



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
3.00pm, WEDNESDAY 6 FEBRUARY 2019**

<b>Members:</b>	*Margaret Capon; *Michael Clarke; *Robert Lasseter; *Vicky Prior; *Luke Rake (Principal); *Elaine Taylor (Chair); *James Tirrell; *Linda Wyatt
<b>In attendance:</b>	*Nicky Porter (Assistant Principal – Student Experience & Progression); *Lawrence Ware (Director of Systems Integration); *Vanessa Gifford (Clerk)

ITEM NO.	DETAIL	ACTION
1.	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest <b>NOTED</b> .	
2.	<b>APOLOGIES</b>  There were no Apologies for absence <b>RECEIVED</b> .	
3.	<b>MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2018</b>  The Committee <b>AGREED</b> the minutes of 21 November 2018 as a true and accurate record, and <b>APPROVED</b> them for website publication.	
4.	<b>MATTERS ARISING</b>  The matters arising were <b>NOTED</b> as: <ul style="list-style-type: none"> <li>• A full strategic review of Apprenticeships was scheduled for the next Corporation meeting.</li> <li>• The Old Library was now being utilised for one to one meetings during Open mornings, with other staff supporting. It was reported that the conversion rate at Open mornings was increasing.</li> <li>• The SAR validation timing would be later but the Principal expected the new Deputy Principal (Learning &amp; Performance) to reformat the event once he commenced.</li> <li>• Careers Strategy would be presented to the Corporation at a later 4pm session.</li> <li>• The Lead for English and maths had been informed of the amendments to the original SAR.</li> </ul>	<b>VG</b>
5.	<b>FE PERFORMANCE REPORTS 2018/19</b>  The Principal advised that there was work being undertaken to provide more	

	<p>intelligent data with the integration of systems, and with the new appointment of Deputy Principal (Learning and Performance) this would evolve further.</p> <p>In the meantime the Principal provided an update on the current Retention, which was positive. He advised the Committee that the figures highlighted in yellow provided the trend data with 93.15 being the current figure for 2018/19 which Ofsted would monitor. It was suggested that this highlighted that the robust enrolment procedures had achieved the required results for retention.</p> <p>The Principal advised that Achievement was still being measured against old benchmarks which included English and maths. The Committee was reminded of the issues with City &amp; Guilds within the Animal Care Department and at this point in time the Principal advised that achievement was improving but not to where he would like it to be. He added that as systems were integrated the staff would have increased ability to be able to provide an audit function on the data. The Principal advised that the C&amp;G complaint to Ofqual was ongoing with other colleges now logging their own issues and the complaint would be investigated once all issues had been exhausted with the examining board. The Principal advised that he was in regular contact with the Principal of Sparsholt College who was in the same position. It was reported that Hadlow College had now moved all its qualifications to Edexcel, but KMC had only changed the Level 2 qualifications at the current time, with other levels remaining with C&amp;G. The Principal advised that the Animal Care Department had struggled with the transition between examining boards and he was currently in discussion with the Department Head, however the new Deputy Principal (Learning and Performance) would have a view when he commenced. The individual departments were reviewed and the Principal agreed to circulate the data with the Equine Department included as this appeared to be missing.</p>	LR/LW
6.	<p><b>HE PERFORMANCE REPORTS 2018/19</b></p> <p>The Higher Education Update was <b>NOTED</b>, and the following points made:</p> <ul style="list-style-type: none"> <li>• The Principal reported that HE performance was solid although there had been issues with staff absences in 2018. It was noted that the College was currently consulting on notice periods to improve timings between employment of staff.</li> <li>• The Principal reported that a recent Higher Education Academic Board (HEAB's) meeting, which assisted with capturing the Student Voice, had only attracted one student so had been postponed. It was noted that this also related to the lack of appointment to the HE Student Governor role. The Principal suggested that both areas could be approached with a different attitude.</li> <li>• The feedback from the Survey was useful.</li> <li>• The Principal considered that the Head of HE had a good understanding of the issues and would work with the new Deputy Principal (Learning &amp; Progression) to resolve them and move forward.</li> <li>• The Link Governor for HE reported that she had met with the Head of HE before the meeting and could report the following: <ul style="list-style-type: none"> <li>* Recruitment was looking positive for 2019/20 with a marked improvement.</li> <li>* Referring to the Survey – she considered that the timing of the Survey was pivotal, as students had just received feedback on assignments when the Survey had been circulated.</li> <li>* There were still some staffing issues.</li> <li>* The Link Governor considered that the Corporation should be</li> </ul> </li> </ul>	

	<p>mindful of upcoming changes to HE, but considered that the Head of HE was in a strong position to move away from three year programmes and be more flexible going forward.</p> <p>* Additional promotional material was being worked on.</p>	
<p><b>7.</b></p>	<p><b>APPRENTICESHIPS PERFORMANCE REPORT 2018/19</b></p> <p>The Apprenticeship Performance Report 2018/19 was <b>NOTED</b>, with the following points made:</p> <ul style="list-style-type: none"> <li>• The Principal forewarned the Committee that Apprenticeship and Adult Learning achievement currently sat below the Minimum Standards of Performance with the ESFA for 19+ classroom learning. The challenge had been with the Horticulture Department the previous year with some data issues and some partner-based provision which was now terminated.</li> <li>• The Principal reported that remaining apprenticeship provision was acceptable for completions however the College had to ensure that it was timely.</li> <li>• Changes had been made to the staffing with the Apprenticeship Team with the loss of the Manager, and the Principal would be managing until the new Deputy Principal commenced. Co-ordinators had reverted their work back through the departments, with a new central administration function to ensure there was a stronger understanding of the issues.</li> <li>• The Principal advised that poor quality sub-contacting had been withdrawn.</li> <li>• It was noted that there were many issues affecting Apprenticeships both internally and externally which was highlighting within the Risk Register and required significant monitoring.</li> <li>• The Assistant Manager had been retained and was working through the systems and processes to ensure there were no surprises.</li> <li>• Overall College Income was being impacted by Apprenticeships however the number of students enrolling on Apprenticeships was a national issue affecting the whole sector, with many larger organisations utilising the levy on existing staff development.</li> <li>• The Principal considered that some strategic decisions would be necessary on whether to run some courses, and the new Deputy Principal (Learning and Performance) would be tasked with reviewing this to ensure that the College had quality provision.</li> <li>• It was noted that the LEP was focused on higher frameworks and these were part of the College development plan but there was a question of capacity.</li> <li>• The Principal acknowledged the College was on a journey and this provision had to improve and further detail and scrutiny would be provided to the Corporation prior to the next meeting, to ensure there was self-awareness and no surprises.</li> </ul>	
<p><b>8.</b></p>	<p><b>STUDENT EXPERIENCE AND PROGRESSION REPORT</b></p> <p><b>Careers Audit Report</b></p> <ul style="list-style-type: none"> <li>• The Committee was pleased with the progress to date, and the compliance with the Gatsby Benchmarks.</li> <li>• There was a strong and developing focus on Careers within the College and a wider understanding had been developed.</li> <li>• The Committee was advised that the Principal sat on the Careers and Enterprise Panel and Dorset had received no funding for a Careers Hub</li> </ul>	



	<p>deliberate decision on Marketing grounds.</p> <ul style="list-style-type: none"> <li>• The Principal advised that a major capital investment had be made on the website and a new version would go live in around 6 weeks.</li> <li>• It was agreed that the question relating to whether students felt safe should be monitored as the College would not want to see the figure decline any further, but it was suggested that this was interpreted differently by girls and boys, and could easily be instances of perceptions of lighting etc. which would not mean that the student had been frightened.</li> <li>• The Principal advised that although the percentages were high and very good the College was not complacent.</li> <li>• It was noted that the demographics had reached the lowest point for the County and were now rising so it was hoped that applications would increase further.</li> </ul>	
<p>9.</p>	<p><b>RESIDENTIAL UPDATE</b></p> <p>The updated Residential Report was <b>NOTED</b> and the following points made:</p> <ul style="list-style-type: none"> <li>• There had still been no sign of a Residential Inspection, however it was reported that everything was in place and the Senior Warden was an excellent appointment. Residential provision had been graded 'Outstanding' in the SAR.</li> <li>• It was agreed that Residential provision at the College was strong and that it could be bespoke.</li> <li>• The Committee agreed that the report read well, noting a couple points: <ul style="list-style-type: none"> <li>* The flood to the Annex had made it unusable until May as asbestos had been found. The students had been rehoused in the houses as a compromise and it was compliant.</li> <li>* The Annex would be refurbished as an ongoing development to facilitate other use eg. Field Study Centre.</li> </ul> </li> <li>• It was noted that provision was still small which SMT had discussed at length but considered it appropriate to continue despite the challenges.</li> </ul>	
<p>10.</p>	<p><b>SURVEYS</b></p> <p><b>DfE Staff Survey</b></p> <ul style="list-style-type: none"> <li>• It was noted that the number of respondents was very low, with only 34 teaching staff responding and the Committee questioned how many were part time. The Principal advised that 25% of teaching staff were part time and 75% full time.</li> <li>• The results compared with other colleges, although it did highlight that the KMC teaching staff were less academically qualified which was no surprise. The Principal advised that the college continued to support staff with CPD and it would be interesting to see the changes in time. The Principal advised that the lack of Level 7 qualifications impacted on how classroom teaching developed, including stretch and challenge.</li> <li>• The Principal presented all areas of the survey, and added that teaching staff had 858 contract hours which was a challenge to timetable over a week. There should be a benefit with the decision to extend the year.</li> <li>• It was agreed that the Survey did not highlight many strategic issues.</li> </ul>	

	<p><b>Internal Staff Survey</b></p> <ul style="list-style-type: none"> <li>• The Principal advised that this was the second annual survey to be completed and he had not included the open responses which would be scrutinised by CMT.</li> <li>• The Principal was pleased with the outcome of the Survey and considered there to be a significant shift in staff satisfaction. He advised that the response rate was down but considered that staff were less inclined to complete if they had no issues.</li> <li>• The Principal advised that there were no industry benchmarks, the Committee could only compare with the previous internal Survey, but he considered that the College was going in the right direction and making good progress.</li> <li>• The Principal advised that an Aspiring Manager development course had just commenced and 27 staff had attended the first session which was encouraging. The College now had to follow through and provide opportunities for progression.</li> <li>• The Principal suggested that some staff did not complete the survey as they did not consider it to be anonymous but he assured the Committee that it was although some staff had self-identified. He considered it to be professional dialogue which was shared in the correct way.</li> <li>• It was noted that a Governor had requested if there was any gender difference and this would be reported to the Corporation meeting.</li> <li>• The Principal advised that SMT would scrutinise the complete Survey to find the key themes and report back to the next Staff Briefing to evidence that the staff voice was considered and it was worth completing the Survey in the future.</li> <li>• The Academic Staff Governor questioned who looked after the staff and the Principal advised that the ultimate responsibility came down to him to monitor the culture. He had continued dialogue with the College Management Team and considered himself to be approachable to all members of staff. He considered that transparency and consistency were paramount and any developments were in the interests of the learners. He hoped that all staff were working in the same direction to generate trust. The Principal acknowledged that it was easy for small departments to get isolated but there are a number of mechanisms for staff to access support.</li> </ul>	<b>LR</b>
11.	<p><b>SAFEGUARDING</b></p> <p>It was noted that the Assistant Principal (Student Experience &amp; Progression) was the Deputy Designated Safeguarding Lead and carried out the vast majority of the operational work which continued to be a high priority of the College. It was reported that there had been many changes in the last twelve months with increased referrals and activity. The Principal suggested that this was down to more robust and thorough systems and procedures.</p> <p>The Committee questioned whether there had been any incidents and the Principal advised that there had been no incidents that required governor involvement and if there had the issue would have been reported to the Corporation through the Link Governor for Safeguarding. He added that the main issues had been drugs and alleged sexual assaults, and they had put significant strain on the staff and resources. It was noted that the main problem was the volume of issues rather than their nature, but there was nothing of unusual strategic importance at the present time. The Committee were reassured that the volume had probably increased due to improved</p>	

	<p>identification and noted that a full report would be presented to the Corporation at the end of the year.</p> <p>It was noted that the new software 'My Concern'; was working well and the Committee was reassured that Safeguarding was effective.</p>	
<p><b>12.</b></p>	<p><b>SYSTEMS UPDATE REPORT</b></p> <p>The Principal introduced the Director of Systems Integration and advised that he had worked with him at Hartpury College where he had transformed the systems.</p> <p>The Principal advised that the challenge at KMC was that over time an overarching strategic approach had not been taken which meant that systems did not 'talk' to each other.</p> <p>The Director of Systems Integration presented a diagram of the many systems used within the College advising that there was no centralised reporting, or a single version of the truth. He was attempting to remove old systems and to strengthen Unit E as the core system. It was encouraging that staff had been keen to embrace the changes as it would reduce data entry and reduce errors, whilst tightening up on the implications of GDPR.</p> <p>It was noted that in addition, the Director of Systems Integration would be implementing online services where applications and enquiries could be made online, and all the information would go directly into Unit E from the first input, and allow monitoring in real time.</p> <p>The Committee questioned the financial implication of these changes and was informed that there would be cost benefits. There would be eventual cost savings of £13,500 per annum on licensing and an additional £500 cost for extra add-ons to Unit E, so the long term financial benefit was significant and would give business advantages. The Principal also advised that there would be an impact on the quality and standard of provision as there would be a reduction in staff activity with staff having time released to carry out other things more efficiently. It would also provide accurate management information and strengthen the tracking and rigour of the QA processes which was desirable to ensure the College continued to move forward.</p> <p>The Committee applauded this work and was advised that the system should go live in September with training already in place. Member agreed that this work was crucial and very exciting, with opportunities to streamline systems and looked forward to a progress report in the future.</p>	
<p><b>13.</b></p>	<p><b>COMPLAINTS/COMPLIMENTS UPDATE 2018/19</b></p> <p><b>Complaints</b> The Complaints Report was <b>NOTED</b> with the Principal advising that now that students were encouraged to wear uniform they were more visible to the general public and he considered this to be a good thing as students would be more accountable for their actions and add pride to the College.</p> <p><b>Compliments</b> The Compliments Report was <b>NOTED</b>, and agreed that the College was improving at sharing compliments with a wide range being presented.</p>	

<b>14.</b>	<b>INFORMATION, LEARNING &amp; TECHNOLOGY STRATEGY GROUP (ILT)</b>  The minutes of the ILT Group of 22 January 2019 were <b>NOTED</b> , with the main point being the work the Director of Systems Integration was carrying out and the significant investment to IT and MIS. The Principal advised that over time an over-arching IT Strategy would be considered and implemented.	
<b>15.</b>	<b>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</b>  The following risks were identified by the Committee for consideration, with all further risks assigned to the Committee being considered as having the appropriate mitigating factors: <ul style="list-style-type: none"> <li>• Apprenticeships was already on the Risk Register and remained a high risk, and was being mitigated to a better degree. The Principal stated that it continued to be monitored to see how the year panned out.</li> </ul>	
<b>16.</b>	<b>ANY OTHER BUSINESS</b>  No further business was raised.	
<b>17.</b>	<b>2018/19 MEETINGS</b>  The following dates were <b>NOTED</b> : <ul style="list-style-type: none"> <li>• 3 April 2019</li> <li>• 19 June 2019</li> </ul>	
	<i>The meeting closed at 5.00pm with no further business.</i>	

Chair.....Dated.....