



**MINUTES OF:
THE CORPORATION'S QUALITY AND STANDARDS COMMITTEE MEETING
2.30pm, MONDAY 6 OCTOBER 2014**

Members:	*Chris Lee (Chair); *Michael Clarke; *Clare Davison (Principal); *Peter Edwards; *Sue Thurley; *James Tirrell
In attendance:	*Lynda Bourne (Interim Deputy Principal – Coaching & Mentoring) (IDP); *Andy Daw (Assistant Principal – Employer Engagement) (APEE); *Vanessa Gifford (Clerk); *David Humphreys (Assistant Principal – Curriculum & Quality) (APCQ)

ITEM NO.	DETAIL	ACTION
1.	DECLARATIONS OF INTEREST There were no declarations of interest.	
2.	APOLOGIES There were no apologies for absence.	
3.	OFSTED HMI SUPPORT & CHALLENGE REPORT The Ofsted HMI Support and Challenge Report was NOTED . The Principal was requested to thank Wilf Hudson for his work.	CD
4.	OFSTED INSPECTION 2014 The Principal was pleased to report that the inspection had been fair and robust, the College having to remain focussed until the end, but eventually being awarded a Grade 2, subject to publication. The Principal paid a huge tribute to the IDP and staff who had battled to the end. It was noted that the next step was to gain 'Outstanding', and the College would be working towards this. The Principal advised there had had been some subjectivity of lesson observations, with a lot of theory lessons being observed. The Inspectors had not seen enough good or outstanding lessons on the day. It was noted that Foundation Learning and Work Based Learning had performed well. The key words during feedback were the level of consistency and pace of change, however it was reported that Governors had impressed the Inspectors with their knowledge of the College. The IDP gave further feedback on the outcomes, and the following points were NOTED : Successes <ul style="list-style-type: none"> • Outcomes for Learners/Success Rates were good • No achievement gaps, with no significant differences between groups of learners • Work Based Learning was strong • Employers/Partnerships were good • Work experience was strong • Safeguarding and Health & Safety were good 	

	<ul style="list-style-type: none"> • Foundation Learning was a real strength with students progressing to higher levels • Staff were co-operative and morale was good during the inspection <p>Priorities</p> <ul style="list-style-type: none"> • Progression between levels • Vocational/English/Maths – no targets being set and vocational lecturers needed to promote developments • Target Setting – Section Leads do not use Value Added enough. A detailed breakdown was required to enable SMT to make decisions • Not many targets were set for Work Experience • Monitoring Teaching and Learning apart from lesson observations (eg marked work and Schemes of Work) • The promotion of Diversity, which needed to be thought through carefully • The pace of change – SMT needed to increase the pace and challenge. <p>The Principal advised that she would receive the report within around 10 days for factual checking and then it would be published on the Ofsted website 15 days later. The Committee AGREED that the report should be available to be scrutinised fully at the Strategy Day in November.</p> <p>The Chair of the Corporation thanked the IDP for her work in battling to the end. The Chair had attended the Staff Meeting at the end of the week and was pleased with the support given around the College.</p> <p>The Committee asked the Principal if she agreed with the feedback. She advised that she had been surprised that Agriculture had received a Grade 3, but this was a subjective view. The IDP had argued for a split grading due to Work based Learning being good, but a couple of unfortunate comments had been made during lesson observations regarding tutorials and risk assessments. Lessons had been graded from 1 – 4 and the Committee expected support to be given where appropriate, and the Capability/Disciplinary Procedures to be implemented where necessary.</p> <p>The Principal advised that the priorities were not difficult to achieve but needed to be completed quickly.</p>	
5.	<p>DRAFT SELF ASSESSMENT REPORT (SAR) AND QUALITY IMPROVEMENT PLAN (QIP) 2013/14</p> <p>It was AGREED that as the Ofsted Inspection had now taken place, the QIP would need further work. Therefore, it was agreed to bring back to the next meeting with an updated QIP.</p> <p>Members were requested to email the Principal with any comments for incorporation.</p>	ALL
6.	<p>LEARNER VOICE</p> <p>KMC end of year Student Survey 2013/14 This Survey would be presented to the next Committee.</p> <p>Employer Survey The Committee were pleased to note that the survey scored the College with the highest overall satisfaction to other local colleges.</p> <p>It was agreed that it would be useful to know the number of employers within each category.</p> <p>The Committee requested that the Ofsted Surveys be presented to the next meeting, although it was noted that neither survey had a high profile at the inspection, although</p>	AD LB/TDH

	feedback from employers was very good.	
7.	<p>MATRIX REPORT AND ACTION PLAN</p> <p>The Committee NOTED the Matrix Report. The APEE advised that the required standard had been met, and was now subject to annual review. The following points were noted for the action plan:</p> <ul style="list-style-type: none"> • Extending Pro-Monitor across all students • Link in career aspirations to Pro-Monitor • Support Services <p>The Committee asked if the actions could be incorporated within the QIP, but were informed that a separate action plan was required. The Committee also noted that careers had been an on-going issue with broader actions necessary. The APEE advised that students were getting the information they required, although the NCS were no longer visiting the College. He was working with Ansbury for advice going forward. The Chair advised that he had completed two Learning Walks recently and students knew what they wanted to do in the future, and Ofsted and re-enforced this.</p>	
8.	<p>PERFORMANCE REPORTS</p> <p>The following Quantitative and Qualitative reports were RECEIVED and SCRUTINISED:</p> <ol style="list-style-type: none"> 1. Enrolments 2014/15 – it was noted that this information was included in the Corporation meeting papers. 2. Learning Walks 2014/15 – the Committee noted the reports from completed learning walks, and the following points were noted: <ul style="list-style-type: none"> • Members asked what support there was on starting your own business. The APEE advised that NatWest Bank had offered to visit after Christmas. It was suggested that some governors could become mentors. • The two Learning Walks completed by the Chair had been positive, students questioned considered they were on the right course and qualification. • Work based Learning students found their college days useful, as it gave them alternative ideas. • Students were aware of safeguarding issues and were wearing their lanyards. • There was good progression for Laurel Bank students. • Students advised that they had not completed a chainsaw course the previous year as expected. The APCQ advised that this was due to poor attendance on the course, which had resulted in a change of policy to include attendance. • It was noted that many students had felt pressurised to stay in school 6th forms, resulting in them entering college after their AS levels. • It was agreed that the Learning Walks were invaluable in gaining the Learner Voice, and all governors should attempt to carry out two a year. The Principal would supply a termly list of themes to assist. 3. Observations of Teaching and Learning Profile and Evaluation – No formal lesson observations had been completed due to the start of term and then the Ofsted inspection. However the Inspectors had confirmed judgements and the process. The IDS was content with the college observers as there was a consistent theme. Section Leads were in the process of planning for schemes of work to be checked as a further check on teaching and learning. It was acknowledged that steps had been taken to improve English and Maths but not enough. 4. Apprenticeship Reports for 2013/14 and progress to date – The Committee NOTED this report, with the following points: 	

	<ul style="list-style-type: none"> The Committee requested a report to the next Committee on the scope of the British Holiday Parks offer, as this had been the subject of a question from the Inspectors, including any analysis by postcode. The data in the report had been scrutinised in detail during the SAR validation process. 	AD
9.	<p>COMPLAINTS UPDATE</p> <p>The Complaints Update was NOTED with the following points:</p> <ul style="list-style-type: none"> The Update now provided more analysis with an increased number of fields. The majority of complaints were on the restructuring, performance management and sickness timetabling. It was acknowledged that the higher number of complaints for 2013/14 was a one-off. It was noted that there were still timetabling issues with Level 2-3, and the Committee requested confirmation at the next meeting that timetables were finalised and set. Some complaints were regarding the maintenance of the estate and the Principal acknowledged that the College was struggling with such a small team, and would bring the issue to the attention of the Corporation. However, it was agreed that students should be given more responsibility to assist. 	TDH CD
10.	<p>MINUTES OF THE MEETING HELD ON 2 JULY 2014</p> <p>The Committee AGREED the minutes as a true and accurate record and APPROVED them for website publication.</p>	
11.	<p>MATTERS ARISING</p> <p>The following matters were NOTED:</p> <ul style="list-style-type: none"> The Committee requested a report to the next meeting on those courses which had performed poorly over two years, to include lesson observations and the numbers of students on courses to monitor whether tutors were able to cope with large groups, as this could be a staff development issue. The Committee requested a report on employer views and how they were captured for the next meeting. It was noted that the E&D Committee would be scrutinising the E&D Action Plan at their next meeting. The APCQ confirmed that the basis of benchmark datasets was all providers. The APEE advised the Committee that the percentages for internal v external staff on teacher training courses were: PTLLS: KMC Staff 39%, external 61% CTLLS: KMC Staff 37%, external 63% DTLLS: KMC Staff 37%, external 63% 	TDH AD
12.	<p>RISK MANAGEMENT – ENTRIES FOR THE RISK REGISTER</p> <p>No areas of further risk were identified.</p>	
13.	<p>ANY OTHER BUSINESS</p> <p>There was no further business discussed.</p>	
	<p><i>Meeting closed at 4.15pm</i></p>	

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