer mentoring for exam strategy. AMcL replied that consideration was being given to learners working with other learners and how to support the peers they were studying with. Whole College mock exam would be important this year to provide a real experience. A lot of work taking place to improve confidence in learners in different ways. **Agreed: That the current position be noted.**
11	**Higher Level Skills Report Update** DP presented the following key points to the Committee and discussion took place on the following: • OfS – QAA – Quality Standards Review Process – Option 1 agreed • QAA visit process (3 days – October 2022) • Office of the Independent Adjudicator • Signed up to the 7 principles (QAA Academic Integrity Charter for UK Higher Education) • BDC a member of Linking London Uni Connect Steering Group • HE Growth Strategy – revalidation of Glyndwr BA Hons Business Management and MBA programme • Advance HE – professional standards framework being revised • HE policy statement and reform consultation CT advised that FE Colleges could tie provision to local needs whereas HE learners found careers after the courses. The Chair added that more nuanced provision that related to the careers available was provided in FE. DP advised that part of the HE strategy would be to develop progression routes from T-levels. The Principal/CEO reported that the College was considering whether to start from a blank canvas with new programmes bespoke to the needs for HTQ's within the IoT and there was a need to refine the College's position for Level 4. The Chair stated that there was an issue re cohort and class size which was inefficient.

	Agreed: That the current position be noted.
12	**Apprenticeship & Employer Training Report Update incl Employer Voice**
	SH highlighted the following key points:
	• Behind with apprenticeship targets – work taking progress this year and positioning for next year
	• C100 starts between now and end of March – 33 vacancies to fill in pipeline
	• Speaking with employers re talent pools for future opportunities and how to grow apprenticeship knowledge
	• Work with companies to upskill their workforce and utilise their levy money
	• Bidding for tenders – Camden
	• Links to apprenticeships – skills bootcamps for electrical apprenticeships
	• Consideration re subcontracting for digital
	• RoATP – awaiting outcome
	• Opportunities – Level 3 training in construction being explored
	• Employer voice
	CT queried whether there was an opportunity to approach employers regarding MBA's alongside apprenticeships to provide enhancement to the relationship beyond apprenticeships. SH replied that this could be considered but the key focus was around sector focussed marketing and key account managers. The Principal/CEO added that the current issue for the College was staffing.
	The Vice-Chair asked whether it was demand or operational issues affecting digital numbers. SH responded that the issue was operational in terms of ensuring full skillset and engagement needed to move forward with a holistic approach.
	The Chair advised that the College needed to be assured that the appropriate staff and strategies were in place going into next year. This was a challenging and exciting area but also a difficult area to understand for governance. The Principal/CEO stated that the profile and actuals for next year would be provided at the June meeting.
	Action: Apprenticeship profile and actuals to be provided at the June meeting.
	Agreed: That the current updated be noted.
13	**ELIOT & InWork Traning (IWT) Report**
	The COO updated the Committee and discussion took place on the following key points:
	• Level 4/5 technical failure to recruit
	• Level 3 numbers good
	• Embarked on marketing campaign – updating website
	• 21 IoT's across the country
	• Ground floor space in ELIOT – industry collaboration zone – HTQ funding used to finalise spaces
	• IWTP – 188 applications for electric vehicles
	• Move to online in some cases re attendance
	Agreed: That the current position be noted.
14	**Student Support and Learner Experience Report Update**
	DF advised the Committee of the key points below:
	• Additional Learning support targets
	• ALS restructure taken place – more distributive model increasing impact and accountability

	• Element 2 target likely to be exceeded • Element 3 – estimated at 94-95% of target • AEB and Apprenticeship ALS funding – particular focus on this – confident this will increase • Learner experience – 1:1 interventions increasing • Work taking place to understand impact of interventions • Analysis of enrichment events **Agreed: That the report be received.**
15	**AOB – Effectiveness of meeting** The following comments were noted: • It had been good to return to in person meetings • Headline information presented had been well received • It would be beneficial to provide all College EDI data to use as a comparison when looking at EDI data in specific areas • Governors would benefit from receiving the presentation in advance to be able to follow on screen Staff were thanked for their reports and presentations.
21	**Date and time of next meeting – Monday 23 May 2022, 4pm**

The Chair thanked all those in attendance for their contributions. The meeting closed at 18.01pm.

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

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