



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
3.00pm, WEDNESDAY 5 FEBRUARY 2020**

Members:	Michael Clarke; *Robert Lasseter; *Vicky Prior (Chair); *Luke Rake (Principal); *Elaine Taylor; *James Tirrell; *Linda Wyatt
In attendance:	*Oliver Symons (Deputy Principal (Learning & Performance) Designate)(DPLP); *Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *Vanessa Gifford (Clerk); Lawrence Ware – Director of Systems Integration (For Item 5)

ITEM NO.	DETAIL	ACTION
1.	DECLARATIONS OF INTEREST There were no declarations of interest NOTED .	
2.	APOLOGIES Apologies for absence RECEIVED from Michael Clarke.	
3.	MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2019 The Committee AGREED the minutes of 13 November 2019 as a true and accurate record, and APPROVED them for website publication.	
4.	MATTERS ARISING The following matters arising were NOTED : <ul style="list-style-type: none"> • £121K had been received for IT infrastructure from the LEP. • The Quality Improvement Plan (QIP) had been updated and presented to the meeting. • The Clerk advised that the Deputy Principal (Finance & Commercial Services) had agreed to review the Corporate Risk Register for the next Corporation meeting. • The issues with the OfS had been elevated to the AoC who were liaising on behalf of the FE sector. 	
5.	SYSTEMS INTEGRATION UPDATE The Director of Systems Integration updated the Committee on his work and the following points were NOTED : <ul style="list-style-type: none"> • The main objective of the project was to integrate the many KMC 	

	<p>systems into one, Unit E, along with other unplanned work which had been identified during this process.</p> <ul style="list-style-type: none"> • Celcat had now been de-commissioned at a saving of £12K per annum • The new website had been launched the previous month which enabled online enquiries and applications. This allowed the data entry on applications to be fed directly into Unit E without any manual processing. • A duplicate version of Pro-Monitor had been developed to provide a Unit E version. The two systems were running in parallel, and would be expanded over time. Over the next couple of years tutorial would be uploaded to this version to that SMART targeting could be developed in the longer term. • The next objective was to work toward disabling PIC's, the system used for Apprenticeships. There was duplication of work with this system as PIC's produced the ILR, whilst data was also input into Unit E to produce ID cards. It was anticipated that this would be complete by the end of this academic year. • The Committee questioned whether progress was on target and the Director of Systems Integrations advised he was on schedule, however he had not initially anticipated that Pro-Monitor would be replaced but this was now the preferable option. • The feedback received from users was that they wanted things to happen instantly but were aware of the challenges to integrate into one system. It was imperative that staff had the confidence of the systems as new phases were launched. • As well as the original systems plan highlighting the number of systems in existence the Director of Systems Integration also had a long list of other requests. 	
6.	<p>FE PERFORMANCE REPORTS 2019/20</p> <p>The following points were NOTED from the FE Report 2019/20:</p> <p>Enrolments</p> <ul style="list-style-type: none"> • The enrolments were noted acknowledging that there was growth but more was required • The 18 students that had transferred had transferred within KMC. <p>Withdrawals</p> <ul style="list-style-type: none"> • It was agreed that there were too many students withdrawing and more work was required to analyse why they were leaving. • It was a concern that many of the withdrawals had been related to Mental Health issues and the Chair advised that she had identified this theme during a recent Link visit. Members asked what happened to students once they had withdrawn and the Deputy Principal (Learning & Performance) advised 'Ansbury' should be following them up but this service was vague. • Student Ambassadors were being developed to act as mentors for students. • It was hoped that next year the 'at risk' students would be identified earlier to ensure that strong support and IAG was provided. However, the Deputy Principal (Learning & Performance) advised that he had reviewed the current withdrawals and there had been no suggestions at entry that there were issues. <p>Attendance</p> <ul style="list-style-type: none"> • It was noted that the data in the report did not included English and 	

maths, due to challenges with the new system, which was being rectified.

- It was acknowledged that with the current '3 day week' if one student missed one day that was 33%.

Progress

- Work was in progress to assist Course Managers in monitoring progress.
- It was noted that the students that had withdrawn were not making progress.

Teaching Learning & Assessment

- The results of the new observation process were reviewed, noting that the judgements related to learner experience rather than a judgment of the teacher.
- There had been a mixed, inconsistent approach and there was work being undertaken to provide support and to strengthen the initial induction processes. Staff were being supported to experiment and try new initiatives, and being encouraged to share best practice.

Curriculum Quality Review

- A meeting had been held with Heads of Department and their Deputies and had been set clear targets and the Deputy Principal (Learning & Performance) expected to see progress, and a pace of change, by the time of the next meeting.

Curriculum Planning

- Three new types of provision were starting to be developed for 2020/21:
 - * Horticulture
 - * Equine, with additional pathways
 - * Aquaculture
- There were plans to include enrichment within the timetable, for example sport and floristry activities.
- There would be a change in terminology eg tutorials would become 'personal development/careers advice; 1:1's would be performance reviews.
- A newly structured timetable was being proposed for 2020/21 which would provide 6 x 1 hour sessions finishing at 4pm. There had been early debates on whether some programmes would be extended over four days, with all students being on the campus on a Wednesday for enrichment. This would benefit both staff and learners. The costings were currently being reviewed, along with gaining more understanding of how many students were required to make courses viable.
- Utilisation rates were also part of the debate and it was agreed that the College should first get full time staff fully utilised, before considering part time. If the earlier proposal was adopted teachers would have 4 – 5 pm daily for team meetings; reflection; online CPD; and other tasks.

Applications 2020/21

- The applications presented in the graph was at the 24 January, however the Deputy Principal (Learning & Performance) advised that he was aware of 27 applications still to process from the recent Open morning, and 40 online, and his mission was for more timely reporting.
- The Deputy Principal (Learning & Performance) advised that applications were down in Agriculture and Countryside Management.
- There were ongoing discussions with the National Trust for co-

	<p>branding on an industry placement pilot.</p> <p>Learner Voice</p> <ul style="list-style-type: none"> • The responses to the Student Survey were noted. The two questions with a higher dis-satisfaction percentage were discussed. It was considered that the question on feeling safe at college was a mis-interpretation of the question and this would be reviewed, and the other was on the quality of room facilities and the SMT were well aware that these required updating. • Three Student Committees had been held so far and there were the usual comments. As there were no major concerns it was considered that the majority of students were content. • The Deputy Principal (Learning & Performance) advised that a further survey would be carried out in the Spring to provide a comparison, and he would continue to work with the Student Committee. <p>Presentation on Labour Market Information (LMI)</p> <ul style="list-style-type: none"> • A complete SWOT analysis was being undertaken on the curriculum taking into consideration the destinations of Post 16 students. Any plan for the future had to target an audience, and a map was shared which showing the density of age groups across Dorset, this highlighted that the majority of younger people were in the east of the County. • The Principal advised that a successful bid had been achieved for an outside classroom at Hengistbury Head in partnership with Bournemouth & Poole Council. This had potential but the College had to ensure that it did not spread itself too thin. • The Committee questioned whether transport could be an issue from the east of the County and it was noted that buses already came from this area and the students tended to be more committed to longer days as they were keen to undertake the course. If the College finished at 4pm in the future this could have a big impact with encouraging new learners. • A curriculum had to be designed for learners and employers defining the 'Intent' and with a Level 3 focus. Further areas would be considered but in a rural context. The Principal considered that there would be opportunities without mission drift. • It was agreed that school 6th Forms would be targeted as 2-3% of the County's young learners could be attracted with the right offer. • It was suggested that there could be potential for growth within the Public Services programmes with the introduction of the CCF. • Each department had now been tasked with reviewing the curriculum in their area and to complete a 'Curriculum Intent Form', as shared with the Committee, Departments would be expected to evidence dialogue with employers; scrutiny of data; and consideration of the LEP priorities in the Industrial Strategy. 	
7.	<p>HE PERFORMANCE REPORTS 2018/19</p> <p>The HE Performance Report 2019/20 was SCRUTINISED.</p> <p>The OfS response to submitted evidence relating to enhanced monitoring for Condition C3 was noted and that the access agreement had been accepted.</p> <p>The Committee requested further detail on the Condition B3 which remained in place and the Deputy Principal (Learning & Performance)</p>	

	<p>agreed to investigate.</p> <p>It was noted that the AoC was now lobbying the OfS to ensure it fully understood colleges in relation to HE.</p>	OS
8.	<p>APPRENTICESHIPS PERFORMANCE REPORT 2019/20</p> <p>The Apprenticeship Performance Report 2019/20 was REVIEWED, and the following points NOTED:</p> <ul style="list-style-type: none"> • The Principal advised the Committee that the College would not meet Minimum Standards with the ESFA, but there were historical reasons, with action having been taken, which could be clearly evidenced: <ul style="list-style-type: none"> * Leisure Management was no longer being run * There were no renew the Subcontract agreement with Educ8 to deliver Apprenticeship Standards in Equine * There had been historical issues with Horticulture Apprenticeships where students had been provided with the wrong IAG. This had now been resolved and the Principal was confident that this area would achieve. • It was noted that there were still challenges and this year it was mainly with retention. This was mainly due to Apprentices gaining employment and health issues. The Deputy Principal (Learning & Performance) was of the opinion that if the Apprentice had more than a two month break they should withdraw and he was ensuring this was the case. • The Committee was pleased to note that the new Head of Apprenticeships would commence on 1st March and the College was trying to clear all the issues prior to that date to give 'a clear slate'. • A new standards had been approved that day with 8-10 learners ready to start at Dorset Council (Countryside Rangers). However, the Deputy Principal (Learning & Performance) advised that currently there was no end point assessor therefore the College could not progress this until 2021. This highlighted the challenges that were currently being dealt with. • It was anticipated that there would be further changes to Apprenticeship provision and the College would be focusing on Quality and not Quantity for the time being. This would impact Budget setting but the Deputy Principal (Learning & Performance) would concentrate on 'real' data and focus on highly weighted standards. • The College continued to celebrate its Apprentices with the Awards event that evening and a radio presentation the following day. 	
9.	<p>CAREERS UPDATE</p> <p>The Committee was pleased to note the progress against the Gatsby Benchmarks and considered that the report would provide a good crib sheet for the whole Corporation.</p> <p>The Deputy Principal (Learning & Performance) advised that he was the national College representative on an Advisory Panel for Careers which was working closely with Gatsby.</p> <p>It was noted that the 4pm session at the next Corporation would provide an</p>	VG

	update for all members.	
10.	<p>QUALITY IMPROVEMENT PLAN (QIP) UPDATE</p> <p>The update to the QIP was SCRUTINISED and the following points NOTED:</p> <ul style="list-style-type: none"> • Overall the actions were moving forward. • The Committee questioned the RAG rating on some actions which had not met the deadline and considered this should be reviewed to give a message to staff. • The Deputy Principal (Learning & Performance) advised that any completed actions would remain as Green until the end of the year. 	OS
11.	<p>RESIDENTIAL UPDATE</p> <p>The Deputy Principal (Learning & Performance) advised that there were 25 learners in residential accommodation, including 5 HE students and 8 under 18's. It was noted that the maximum number of beds was 40. The students were fairly content and innovative scenario based safeguarding exercises were being trialled with staff. The Deputy Principal (Learning & Performance) was ensuring that there were clear CPD records to enable the 'Outstanding' Ofsted grade to be maintained.</p> <p>The Deputy Principal (Learning & Performance) advised that currently there were no applications for 2020/21 that had requested accommodation, therefore decisions were required on whether the College should continue with under 18 residential provision. There were many variables that had to be taken into consideration, eg the impact on Equine duty students. There could also be better uses and block release for Apprenticeships could be considered.</p> <p>The Deputy Principal (Learning & Performance) updated the Committee on a link with Bermuda facilitated by Bournemouth Council Parks Department. A programme was currently being costed to provide Horticulture and Arboriculture programmes for the State of Bermuda. The Deputy Principal (Learning & Performance) added that a request had been made to go and discuss the programmes in more detail, but assured the Committee this would only happen if expenses were paid up front. This was considered to be a long term arrangement and could also utilise the residential accommodation.</p>	
12.	<p>SAFEGUARDING UPDATE</p> <p>The Principal advised that there were no changes to report and the number of referrals was sensible. He considered that safeguarding at the College was robust and the Assistant Principal (Student Experience & Progression) was thorough and effective in her work and he had no concerns,</p> <p>It was noted that there were also early discussions with the National Trust to provide a Safeguarding Programme.</p>	
13.	<p>COMPLAINTS/COMPLIMENTS UPDATE 2019/20</p> <p>The Complaints and Compliments 2019/20 were NOTED. It was pleasing to note that these were dealt with effectively and timely. The increased number of complaints for the Animal Park was expected due to the</p>	

	numbers now visiting the facility and the Principal considered that expectations had to be managed. The Estate Manager was currently looking as capital investment to upgrade the pathways.	
14.	<p>EQUALITY & DIVERSITY COMMITTEE (E&D) AND ILT COMMITTEE</p> <p>The Principal advised that this Committee was developing a new Action Plan to focus on the key areas and any curriculum actions would be included in the QIP. Actions in the following areas would be reviewed by the Committee:</p> <ul style="list-style-type: none"> • Estate and facilities • Marketing • HR <p>The Principal advised that the reduction of disability appointments was nothing to cause any concerns, and the right skills had been made to appointments.</p>	
15.	<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>	
16.	<p>ANY OTHER BUSINESS</p> <p>The following further business was NOTED:</p> <ul style="list-style-type: none"> • The Committee Chair shared her report on a recent Link Visit which had followed the new procedure. The following points were noted from the report: <ul style="list-style-type: none"> * The Chair considered that Mental Health was the default position for one group she had visited with depression being a real issue. It was considered that the planned extra-curricular activity would enhance the student experience. * It was considered that this would continue as funding was decreasing with the College now carrying out what Local Authority Social Care used to do. <p>The Clerk would now facilitate further appointments for other Governors through the year.</p>	
17.	<p>2019/20 MEETINGS</p> <p>The following dates were NOTED:</p> <ul style="list-style-type: none"> • 1 April 2020 • 17 June 2020 	
	<i>The meeting closed at 4.40pm with no further business.</i>	

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