



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
PANEL MEETING FOR THE SAR VALIDATION  
2.00pm, WEDNESDAY 2 OCTOBER 2019**

<b>Panel Members:</b>	*Robert Lasseter; *Vicky Prior (Chair); *Luke Rake (Principal); *Linda Wyatt (a quorum of the Q&S Committee)
<b>In attendance:</b>	*Oliver Symons (Deputy Principal (Learning & Progression) Designate); *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>NOTED</b> .	
3.	<b>MINUTES OF THE MEETING HELD ON 19 JUNE 2019</b>  The Committee <b>AGREED</b> the minutes of 19 June 2019 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 Careers update would be a 4pm session at Corporation in due course</li> <li>• The Systems update was work in progress being a 1-2 year project, but the College was moving in the right direction.</li> <li>• The Principal advised that following local complaints the Lower Bockhampton Play Area was now out of bounds to all students. He also added that a No Smoking Policy had been implemented across the estate.</li> <li>• It was noted that a new observation process is in development and will be rolled out in November.</li> </ul>	
5.	<b>SAR VALIDATION</b>  The Deputy Principal (Learning and Progression) advised that the individual Department SAR's had been completed based on the new Education	

Inspection Framework (EIF). There were fundamental changes with inspection not being about the data but how it was used to inform decisions. It was noted that each Department Head had been given four slides to give an overview of their SAR and were tasked with being confident with Quality Improvement Plans (QIP's) being a theme. There was a focus on the whole curriculum; its intent, implementation and the impact on the learner experience.

The Panel was reminded that the previous year had been challenging in many areas and the Deputy Principal was now driving for quality improvement and progress. The Department Heads had identified good and bad areas within their SARs. It was noted that there had been a restructure of departments during the summer with some of the Heads taking on new areas. This was to ensure that the whole curriculum and the learner experience was the priority with students becoming industry ready. The format of the SAR's was to be more concise but this would continue to be progressed.

The Panel questioned whether the SAR for Higher Education (HE) would be changed to match the other departments going forward and the Deputy Principal advised that it would be refreshed however HE did not come under the remit of Ofsted and many partner universities dictated the format.

It was noted that once the validation was completed the Deputy Principal would draft an overall College SAR which would be presented to the next Committee meeting.

The individual College SAR's had been presented to the Panel for scrutiny and the Heads of Department shared their slides of the key progress and issues. These slides are attached as a **Confidential** annex to these minutes.

The following additional points were **NOTED**, during each presentation:

**Higher Education, Teacher training and AAT**

- The timing of surveys made a big impact on student feedback regarding the feedback on student assignments
- The SAR for 2017/18 had produced a theme of stretch and challenge not being consistent and the Panel questioned whether this had been strengthened. It was noted that students were encouraged to carry out practical degrees and the teaching approach was to apply the practical skills.
- HE students were being utilised within the Animal Park to supervise the younger students and Work Placements were being developed.
- The Panel questioned what relationships and recruitment there was with partners and were informed that college graduates obtained employment with partners but there was work to be undertaken.
- The College was currently looking to quote for a Level 4 Standard that had just been published.
- With small cohorts the impact of mental health was significant, but there had been positive impact from college improvements. The Head of HE was considering setting up a Working Group for further support. My Concern was being utilised so that support could be managed for students.
- It was noted that Bournemouth University had amended its policies to read 'engagement' rather than 'attendance'.
- The Action Plans were noted.
- The Principal suggested that there was no reason that the College could not offer a Masters Programme however it was currently not

equipped. The current desire was to increase research opportunities to enable a market for a potential part time Masters programme.

- It was noted that a two year degree course had not been progressed at this point. The right relationships had to be developed with innovative ideas.
- The Local Industry Strategy by the LEP had four key themes, one of which was appropriate for the College around Agriculture and the Environment and this would be pursued. It was noted that the LEP was looking to produce a DVD for Higher Education.

The Panel **AGREED** the main judgments made in the Self-Assessment for Teacher training and AAT as, where applicable, the grades.

#### **Animal Welfare & Science**

- The Panel questioned and challenged the overall grading of the area. The Head of Department advised that overall benchmarks were low and there is a lot of progress to be made.
- It was questioned whether formative assessment was consistent and the Panel was informed that progress was being made on ensuring that the Pro-Monitor system worked for the department as a real source of engagement and a place to challenge learners with higher outcomes.
- It was agreed that the Department had to be clear on what learners were being prepared for and the right processes were in place. Industry links were strong with a good recruitment policy to ensure that the right learners were on the right course hence the reason there were a substantial number of Level 2 students.
- The quality of practical work required improvement to offer breadth and added value.
- The Department Head advised that the department was now confident with the change of course provider, having reverted back to City & Guilds for the current year. The resources for the BTEC qualifications were still available and a lot had been learnt.
- Synoptic elements had been changed but there was still work to do with staff. The new observation process would prompt staff to think about their pedagogical processes.
- Further work is required on resilience with My Concern assisting. Mental Health was a major issue but small steps were being made and staff were recognising behavioural patterns. The Panel questioned whether support for staff was in place and it was noted there was a range of CPD available.
- The Panel agreed that My Concern was now a key professional tool across the college and a real strength as it was a theme across many departments.

The Panel **AGREED** the Self-Assessment grading for Animal Welfare & Science.

#### **Agriculture**

- It was noted that the Department Head had only recently taken on the leadership of this department but was learning quickly with the technical support of an able Acting Deputy. It was noted that adverts would be published for deputy roles in the next few weeks.
- The curriculum was unit based and the department had to ensure that the units ran in sequence and were appropriate for the qualification the student was undertaking. The Department Head was ensuring that the basics were right.
- The Department Head was standardising principles across the two

departments and considered that this would now improve with bigger groups and staff complying.

- Regular meetings were being held for feedback, however there were still staff shortages at the current time.
- Communication with the Farm was important with clear tracking and it was considered that there would be an improved learner experience with more data available from the Farm shared across departments. The Farm Manager was supporting the Animal Welfare Department with presentations and had been positive over the sharing of data and the utilisation of facilities.
- The Department should be inspiring in its delivery to ensure learner motivation.
- The Department Head advised that she was no longer teaching herself to enable her to support the QIP and performance management across the two departments, with regular meetings. The Principal confirmed that the Department Head had taken on an accelerated management role and continued to be supported.
- It was noted that SMT was reviewing how Apprenticeships were managed across the College with a driver required.
- The Deputy Principal advised that a new Quality Cycle was being developed to include regular curriculum quality reviews which would enable easier and richer departmental SAR production the following year. He would then require the individual SAR to be available by the end of the academic year, once progress was made on accessing live data.

The Panel **AGREED** the Self-Assessment grading for Agriculture.

#### **Outdoor Adventure and Sports**

- The Panel questioned whether there was a wider curriculum in place and the Department Head advised that there was a good relationship with learners with progress being tracked through Pro Monitor. The journey of the learner was assessed with various targets being set which were not just built on the qualification.
- It was noted that a lot of work was being undertaken to develop the learners and monitoring progress but sequencing and pedagogy were inconsistent.
- Assignment based qualification were currently undertaken with QCF however this would change to examinations with the new style qualifications being introduced.
- Incomplete sections within the SAR were challenged by the Panel and the Department Head advised that he had made a mistake and included those areas within the initial part of the form.
- Members asked whether Apprenticeships were being developed within the Department and were advised that a Co-ordinator had been appointed and new learners were commencing a PE and School Sports Apprenticeship, and a new Outdoor Instructor Standard.
- It was noted that the number of learners undertaking the Caravan and Leisure parks Framework were now completing and coming to an end. The Panel questioned whether there was further scope but were advised that Frameworks had now been completed with Standards being introduced and local employers were being investigated, with big employers providing their own training. This was a real challenge in this area as much of the work was seasonal.
- The greatest issue for the Department was showing the impact of teaching on progress and development. Assessment was being

reviewed to ensure that learner tracking and development was in place, with learners having the aspiration challenge themselves to exceed targets.

- The new observation policy gave clear areas of focus and the action plan would be followed up rigorously.
- English and maths was an area for improvement especially regarding attendance. It was noted that there were more students undertaking Level 3 Diplomas which gave more opportunities to undertake English and maths. There was a focus on attendance with creative ideas being considered with pilot projects.
- There was encouraging data for learners with a SEND however the Panel questioned what action was being taken with girls underperforming the boys for the last three years. The Department Head advised that projects were being introduced with Student Ambassadors developing enrichment. A girl's rugby team had been introduced to provide a further opportunity and was successful.
- It was noted that Retention was also an issue.
- The Department Head was requested to complete all areas of the SAR including achievement gaps and apprenticeships in the QIP, although it was acknowledged that there was a lot of work being undertaken but this had to be formalised.

The Panel **AGREED** the Self-Assessment grading for Outdoor Adventure and Sports.

**Equine  
Welding, Fabrication & Blacksmithing  
Construction**

- It was noted that all three areas were included in the slides highlighting progress and key issues. It was agreed that this a good idea as the successes of the Equine Department could be translated across the other two departments.
- It was agreed that a key strength across these areas was the quality of leadership with the SARs showing drive. There were concerns around the culture of the Construction Department but the Panel was confident this would be dealt with.
- The Department Head hoped that Equine student numbers had not levelled out. She advised that there was a lot of competition elsewhere and was working on marketing to capture the experience at KMC on film, and the uniqueness of KMC shared. Conversations with employers were being undertaken to ensure that the offer was what was required.
- The Panel questioned the trends in girls undertaking Construction programmes and was advised that there were 2 – 3 a year, so work to be carried out. Conversations would be had on qualification delivery as delivery was very practical. It was understood that the CITB was carrying out some work on this.
- It was noted that section E1 and 2 of the form were incomplete for Apprenticeships and Adult Learning in the Construction Department. It was noted that there were small numbers with this being a hard market to develop. It was noted that this would probably be one of the first areas for the development of T Levels and the full roll-out would be awaited.
- The Panel questioned how KMC could differentiate itself from other local colleges and the Principal advised that KMC provided training on all trades, with multi trades fitting the rural community, whilst other colleges specialised. It was agreed that this should be marketed fully

and to look at the bigger picture. Work was being undertaken in schools due to the skills shortage.

- It was noted that the forge work undertaken for Chelsea Flower Show should be include in the successes.
- The Panel questioned the grading of the Equine Department between a grade and this was clearly justified by the Department Head. Apprenticeship achievement was part of this and also the impact of an issue with Level 3 Year 1 students, but no further action could have been undertaken.
- It was suggested that the merit badges that were used in the Equine Department could be utilised in other departments and it was considered that this could be a college wide scheme.

The Panel **AGREED** the Self-Assessment grading for Equine.

The Panel **AGREED** the Self-Assessment grading for Construction.

### **Foundation Learning**

- There was a challenge in establishing genuine employment possibilities for Foundation learners and skill sets had to be identified for the market place. It was noted that there could be opportunities with grants from the DWP Innovation Department and this would be investigated. Resources for engagement with employers were required and there could be the possibility of grant funding. The Chair also shared the availability of a database on the DWP website which would formulate data to support.
- It was questioned whether the wider role of the Assistant Principal had been incorporated in the SAR and agreed that Careers and student welfare and support were a whole college responsibility. It was noted that the Deputy Principal and Assistant Principal would both feed into the quality reviews the following year.
- Local competition for this department was discussed and noted that MyEmployability was the biggest competitor however this was residential and expensive.
- The Farm resource was also noted as an important resource with a huge number of units to access.
- The Principal complimented the Assistant Principal on her year's work.

The Panel **AGREED** the Self-Assessment grading for Foundation Learning.

### **English & maths**

- It was noted that the Deputy Principal would be piloting different approaches for the delivery of English and maths going forward with innovative delivery options.
- It was noted that some results were still awaited,
- It was agreed that there was a safe strong team and students were now aware of the expectations.
- Students with Free School meals were discussed with possible incentives.
- It was noted that a longer college week could be considered in due course but the SMT required time to settle in and understand the issues.
- The Panel questioned the relationship of the English and maths SAR with the individual department SARs. The Head of Department advised that she produced the cross college SAR with individual departments also reflecting on how English and maths was incorporated within their curriculum. It was suggested that this was added to the context at the front of the document as an explanation was required on ownership.
- It was suggested that progress for individual departments would be

	<p>useful as a manager and used advantageously and not as a league table.</p> <ul style="list-style-type: none"> <li>• The Department Head considered that the departments supported English and maths especially with maths as there were a lot of calculations within some departments. It was suggested that there could be more practice about vocational staff understanding the shared responsibility.</li> <li>• It was agreed that good progress had been made.</li> </ul> <p>The Panel <b>AGREED</b> the Self-Assessment grading for English and maths.</p> <p><b>Horticulture, Arboriculture, Floristry &amp; Countryside</b></p> <ul style="list-style-type: none"> <li>• The Head of Department was congratulated for the success at the Chelsea Flower Show.</li> <li>• A rich curriculum being undertaken which possibly was not reflected in the SAR.</li> <li>• Student conduct was in hand with consideration of how students managed themselves by key tutorials and pastoral care.</li> <li>• It was noted that adult learners were now given the choice on whether they took examinations and this was accurately recorded.</li> <li>• The structure within Apprenticeships required review with work based co-ordinators regularly visiting employers.</li> <li>• Missing opportunities were discussed especially around the growth in Forestry and the strategy could be reviewed to reflect this.</li> <li>• It was agreed that it was difficult to reflect the four areas within the SAR as inconsistency existed between the quality in each area.</li> </ul> <p>The Panel <b>AGREED</b> the Self-Assessment grading for Horticulture, Arboriculture, Floristry &amp; Countryside.</p>	
<b>6.</b>	<p><b>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</b></p> <p>No further risks were identified by the Committee.</p>	
<b>7.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>No further points were <b>NOTED</b>.</p>	
<b>8.</b>	<p><b>2019/20 MEETINGS</b></p> <p>The following dates were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• 20 November 2019</li> <li>• 5 February 2020</li> <li>• 1 April 2020</li> <li>• 17 June 2020</li> </ul>	
	<p><i>The meeting closed at 6.00pm with no further business.</i></p>	

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