



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
3.00pm, THURSDAY 6 MAY 2021
Held by Zoom due to Covid-19**

Members:	Hanna Baxter; *Andy Foot; *Robert Lasseter; Louisa Payne; *Luke Rake (Principal); *Kay Taylor; *James Tirrell (Interim Chair)
In attendance:	Oliver Symons (Deputy Principal); *Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *Vanessa Gifford (Clerk)

ITEM NO.	DETAIL	ACTION
1.	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest NOTED.</p>	
2.	<p>APOLOGIES</p> <p>Apologies for absence RECEIVED from Hanna Baxter, and it was noted that Louisa Payne had just resigned from the Corporation.</p> <p>Apologies were also received from the Deputy Principal and the Principal presented papers in his place.</p>	
3.	<p>MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2021</p> <p>The Committee AGREED the minutes of 10 February 2021 as a true and accurate record, and APPROVED them for website publication.</p>	
4.	<p>MATTERS ARISING</p> <p>The following matters arose from the minutes of 10 February 2021:</p> <ul style="list-style-type: none"> • The Clerk agreed to check whether the Safeguarding Report had been uploaded to GVO. 	VG
5.	<p>KMC PREPARED</p> <p>The Careers and Industry Lead was welcomed to the meeting, especially as she had just been appointed as a Staff Governor.</p> <p>The Careers and Industry Lead (CIL) provided an update on Careers work explaining that a lot of time had been invested in re-developing this area. She was undertaking a Level 6 Careers Leadership qualification with the</p>	

Careers Development Institute and had just completed an evaluation of the 'KMC Prepared' programme, and a summary was presented to the Committee. The following points were **NOTED**:

- The Committee questioned what impact was being seen from the pandemic on positive destinations. The CIL advised that the future was more unpredictable for many students, and everyone required the same access to opportunities. Students were very confused, they had a plan which could not be followed through. She confirmed that there was a big increase in Careers appointments, with the majority being Animal Care students. Level 3 students were more hesitant about applying for University and there was the fear of the unknown on how it would be delivered.
 - The Committee was pleased to note that the 17 CDI Framework learning outcomes had been reduced to 6 as this was more manageable. The CIL agreed and advised that there were now more holistic and worked well with the KMC culture.
 - A self-assessment tool had been introduced for managers to complete termly.
 - It was noted that marketing was being targeted to SEN students but the Committee questioned whether anything was planned for other disadvantaged groups, those students that required additional support, to raise their aspirations. The CIL advised that a Careers Survey had been circulated in Autumn 2020, and would be sent out again imminently. This encouraged meetings with students and the results would be analysed and individuals targeted. It was also noted that the Careers Team had a good relationship and links with the Foundation Learning Department.
 - The CIL was looking to maintain good relationships with external organisations, to support Dorset rather than just one organisation.
 - The HE progression was considered further and questioned how the pandemic had impacted. The CIL advised that some students still had that as a definite career path as it was the only way they could progress to their career choice. Other students were still considering their options. Applications for progression to HE internally were on a par with the previous year. It was agreed that the CIL would provide some benchmarking data on previous progression trends, including internal progression. The Committee agreed that it was important to review this with the potential for the new HE Centre project, as well as recruitment.
 - It was questioned whether Industry Placements were being considered for T levels, and the CIL advised that the land-based standards were not being introduced until 2023 so she did not intend to consider until they had been introduced and issues overcome. She considered that employers were known to the team and placements would not be an issue. The Principal advised that he still remained sceptical about the ability to deliver of T levels, and whether they would be functional for vocational provision.
 - The strapline "KMC Prepared; For Study; For Work; For Life was supported an agreed that consideration should be given to including it in the Strategic Plan.
 - The Committee requested the CIL to draw out the three key recommendations, and these were noted as:
 - Triage Training, all about communication.
 - KMC Careers course, units were being finalised.
 - Tutorial programme, which gave clarity for September.
- It was noted that all actions from the recommendations would be

CIL

	<p>evidenced by forms, feedback and surveys etc and the outcomes used to improve.</p> <p>The Principal advised that the impact of the CIL had been excellent, and her appointment was a strong appointment to the Board. The work she was completing was useful and productive. The CIL confirmed that her studies should be complete at the end of July.</p>	
<p>6.</p>	<p>FE PERFORMANCE REPORTS 2020/21</p> <p>The FE Performance Report 2020/21 was CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none"> • The Principal advised that there were some interesting things coming through from lockdown and post. At the beginning of the lockdown students had been keen with the hybrid curriculum however now that lockdown was easing this had changed radically, as the students wanted to be in college for most of the week. This had presented challenges with transport and staffing but was being worked through. • Retention was high and the final outturn would be interesting. • Attendance was broadly good and the Committee questioned whether there were any benchmarks with other colleges. The Principal advised that there was no formal FE measure but the target was 92%. The current figure was 88% which was a good reflection in the current climate. The APSEP added that there were no patterns emerging for attendance, and it was being tackled robustly across the board, with the welfare team stepping in where necessary. The Principal advised that granular data was being reviewed for different groups for future reporting. It was noted that actual attendance record related to those students who were actually in the classroom. Staff compliance on completing registers was under close review. • Applications: these were now starting to pick up with a large increase in March. It had been lagging but the Principal now considered that the outlook was positive. • FEC Provider Quality Assurance: the Principal advised that different organisations cut the data in different ways and the presented table had been shared with the FEC during the recent diagnostic assessment follow up. Forecasting had dramatically changed with teacher assessment, so trends were difficult to highlight. It was noted that the 16-18 provision, which was core business, had strong trends. Adult Part time courses continued to decline since loans had been introduced. Provision had deliberately been removed from Apprenticeships, for quality reasons and to ensure they were financially sustainable. The impact of levy and non-levy funding had been replicated across the country. <p>The Chair suggested that a standardised set of data was required to evaluate and measure progress to ensure quality outcomes for learners. The Principal advised that he would work with the Deputy Principal for the next meeting. It was noted that value added was difficult to assess for vocational provision, and the College was developing its own reporting system.</p> <p>It was questioned whether there was any merit in collaboration with other colleges for benchmarking and the Principal advised that some datasets were available with ProAchieve, but were always 18 months out of date, and national datasets were used by Ofsted. He agreed to discuss further with the Deputy Principal for some</p>	<p>LR/OS</p> <p>LR/OS</p>

	<p>comparative data.</p> <p>The Committee questioned whether there was any department with particular issues. The Principal advised that there were certain areas of priority for governors to consider, for different reasons in each case. For example, , with the biggest risk for the College being the largest department, Animal Science & Welfare, which was a third of the college provision but also historically contained a higher proportion of student issues. Outdoor Adventure was being monitored and high performers within Agriculture was a national issue.</p>	
7.	<p>HE PERFORMANCE REPORTS 2020/21</p> <p>The HE Performance Report 2020/21 was CONSIDERED and NOTED.</p>	
8.	<p>HE CENTRE PROJECT</p> <p>It was acknowledged that HE provision was currently small, and the HE Centre project was ambitious. The quality of current provision was acceptable but it was agreed that the paper from Southampton University outlining the emergent ideas for collaboration for the new Centre were interesting and exciting, and the link with a Russell Group university game-changing for the College. The Principal advised that representatives would be visiting the College in the few weeks. It was also noted that conversations had commenced prior to the HE Centre bid so could possibly continue if it was not achieved.</p> <p>The Principal advised that HE had plateaued for 10 years, intervention was required, and any collaboration with Southampton University could be transformational, with a palpable need and desire locally. The University was keen to widen its participation and Dorset was a rural cold spot.</p> <p>The Principal advised that discussions continued and a clearer picture for HE provision would emerge.</p>	
9.	<p>APPRENTICESHIP REPORT 2020/21</p> <p>The Apprenticeship Report 2020/21 was CONSIDERED and the following points NOTED:</p> <ul style="list-style-type: none"> • The outcomes of the recent ESFA Funding Audit had been fully shared. • The Apprenticeship Manager was now looking to provide profitable provision with good outcomes. • Numbers were now fairly static, but hoped they would accelerate as programmes were developed. • The Committee considered that there should be some debate on continuing with Apprenticeships, as it could be import for the Strategic Plan going forward. The Principal suggested that there was still time for growth once Standards had been fully integrated. However there were issues with End Point Assessments for the land-based programmes. He advised that Landex were campaigning nationally and it should be kept under review. 	
10.	<p>QIP UPDATE</p> <p>The following points were NOTED during the discussion:</p>	

	<ul style="list-style-type: none"> • Performance Reviews and re-commenced, after a difficult year for everyone. There was work to progress and ensure that the Heads of Departments were strict with their data. • Progress was difficult to determine due to the pandemic. • The Committee suggested it would be useful to see the key issues in the light of a possible Ofsted, and the top priorities. The Chair suggested that 2/2 critical actions should be drawn out to ensure progress, and make an impact. • The Principal considered that all the areas for development had to be covered, and the Deputy Principal was focused on the quality of learning and progression. All the areas would feed into this. • The Deputy Principal had worked hard to provide tracking as a key measure and improving the general pedagogy. This all took time, however the quality of staff appointments had improved, with the Deputy Principal now involved in every teacher appointment. The fear of Peer Observation had also been removed, with more openness for peer development and support. It was acknowledged that online lessons were observed by more people. • It was suggested that the QIP should be ranked for prioritisation, the Principal considered that teaching and learning was the priority and it was a functional document. • The progress was reviewed and the following points noted: <ul style="list-style-type: none"> ➢ There was a requirement to improve data systems to track and monitor. Although a lot of work had been undertaken by the Director of Integration and MIS, this was still an area for development. Dashboards were now available for Managers. ➢ There had been significant improvements in the quality of teaching, learning and assessment. Further peer review was required. It was noted that parents had been very engaged with online learning within the Foundation Learning Department. ➢ A strong team was in place for English and maths ➢ KMC-TV had commenced but still to be finalised. So far it had been useful especially as a prompt for Prevent, an agenda that was still very much live. ➢ The Committee requested a deadline from the Deputy Principal for an enhanced quality cycle. ➢ A new Health & Safety Manager had just been appointed from the construction industry and the Principal expected to see some good progression. 	LR/OS
<p>11.</p>	<p>SAFEGUARDING</p> <p>The APSEP updated the Committee on the main issues:</p> <ul style="list-style-type: none"> • Mental health issues were high, including some students with suicidal thoughts. Some of these issues were within families with reports about parents and carers. • Academic pressure due to lockdown • Bereavement • Social Media <p>The APSEP advised that there were no major concerns however she updated the meeting on the actions of the Student Governor, and the Clerk advised that she was reviewing procedures going forward.</p>	

	The Committee asked if sexual harassment was an issue as it currently had a high profile. It was noted that there as a small degree of issues, and the Principal had held assemblies after the easter break and highlighted the expectations.	
12.	<p>COMPLAINTS/COMPLIMENTS</p> <p>Complaints - the Principal highlighted two complaints:</p> <ol style="list-style-type: none"> 1. A bullying case between a vegan and an agriculture student which had been resolved. This had been brought to the attention of students in the recent assemblies highlighting that all views should be understood. 2. An alleged animal cruelty case which was currently unresolved but being managed. <p>Compliments - it was agreed that there were some good compliments which highlighted that the College was in a good place.</p>	
13.	<p>EQUALITY & DIVERSITY COMMITTEE (E&D)</p> <p>The minutes of the meeting held on 3 February 2021 were NOTED. These had been verbally shared at the previous meeting.</p> <p>The APSEP advised that a further meeting had been held the previous day and the following points were NOTED:</p> <ul style="list-style-type: none"> • A Prevent update would be shared with all staff • The E&D Action Plan would be reviewed • The new Health & Safety Manager had provided a good report on estate accessibility • Ensuring there was no conscious bias in the Teacher Assessment and Grading Policy. 	
14.	<p>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</p> <p>No further entries for the Risk Register were identified.</p>	
15.	<p>ANY OTHER BUSINESS</p> <p>No other items of further business were NOTED.</p>	
16.	<p>2020/21 MEETINGS</p> <p>The following dates were NOTED:</p> <ul style="list-style-type: none"> • 16 June 2021 	
	<i>The meeting closed at 4.55pm with no further business.</i>	

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