



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
3.00pm, WEDNESDAY 13 NOVEMBER 2019**

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

ITEM NO.	DETAIL	ACTION
1.	DECLARATIONS OF INTEREST There were no declarations of interest NOTED .	
2.	APOLOGIES Apologies for absence RECEIVED from Luke Rake.	
3.	MINUTES OF THE MEETING HELD ON 2 OCTOBER 2019 The Committee AGREED the minutes of 2 October 2019 as a true and accurate record, and APPROVED them for website publication.	
4.	MATTERS ARISING No matters arising were NOTED .	
5.	SELF ASSESSMENT REPORT (SAR) 2018/19 AND QUALITY IMPROVEMENT PLAN (QIP) 2019/20 The Chair introduced this item by reporting that the Curriculum SAR Validation process had been slick and robust and had culminated in the College SAR currently being presented to the Committee. She thanked the DPLP for delivering the SAR in a short space of time. The SAR 2018/19 and QIP 2019/20 was SCRUTINISED and the following points NOTED : <ul style="list-style-type: none"> • The SAR had been completed to match the format of the new Education Inspection Framework (EIF). • The DPLP advised that the document was lacking in data as it was not easily accessible or accurate, but work was progressing to make 	

	<p>improvements.</p> <ul style="list-style-type: none"> • Members questioned whether key themes that had been identified in the 2017/18 SAR were still outstanding, and the DPLP advised that Value Added and the impact of the Lesson Observations still appeared in the current SAR but had been identified in a different way. • Progress had been made in tracking the key themes and systems integration. The Committee questioned the actions and the DPLP advised that Curriculum Quality Reviews would be held five times a year, commencing in December, where the Department Heads would present their up to date position. This data would then be fed into the FE Report for presentation to this committee. This would identify tracking for Attendance; Punctuality; Retention; Targets and Progress, and as the data progressed members would have the ability to identify interventions. The analysis would also demonstrate skills, knowledge and behaviour to highlight the impact of the student experience. • Tracking on attendance was ongoing through the year but would be tracked monthly once the system can do this. • The FE Report would be reviewed for future meetings to identify progress. • The Committee requested a Systems Integration update for the next meeting. • Members were pleased to note that a common theme was the introduction of MyConcern and looked forward to seeing the positive impact of this integration. • The battle for IT priorities was noted with the current priority holding up other issues. It was acknowledged that this was central to the College moving forward. • The DPLP explained that the EIF was not just about data but around how decisions had been driven by the data and this would improve and evolve as progress was made. • The Committee considered that the key to the IT integration was the impact on the students, now and in the future. Targets should be introduced to the work of the Director of Systems Integration to provide a dashboard and provide milestones for monitoring. • Members questioned whether baseline intervention achieved accelerated progress for students with additional needs. The DPLP advised that the whole Quality of Education was a shift for this meeting going forward. It was noted that a lot could be learnt from schools, especially the Studio School, for progress tracking, as a significant number of students would progress to the College, and ways of partnership working were being investigated. • A successful Careers event had been held at the College for Studio School students to inform them on the College offer. The College would then have more of an understanding of these students to enable a fresh start and different environment with the College completing its own initial assessments. It was noted that current Ofsted Reports were criticising schools for too much assessment and this impact this has on staff workload. • The analysis of Value Added was difficult because of the different vocational qualifications that were undertaken at the College, and the DPLP hoped to develop some other system in due course. It was acknowledged that 'Added Value' was good at the College, but 'Value Added' was identifying whether a student had reached their potential. 	<p>VG/LR</p> <p>OS</p>
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	<ul style="list-style-type: none"> The overall picture of the SAR 2018/19 was that some areas were good, but others required improvement, therefore due to the issues across the board with Apprenticeships it was recognised that the overall grade should be 'Requires Improvement'. The College had to offer quality delivery with successful outcomes, and currently not all departments had enough students or apprentices completing their qualifications. There had to be a clear line of sight into employment for all students and the Committee had to monitor the following: <ul style="list-style-type: none"> Intent Implementation Impact The Committee was pleased to note that a Head of Apprenticeships was currently being advertised with a closing date of the end of the week. This post would then drive the Apprenticeship offer at the College, and have a full understanding of the margins to give clear direction and targets. It was agreed that there were opportunities with the implementation of the new Standards which were funded at a higher rate. It was noted that the old frameworks were no longer being offered and in the past the College had been exposed to partnerships which had not been conducive. The right person was required as the Head of Apprenticeships, alongside the Principal's networking opportunities, to enhance the Apprenticeship route. It was also agreed that the College should stick to its core purpose and provide quality provision. The Committee questioned the introduction of T Levels and the DPLP advised that the land-based offer would not be available until 2024 for KMC, possibly 2023 in the larger colleges. KMC would continue with Study Programmes and if this offer was provided in the right way aspects of T Levels would fit in to enable an easier introduction of T Levels. Members asked if costings had been calculated against the QI-P especially for any staff development. The DPLP advised that the plan for the current year was to carry out staff development internally, as there was no significant budget for the current year. It was noted that an update on Staff Development would be provided with the Annual HR Report which would be presented to the next Corporation meeting. It was requested that any internal training was included in the Report, even if it had no cost implication. Members also expected to note SAR mentoring within the report to enable the impact to be analysed next year. The DPLP was requested to include the priorities in the QIP. <p>The Committee acknowledged that it was assessing the SAR 2018/19 as 'Requires Improvement', with 'eyes wide open' as although there was a lot of work being carried out, there was also a lot of progress to be made. It was therefore agreed to RECOMMEND the SAR 2018/19 and QIP 2019/20 to the Corporation.</p>	<p>OS</p> <p>OS</p>
6.	<p>FE PERFORMANCE REPORTS 2019/20</p> <p>The following points were NOTED from the FE Report 2019/20:</p> <ul style="list-style-type: none"> Recruitment at the time of the meeting was 708 with 46 students having withdrawn. The Committee considered the number of withdrawals to be high but understood there was no benchmark data available for comparison. The DPLP advised that the majority 	

	<p>of withdrawals was due to anxiety/mental health issues, possible due to the long days due to travel. The DPLP had attempted to fully understand the reasons but this was a challenge. There was a significant number of students who had withdrawn from a 2 year programme having not passed after the first year. They had been offered additional work, but had not met the challenge and therefore withdrawn. It was noted that this was mainly from the Animal Management Level 3 programme. It was understood that the issues were around the synoptic testing and members questioned whether recruitment had been at the correct level or it was due to preparation for synoptic assessment. The DPLP advised that synoptic assessment was relatively new and you had to be practically minded to be successful. It was a steep learning curve for many students and staff. The Animal Welfare & Science Department had undertaken a lot of work on delivery including the sharing of ideas and mock assessment to ensure effective delivery.</p> <ul style="list-style-type: none"> • Members questioned what happened to the 46 students who had withdrawn and the DPLP advised that if they were under 19 they would be picked up by Ansbury. He could also advise that 6 had gone into employment; 2 into apprenticeships; and 2 transferred to other institutions, however the data would be analysed further for lesson to be learnt. It was also pleasing to note that there had only been one expulsion for bad behaviour. • Attendance continued to be a challenge, although it was acknowledged that the target was high. The DPLP advised that when registers were 100% accurate league table would be produced to 'name and shame'. • Further work had been introduced on Lesson Observation criteria and staff had to understand that they were not being graded but the learner experience was being monitored for any improvements. • The DPLP advised that Deputy Head roles had been identified and 13 applications had been received for 6 posts and he was commencing interviews imminently. He advised that he would not appoint unless candidates had the potential to drive teaching and learning or business development. Candidates would be expected to make a presentation to include qualifications, profile, contribution and financial issues. The DPLP was hopeful that he would be able to appoint to the majority of the posts and the Committee agreed that it would be good to see the impact of these roles in the SAR for 2019/20. 	
7.	<p>HE PERFORMANCE REPORTS 2018/19</p> <p>The following points were NOTED from the HE Report 2019/20:</p> <ul style="list-style-type: none"> • Retention was high with no students having withdrawn in the period to the 1 November census date. • Progression to Year 2 had also been good which was important. • The letter from the Office for Students (OfS) dated 21 October 2019 was NOTED. It was agreed that it had not been helpful, although the Head of HE had advised that the College had been late in paying its fee but no penalties had been occurred for the first year. It was suggested that as the fee was due during the summer break it was diarised for July to ensure it did not happen again, if there were no changes made by the OfS. The Chair of the Corporation agreed to draft a response to the OfS, as the letter had failed to outline which of the possible four processes the College may have 	JT

	<p>breached.</p> <ul style="list-style-type: none"> It was NOTED that an annual assurance was not required as the OfS have a broader view of compliance following registration through all their new processes. 	
8.	<p>APPRENTICESHIPS PERFORMANCE REPORT 2019/20</p> <p>The Apprenticeship Performance Report 2019/20 was NOTED, with the following points made:</p> <ul style="list-style-type: none"> The Committee questioned when the benefit of a Head of Apprenticeships would start to have an impact and the DPLP advised that it would be by the end of the academic year, by making improvements to quality and processes as well as investigating new business. It was agreed that the June 2020 meeting would receive and update on the impact of the appointment and trends. It was acknowledged that there would be no improvement in performance data in this financial year, but any sign ups in the year would receive funding. The College was in the process of moving from frameworks to standards and the DPLP had informed staff that there should be no further sign ups to frameworks unless they were with his permission. Data had recently been reviewed with a lot of apprentices being withdrawn who had just been entered on the system as being on a break, to ensure that there was a 'blank canvas' for the new appointment. The DPLP had reviewed all sub-contracting and some partnerships had been withdrawn. It was considered that the target of £800K was high and required SMT monitoring and to ensure that the Corporation was kept fully informed. 	OS
9.	<p>EXTERNAL UPDATES</p> <p>Landex Membership and Peer Report</p> <ul style="list-style-type: none"> The Landex letter dated August 2019 was NOTED. The DPLP advised that the recommendations in the Peer Report were key priorities in the QIP with targets set, with Landex identifying the same issues as he had. It was noted that a further Peer Review was being undertaken in March 2020 hoping that there could be some support for improvements in Apprenticeships. It was agreed that there would be Governor representation at the feedback session. <p>Matrix Report</p> <ul style="list-style-type: none"> The DPLP advised that he had undertaken a phone review of Information, Advice and Guidance and had been informed that the College was successful in retaining the Matrix accreditation which was positive. The DPLP advised that a full review would be undertaken next year. 	OS/VG
10.	<p>SAFEGUARDING</p> <p>The APSEP advised that 180 concerns had been reported, noting that anxiety was now one of the markers. 129 of these were student with mental health issues, which was noted as 15% of the student population. There had been 13 case of drug issues, including County lines, and 7 cases of</p>	

	<p>Extremism/Radicalisation.</p> <p>Members questioned whether there were any knife reports and the APSEP advised that there had been one, which related to a gang but was not on site or related to anything on the site.</p> <p>The APSEP considered that the Support team appeared to be busier this year but the concerns were different. It was suggested that reports had escalated in 2018/19 but the APSEP hoped that staff had reported at an earlier stage this year and issues would not escalate further. There had been no huge concerns with no major issues reported to the Principal.</p> <p>The Committee was pleased to note that students had received presentations on the current election and voting procedures.</p> <p>The APSEP advised the meeting that the Agriculture students were organising a Tractor Run in December in memory of a student who had committed suicide due to mental health issues, which had not been on site and there was nothing further that the College could have done to support.</p> <p>It was noted that the College Chaplain was visible and worked regularly with the residential students. My Concern highlighted the strength of reporting and was starting to identify trends for further analysis.</p>	
11.	<p>COMPLAINTS/COMPLIMENTS UPDATE 2019/20</p> <p>The Complaints and Compliments 2019/20 were NOTED.</p>	
12.	<p>EQUALITY & DIVERSITY COMMITTEE (E&D)</p> <p>The minutes of the E&D Committee of 30 September 2019 were NOTED, and the following points made:</p> <ul style="list-style-type: none"> • The Committee had reviewed the Action Plan and incorporated it into the SAR and QIP. The areas of concern would be monitored at the next meeting. • There had been some behaviour issues around the DSS students travelling on the College buses, with vulnerable college students being teased. This had been dealt with by the DSS with some learners being banned from college transport. It was acknowledged that there were ongoing challenges with the younger students being on the College estate which staff needed to understand with cross college work to be undertaken. 	
13.	<p>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</p> <p>It was agreed that current risks were already covered within the Corporate Risk Register however it was agreed that the position and description of Apprenticeships should be reviewed.</p>	
14.	<p>ANY OTHER BUSINESS</p> <p>No further business was NOTED.</p>	
15.	<p>2019/20 MEETINGS</p> <p>The following dates were NOTED:</p>	

	<ul style="list-style-type: none">• 5 February 2020• 1 April 2020• 17 June 2020	
	<i>The meeting closed at 4.50pm with no further business.</i>	

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