



**MINUTES OF:  
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING  
3.00pm, MONDAY 7 FEBRUARY 2022  
Held in the Pengelly Room, Main House**

<b>Members:</b>	Richard Barker; *Frances Jenkins; *Robert Lasseter; *Annetta Minard; *Luke Rake (Principal); *Kay Taylor (Chair); *Debs Thomas; *Jim Tirrell (Co-opted Member)
<b>In attendance:</b>	*Tom Hallam (Deputy Principal); *Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *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>  Apologies for absence <b>RECEIVED</b> from Richard Barker.	
3.	<b>MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2021</b>  The Committee <b>AGREED</b> the minutes of 29 November 2021 as a true and accurate record, and <b>APPROVED</b> them for website publication.	
4.	<b>MATTERS ARISING</b>  There were no matters arising from the minutes of 29 November 2021 that were not on the Agenda.	
5.	<b>FE CURRICULUM &amp; QUALITY POSITION STATEMENT</b>  The Deputy Principal's Report outlining the Curriculum and Quality Position Statement was considered and the following points <b>NOTED</b> : <ul style="list-style-type: none"> <li>• Lesson Observations: all teaching staff had now been observed with 70% being graded 'Good' or 'Outstanding', which was an excellent outcome. It was noted that this did not include new staff. Emerging Strengths and Emerging Areas for Improvement, in the minority of lessons, were noted.</li> <li>• Professional Development days had been undertaken and the transparency and openness had been well received by staff.</li> <li>• Termly appraisals was an FEC recommendation and had been a lot of work and a real challenge. The general feedback from staff was</li> </ul>	

	<p>that the standardised approach was good.</p> <ul style="list-style-type: none"> <li>• The Deputy Principal shared the preliminary results of the recent On-Programme learner Voice Survey.</li> <li>• Overall retention was noted at 93.1%, with the only trend being mental health issues, which was outside of the college's control. Reports were being devised to enable analysis of the reasons.</li> <li>• Attendance was positive at 92.1%.</li> <li>• Applications for 2022/23 currently stood at 627, which was 210 above the end of February 2021, including 158 internal progression, where there would now be further focus. It was hoped that conversion could be maximised by increasing communication and more quickly to ensure that the students felt valued.</li> <li>• Plans for the next few months were noted.</li> <li>• Progress with T Levels was noted although the land-based programmes had not been written to date. City &amp; Guilds had been awarded all the land-based qualifications and an outline of contents and structure had been received. It was noted that the only provision for Level 3, and existing qualifications would probably run alongside for up to 3 years. Transition Programmes were also being considered.</li> </ul>	
6.	<p><b>HE REPORT</b></p> <p>The February Monthly Quality Review Report was <b>NOTED</b>. The Principal and Deputy Principal had recently met with the HE Manager to review the curriculum offer. In the short term it had been agreed to:</p> <ol style="list-style-type: none"> <li>1. Maximise numbers</li> <li>2. Ensuring students were retained.</li> </ol> <p>It was considered that HE students had a good experience at KMC and the Learner Voice was positive.</p> <p>Discussions were on-going for longer term proposals. The Principal would be presenting a report to the next Corporation meeting to update on his discussions with Southampton University. Proposals had been discussed at its VP level and a formal response was awaited. Once the formal Structure and Prospects Appraisal commenced any formal proposal would be carried out by the FEC.</p> <p>It was noted that issues were being resolved on the closure of the FdA Tourism Park Management Programme and its students were aware.</p> <p>The Committee questioned whether additional residential accommodation was required for growth in HE. The Principal advised that there was potential for accommodation on site but strategic decisions would have to be made on its best use, as it was currently being leased by Synergy Vets for their students. Decisions would have to be made by mid-summer and the students who had indicated that they required accommodation had been contacted.</p>	LR
7.	<p><b>APPRENTICESHIP REPORT</b></p> <p>The Apprenticeship Report was <b>NOTED</b> and the following points made:</p> <ul style="list-style-type: none"> <li>• The Committee was pleased with progress, especially with tracking the out of funding students, with a shift in the teaching team's understanding of the financial implications.</li> </ul>	



	that compliments should be shared on social media.	
11.	<p><b>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER.</b></p> <p>No new risks were identified for the Risk Register.</p>	
12.	<p><b>ANY OTHER BUSINESS</b></p> <p>The following items of further business were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• The Principal advised that the Deputy Principal had successfully reached his four month probation period. He continued to undertake a role as an Inspector with Ofsted which was agreed to be useful to keep up to date with current practice. It was acknowledged that it was time consuming, with 16 days contracted out of the College, but was hugely beneficial.</li> </ul>	
13.	<p><b>2021/22 MEETINGS</b></p> <p>The following dates were <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• 4 April 2022: It was agreed that this date would be changed as the Deputy Principal was unable to attend due to Ofsted training.</li> <li>• 13 June 2022</li> </ul>	<b>VG</b>
	<i>The meeting closed at 4.35pm with no further business.</i>	

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**APPROVED:** 30 March 2022