



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
3.00pm, WEDNESDAY 19 JUNE 2019**

Members:	*Margaret Capon; *Michael Clarke; *Robert Lasseter; Vicky Prior; *Luke Rake (Principal); *Elaine Taylor (Chair); *James Tirrell; *Linda Wyatt
In attendance:	*Oliver Symons (Deputy Principal (Learning & Progression) Designate); *Nicky Porter (Assistant Principal – Student Experience & Progression); *Vanessa Gifford (Clerk)

ITEM NO.	DETAIL	ACTION
1.	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest NOTED.</p> <p>The Chair welcomed the Deputy Principal (Learning & Progression) Designate to the meeting and thanked him for attending.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence RECEIVED from Vicky Prior and Lawrence Ware.</p>	
3.	<p>MINUTES OF THE MEETING HELD ON 3 APRIL 2019</p> <p>The Committee AGREED the minutes of 3 April 2019 as a true and accurate record, and APPROVED them for website publication.</p>	
4.	<p>MATTERS ARISING</p> <p>The matters arising were NOTED as:</p> <ul style="list-style-type: none"> • The Careers Strategy Audit would be presented to the October Corporation meeting. • The information regarding jobs was still being collated. • The Principal reported that due to the rapid growth of the Dorset Studio School (DSS) the College was reviewing room utilisation to support the DSS with classrooms. It was agreed that the DSS would have to investigate its own capital funding in the longer term but in the short term the College was prepared to assist. It was noted that there could be a reputational risk to the College if the DSS was not successful but it was hoped that the opportunities would be greater and there was a need for pragmatism on all sides. The Principal suggested that in the future there could be benefits of an overarching timetable across both organisations. 	NP NP

	<ul style="list-style-type: none"> The Principal reported that the losses in Apprenticeships was primarily adults. He advised that there had been a financial loss of £90K with dog grooming. The Gender Pay Gap information would be presented directly to the next Corporation meeting. Live Conversion data for 2019/20 was shared with the Committee with the Principal advising that the Equine Department was the main area of concern. He considered the team to be strong with constant marketing being undertaken but there was more competition with other colleges. Members considered that the Department Lead for Equine was valuable and all steps should be taken to encourage career development with positive encouragement. The Principal suggested that more could be undertaken to encourage students to progress levels and this was ongoing work. The Committee thanked the Principal for the report which was useful to see. 	
5.	<p>RESIDENTIAL PROVISION</p> <p>The Ofsted Report for Residential Provision was NOTED and the Committee was delighted with the outcome of 'Outstanding'. It was pleasing to note that this matched the quality of provision that was seen during the SAR validation. The report was noted as glowing and well deserved and highlighted the whole college ethos with the development and progression being seen. The Committee suggested that there were many quotes that could be used for marketing purposes.</p> <p>The Principal suggested that KMC was now comparable with other larger colleges with accommodation being completely refurbished following the water damage. The Chair added that after the Corporation meeting he would send formal thanks to those involved, but he had written to the previous Deputy Principal (Quality & Curriculum) informing her of the result and thanking her for her contribution.</p> <p>The Committee added that this was an excellent foundation for a full inspection and would be shared with all members at the next Corporation meeting.</p>	VG
3.25pm	<i>Maggie Capon joined the meeting.</i>	
6.	<p>FE PERFORMANCE REPORTS 2018/19</p> <p>Recruitment</p> <p>The Principal reported that recruitment was coming back into line, with progression for current students becoming harder with the new Technical qualifications. There were still encouraging numbers at Open mornings and a push on marketing was being undertaken particularly in the conurbation.</p> <p>It was noted that the College currently offered Agricultural Engineering Level 2 and a Level 3 Apprenticeship route was in development so there were opportunities there. The Committee still supported the view that the right student should be enrolled on the right course and to ensure that the interview process was effective for everyone's benefit. The Principal advised that there were only small variances with nothing inherently going wrong with numbers still going up. The Academic Staff Governors</p>	

	<p>suggested that progressing students should be interviewed sooner, in February/march with a tight conditional offer and this was endorsed by the Principal.</p> <p>Retention The Principal advised the Committee that retention was lower than the previous year and a decline would be evident. He added that this was due to the introduction of the two year programmes for Level 3 and there was a disadvantage if the student left in year 1 with the leaver carrying forward into year 2 data. However, the principal advised that there were less Level 3 leavers this year but a significant number had progressed into employment. It was noted that two year programmes would still be undertaken in September in areas where there were no technical qualifications and the Principal still considered this to be the correct course of action. The withdrawal process had been strengthened with the Principal personally reviewing each case.</p> <p>Attendance The Principal advised that the College purely recorded students attending in classrooms, where some colleges included authorised absences in their data. It was agreed that attendance at English and maths was acceptable but there was more work to do, and departments had now taken responsibility for this. Attendance overall was noted as 88.8% and the Principal advised that where the College taught courses over three days, if a student missed a bus on one occasion this was a third off their attendance immediately. It was noted that this figure was slightly better than last year but still short of the target. The Principal took the opportunity to inform the Committee that he was considering a no smoking policy across the site to set an example for the years 7 and 8 on the campus.</p> <p>Progress The Principal advised that the Deputy Principal (Learning & Progression) Designate would further progress tracking and progression of students as there was currently no unified process in place.</p> <p>Other notes The Principal considered that the RHS Chelsea garden had been a fabulous opportunity and the College would consider undertaking this again, and there may also be opportunities for the Floristry Department in the future. It was noted that the garden would be partially re-built for Open Day and then installed at Dorchester Hospital and this would be publicised. The first Rugby Awards evening was a lovely event celebrating student achievements. The Duke of Edinburgh Award Scheme was progressing well and the Combined Cadet Force (CCF) would forge forwards from September.</p>	
7.	<p>HE PERFORMANCE REPORTS 2018/19</p> <p>The Higher Education Update was NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The enrolment and retention data was noted as well as the comments, with the FdSc Marine Ecology & conservation Year 1 being the main concern. Going forward it was noted that courses 	

	<p>would be developed to a greater degree.</p> <ul style="list-style-type: none"> • The Expected Results and Attendance were noted. • It was noted that recruitment had not increased significantly with some applications still expected. The Principal advised that he intended that the Agricultural Science programme would commence in September as a loss leader. • Members had received the Augar Report and some had had the opportunity to read it and agreed that it was a positive report and requested that a future 4pm session should cover the impact and implications for the Corporation. The recent letter had been sent to the government highlighting the importance of this report and requesting that the actions were followed through. • It was questioned whether there had been any progress on accommodation for HE and the Principal advised that it was a challenge with only a small number of students but a change in culture would assist. • The Committee checked the position regarding the SUN funding and the Principal advised that KMC was only holding the funds as an interim arrangement as Weymouth College had spent its allocation and the remainder was KMC's. 	LR/VG
<p>8.</p>	<p>APPRENTICESHIPS PERFORMANCE REPORT 2018/19</p> <p>The Apprenticeship Performance Report 2018/19 was NOTED, with the following points made:</p> <ul style="list-style-type: none"> • It was agreed that the Committee would continue to closely scrutinise the Apprenticeship data as it had declined to below the Minimum Standards required by the ESFA. The Principal agreed to keep the Committee informed and advised that there were legacy issues which had now been resolved by ceasing the delivery of some programmes due to the quality issues. There had also been a staffing issue within the Horticulture department which had been resolved but progress was lagged. The Principal emphasised that progress would not be below the Minimum Standards for 2018/19. • It was noted that timeliness was a culture challenge with employers; employees; and KMC and this would be driven further. • The Committee agreed that Apprenticeships were currently a financial risk due to external funding issues, however there had also been internal issues with staffing. It was agreed there was headroom for potential financial gain and reputation. • It was noted that other markets would be considered for apprenticeship growth. • The Principal advised that 'Timely Achievement' would not be reported once Standards were fully implemented. Standards were starting to be introduced in land-based areas. • The Principal acknowledged that there was work to be carried out in this area, but there was potential for growth. 	
<p>9.</p>	<p>SELF-ASSESSMENT REPORT (SAR) 2018/19 FORMAT GOING FORWARD</p> <p>The Chair welcomed the Deputy Principal (Learning & Performance) Designate to the meeting and thanked him for coming. He set out his views for the SAR validation process going forward and the following points were NOTED:</p> <ul style="list-style-type: none"> • The Ofsted framework was changing from September 2019 and the SAR 2018/19 would link to the new Education Inspection Framework 	

	<p>(EIF), and graded against the new areas.</p> <ul style="list-style-type: none"> • It was noted that staff and students were more inclusive in the new regime. • The SAR 2018/19 would be concise and to the point and would recognise the key strengths of the College. • There was a new area within the EIF, Quality of Education which would be broken down as: <ul style="list-style-type: none"> * Intent – it was considered that this was a positive move for the land-based sector * Implementation – would look at the quality of teaching and learning * Impact – data would no longer be a key judgement but all evidence would be considered • The Committee considered that the new SAR Report for each area was daunting as much more evidence was required. It was noted that it would be shared with managers later that week and the Deputy Principal (Learning & Performance) Designate would require it to be submitted by 22nd August when he started, and he would then arrange for 1:1 sessions before the reports were presented to the Panel for validation. • It was agreed that the Corporation Agenda would include an item on the proposed SAR process to ensure that all members were informed. • It was noted that there could be no comparison with earlier SAR's as this was a new framework. 	VG
10.	<p>PEER REVIEW</p> <p>The Principal advised that two advisors from Landex had carried out a two-day Peer Review the previous week and the report would be presented to the Committee in due course. The Principal advised that there had been healthy honest conversations and the feedback as expected.</p>	
11.	<p>SAFEGUARDING</p> <p>The Principal updated the Committee on recent Safeguarding issues and the following points were NOTED:</p> <ul style="list-style-type: none"> • There had been a recent incident involving a ball bearing gun which had been an act of stupidity. The Disciplinary meeting was scheduled for the following day and the Police were involved as a warning, as it was a criminal offence. • MyConcern was now utilised well with staff comfortable to report using the system, which had been a good improvement. 	
12.	<p>SYSTEMS UPDATE REPORT</p> <p>The Principal advised that the Director of Systems Integration continued to progress central systems including work to link the website with Admissions which was currently a paper process. It was noted that the target for the implementation of the new website was mid-July.</p>	
13.	<p>INSPECTION REPORT</p> <p>The recent Ofsted Inspection Report for Bournemouth & Poole College was NOTED as there was a lot of similarities with KMC with many learning points. The Committee asked if the document was circulated to staff and the</p>	

	<p>Principal advised that it was shared with Managers to discuss the common points.</p> <p>One of the issues highlighted was 'Consistency' which had been identified within KMC and the Committee agreed to continue to monitor professional development and to measure the impact. A new Observation process would be shared with the Committee at the next meeting with a new specification, but it was important to note that it was not an assessment but an observation of teaching practices.</p>	OS
14.	<p>COMPLAINTS/COMPLIMENTS UPDATE 2018/19</p> <p>Complaints The Complaints Report was NOTED, and the Principal assured the Committee that complaints were dealt with thoroughly and robustly. There appeared to be a repetitive issue regarding student behaviour in the village of Lower Bockhampton but the Principal advised that it was not a major issue, but a minority of students, and he had attended the Parish Council to liaise. It was suggested that the Student Code of Conduct should be tweaked to include 'bringing the College in disrepute'.</p> <p>Compliments The Compliments Report was NOTED.</p>	LR
15.	<p>EQUALITY & DIVERSITY COMMITTEE (E&D)</p> <p>The minutes of the E&D Committee of 16 May 2019 were NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The Principal advised that the Cover Supervisor and Administrator for the Assistant Principal (Student Experience & Progression) had now joined the Committee giving him a good development opportunity. • It was suggested that a Policy was required for students transitioning gender and the Principal advised that a policy for name change was current being revised and this would then be considered noting that there was good guidance in the HE sector. • It was also suggested that the disabled toilets across the estate could easily be labelled as non-specific and the Principal agreed to action this. 	LR
16.	<p>INFORMATION & LEARNING TECHNOLOGY COMMITTEE (ILT)</p> <p>The minutes of the ILT Committee of 5 June 2019 were NOTED, and the following points made:</p> <ul style="list-style-type: none"> • It was agreed that it would be useful for the Committee to review the ILT Strategy in due course to ensure it was up to date • It was confirmed that the online services being developed were robustly GDPR compliant. • The Principal suggested that the Director of Systems Integration give a demonstration of the new website to the Committee in due course as it was transformational. It would allow tracking of all students from the beginning when they registered for attendance at an Open Morning. Students would receive a unique number which could be tracked, and would save multiple entry at different stages. • The Deputy Principal (Learning & Progression) Designate suggested that the Committee lacked the learner focus and agreed to follow this up when he commenced. 	LR

17.	<p>ITEMS TO CARRY FORWARD TO NEXT MEETING</p> <p>It was agreed to carry the following items forward to the next meeting:</p> <ul style="list-style-type: none"> • Annual CPD Report • QIP Review 	
18.	<p>COMMITTEE TERMS OF REFERENCE AND WORK PROGRAMME 2019/20</p> <p>The Committee Terms of Reference and Work Programme 2019/20 were RECOMMENDED to the Corporation for approval, subject to review in the Autumn Term when the Deputy Principal (Learning & Progression) Designate commenced.</p>	
19.	<p>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</p> <p>No further risks were identified by the Committee, with all further risks assigned to the Committee being considered as having the appropriate mitigating factors.</p>	
20.	<p>ANY OTHER BUSINESS</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> • The Chair of the Corporation thanked the Chair of the Committee for her work as this was her last meeting as Committee Chair. The Committee Chair thanked all members for their support and the Principal for his additional work during the absence of a Deputy Principal, as the quality reports had still been produced to a high quality. It was also agreed that the Assistant Principal - Student Experience & Progression had stepped up well. The Committee Chair wished the incoming Committee Chair all the best for future meetings. 	
21.	<p>2019/20 MEETINGS</p> <p>The following dates were NOTED:</p> <ul style="list-style-type: none"> • 2 October 2019 (all day to include SAR Validation) • 20 November 2019 • 5 February 2020 • 1 April 2020 • 17 June 2020 	
	<p><i>The meeting closed at 5.10pm with no further business.</i></p>	

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