



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
3.00pm, WEDNESDAY 30 MARCH 2022
Held in the Deputy Principal's Room, Main House**

Members:	*Richard Barker; *Frances Jenkins; *Robert Lasseater; *Annetta Minard; *Luke Rake (Principal); *Kay Taylor (Chair); *Debs Thomas; Jim Tirrell (Co-opted Member)
In attendance:	*Tom Hallam (Deputy Principal); Nicky Porter (Assistant Principal – Student Experience & Progression) (APSEP); *Vanessa Gifford (Clerk); *Dee Vickers (Apprenticeship Manager) for Item 5

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ITEM NO.	DETAIL	ACTION
1.	DECLARATIONS OF INTEREST There were no declarations of interest NOTED .	
2.	APOLOGIES Apologies for absence RECEIVED from Jim Tirrell and Nicky Porter.	
3.	MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2022 The Committee AGREED the minutes of 7 February 2022 as a true and accurate record, and APPROVED them for website publication.	
4.	MATTERS ARISING The following matters arising from the minutes of 7 February 2022 were NOTED : <ul style="list-style-type: none"> • A report on welfare costs was being reviewed and would be available in due course. 	NP
5.	APPRENTICESHIP REPORT The Apprenticeship Manager presented the current position on the Self-Assessment Report for Apprenticeships and the following points were NOTED : <ul style="list-style-type: none"> • It was considered that the provision of English and Maths for Apprentices would be up and running for September 2022, ensuring there were dedicated staff for apprentices. This would be closely monitored by the Apprenticeship Team to look at progression. • 18 students were currently out of funding, which equated to 22%, 	

	<p>which was reduced from 33%. It was expected to attain 5-7% by the end of the academic year.</p> <ul style="list-style-type: none"> • The caseload for each full time assessor was 25 students. • The Committee questioned safeguarding whilst students were with employers. The Deputy Principal advised that the regulations applied whilst students were in College, however the College had a duty of care for all students on its current records. • The Committee asked the Apprenticeship Manager what her vision was for the next 5 years and she responded that she was committed to growth in current areas of provision, whilst looking to expand into other relevant programmes in land-based industries, ensuring that the reporting and monitoring were in place. 	
6.	<p>FE CURRICULUM & QUALITY POSITION STATEMENT</p> <p>The FE Curriculum & Quality Position Statement was NOTED, and the following additional points were made:</p> <ul style="list-style-type: none"> • Ungraded lesson observations related to those staff that were new and unqualified. • The Deputy Principal considered that the confidence of the HoD's in completing lesson observations was improving, and he was reviewing all feedback on a weekly basis. • The Committee questioned what the procedure was if it was evidenced that a member of teaching staff was not improving from a level 3 in subsequent lesson observations. The Deputy Principal advised that if the training and support was not embedded it was recorded within the appraisal procedure, and if the issues were ongoing the HR capability processes were put into place. It was then questioned how long this would take and noted that it depended on the nature of the challenge and was taken on a case by case basis, taking into consideration the student experience. • It was noted that the growth in applications was across all areas, which could be accommodated in the current structure. The Committee asked if the college had the capacity to keep prospective students interested in their applications and the College. The Deputy Principal advised that communications were sent out at least monthly, and it was expected that all offers would be made by the end of June 2022 and then applicants would be invited for a fun day at the College. It was considered that there was a shift in the quality of those applying with a greater number of level 3 applications. It was agreed that the next meeting would receive a breakdown of course levels within the report. • The College was anticipating offering T levels across land-based areas, alongside the current Level 3 provision. It was noted that T levels were larger study programmes with additional teaching hours with the land-based provision being weighted. The funding was up-front with transitional support. • It was questioned how the additional 40 hours would be delivered and noted that the SMT was currently investigating ways to mitigate by evidence so as not to increase staffing costs. The Principal advised that he would be following up this matter and would report back in due course. 	<p>TH</p> <p>LR</p>
7.	<p>HE REPORT</p> <p>The HE Report was NOTED and the Deputy Principal advised that he was</p>	

	<p>comfortable with performance.</p> <p>The following further points were NOTED:</p> <ul style="list-style-type: none"> • A long standing member of staff was leaving and not being replaced like for like. The SMT had considered that there would be a better student experience if a number of appropriate FE staff delivered HE which reduced the staffing risk. • Applications for 2022/23 were in line with the previous year and the Deputy Principal had discussed with the Marketing Team who would be targeting advertisements. 	
8.	<p>QIP UPDATE</p> <p>The QIP Update was considered and the following points NOTED:</p> <ul style="list-style-type: none"> • The Committee questioned whether results were an early prediction of outcomes. The Deputy Principal advised that it was difficult to assess as there was not an early assessment with C&G. • The development of further reporting was on-going, which would include the tracking of minority groups and target grades. 	
9.	<p>STRATEGIC PLAN KPI'S</p> <p>The KPI's set out for the Curriculum were AGREED, with the addition of 'Quality of Teaching'.</p> <p>It was noted that the Deputy Principal would set the targets and circulate in due course, with the target to be reached over 3 years, underpinned with annual operational targets.</p>	TH
10.	<p>SAFEGUARDING</p> <p>In the absence of the Assistant Principal, the Principal reported on Safeguarding in his role of Designated Lead. The following points were NOTED:</p> <ul style="list-style-type: none"> • There were 480 live concerns recorded on MyConcern. • The main area was around anxiety, with a further cluster around welfare. This was an increase in cases from the previous year, and it was acknowledged that it was a difficult time for young people post pandemic. • The Principal had no major concerns on the College's ability to cope with the caseload, and suggested that 'anxiety' was a national trend. • The Principal continued to oversee Safeguarding and the Welfare Team in the absence of the Assistant Principal, who was currently supporting from home. • The number of referrals to CHAD was not increasing, and the College was currently reviewing its counselling service. It was currently out-sourced and the SMT was considering bringing it in-house. • It was considered that college staff dealt with concerns appropriately, with a balance of skills required to deliver education and welfare. 	
11.	<p>COMPLAINTS/COMPLIMENTS</p> <p>The Complaints and Compliments report was NOTED, especially the</p>	

	compliments around events eg Pet Plan Show and Equine events, which had willingly involved students and staff out of hours and during college breaks.	
12.	RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER. No new risks were identified for the Risk Register.	
13.	ANY OTHER BUSINESS The following items of further business were NOTED: <ul style="list-style-type: none"> The Principal reported on a curriculum development that had been muted before the pandemic and was now gaining pace. Following links with Bournemouth, Christchurch and Poole Council, contact had been made with the Bermuda Parks Authority. It had a shortage of skills for young people and with its government funding and charitable donations was looking to form a relationship with KMC for the provision of the appropriate skills, mainly around Horticulture. It was noted that three staff would visit, all expenses paid, to scope out the necessary requirements. It was currently anticipated that it would be 10 days of delivery as a formalised relationship, which was fully funded. It was hoped that this would then continue on an annual basis, with the project having a lot of potential for training and commercial relationships. 	
14.	2021/22 MEETINGS The following dates were NOTED: <ul style="list-style-type: none"> 13 June 2022 	
	<i>The meeting closed at 5.00pm with no further business.</i>	

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