

Present: Deborah Tiffany, Sheila Fallon, Sheena Payne-Lunn, Ed Senior, Emily Furniss and Sarah Turner (arrived at 6.45pm).

In Attendance: Carl Rusby (Quality Manager), Jo Payne (PA to the Principal/Interim Clerk to the Governing Body)

1. **Appointment of Chair:** Deborah Tiffany was unanimously appointed Chair for the academic year.
2. **Apologies:** Sean Devlin and Alex Daw. Emily Furniss gave notice that she needed to leave at 7.15pm.
3. **Standing Items**
 - (i) There were no declarations of interest relevant to the agenda.
 - (ii) Those items referring to individual members of staff or students were identified as confidential.
 - (iii) No urgent business was identified.

4. **Minutes**

- (i) Minutes of the Quality Committee: 13th June 2018

The minutes of the Quality Committee meeting were **confirmed** as a correct record. An update was received on the action points arising from the minutes.

The Principal advised that whilst the reliance on the IT Support Manager and his workload had been a concern for some time, the loss of two programmers meant that the bottleneck of work was now having an impact. The Committee were reminded that an alternative strategy of purchasing software rather than in-house development had been adopted to manage the change in staffing, however, the workload of the IT Support Manager was such that he had little time to train new staff appointments in the way he had hoped. The Principal expressed optimism that in the medium term the issue would be alleviated by the potential adoption of Hereford Sixth Form College's MIS system. Whilst this in itself would involve work, Hereford Sixth Form College have some staff resource that could be offered to develop and implement the new system.

In response to questions, the Principal advised that:

- The current inability to access Govweb was a consequence of launching the new website and, whilst the IT Support Manager could work on this, it was on a long list of priorities. It was **agreed** that governors would be emailed a monthly update of Key Performance Indicators for monitoring purposes.
- The IT Support Manager had successfully ensured that the online application was working in time for the first Open Event and was currently testing the applicant invitation to interview.
- It was hoped that support from Hereford Sixth Form College would be forthcoming and the individual likely to offer this support was a former member of staff with significant experience of MIS systems and sixth form colleges.
- He would speak with the Duke of Edinburgh Co-ordinator to ensure that students were being signposted to organisations who would support them in completing the Bronze or Silver Awards given that these were no longer offered by the College.

The Committee **noted** the information provided.

5. Quality Assurance

(i) Quality Assurance

The Chair invited the Principal to present his report and he highlighted the following:

- The latest number of students qualified for funding was 1348, which although slightly below target was okay given the challenges faced last year. There were some students who had not yet reached the qualifying point for funding so there was some room for optimism that the number might increase;
- The average class size had increased and was in line with the average several years ago. He added that there was no evidence to suggest that there was any correlation between class size and outcomes and, in fact, national research by Ofsted suggested that where class sizes were particularly small this had a detrimental impact on outcomes. There was, however, correlation between larger class sizes and increased workload due to more marking. The increase in the average class size had been a measure towards ensuring a balanced budget for this academic year;
- Success rates for Maths and English GCSE were disappointing as this was entirely due to poor retention on evening classes;
- Retention on Certificate courses was an issue;
- Comments had been added alongside those subjects graded 3 or 4 at moderation in 2017 to indicate whether there had been any improvement;
- Value Added data was not clear as ALPS outcomes suggested that at A Level and Vocational Level 3 the College's was in the top 40% nationally and at AS Level students made expected progress. The Level 3 Value Added was not as positive, but final outcomes were not published until January;
- Groups of students who had not made expected progress had been identified and included 19+ students and those who were economically disadvantaged.

The Committee **noted** the information provided.

The Quality Manager referred to the revised lesson observation process and reported the following:

- The lesson observation form had been overhauled with a shift away from being very prescriptive. The new form encouraged staff to engage with their PDR targets and the teacher has to add these to the form ahead of the observation. Relevant targets from subject QIPs should also be added;
- College priorities for the lesson observation programme this year were assessment for learning, planning for individual needs and learning outside the classroom.

In response to questions the Quality Manager confirmed that:

- staff had been consulted in the summer term and the observation form was amended to take account of feedback;
- Students would still be spoken to as part of the observation, but that this would happen naturally;
- Those who would be observing as part of the programme were due to undertake paired observations with the Principal, Deputy Principal or Quality Manager to ensure consistency and to check their understanding of the new process.

The Principal advised that he was concerned that the process might be too ambitious and would take longer to discuss with the member of staff being observed, but if it were to focus staff on targets, ensuring that targets were related to teaching and learning and revisiting QIPs more regularly this would be beneficial.

The Committee suggested that it would be useful for observers to have written guidance and it was agreed that this would be done after several observations had taken place. The Committee requested that some anonymised exemplar observation forms be shared at the next meeting.

The Committee spent some time reviewing the Quality Improvement Plans for Geography and Drama and Theatre Studies.

The Committee made the following points:

- The Geography QIPs were well focussed and that it was nice to see new ideas coming through from staff new to the College;
- Sheena Payne-Lunn reported that she had met with the Geography staff and Head of Humanities in a recent link visit and it was clear that the new subject leader was committed to getting to grips with the issues and had felt well supported;
- The Drama QIP was focussing on the right things, although given the number of targets it was asked whether all these were achievable.

The Committee asked that their thanks be extended to the Subject Leaders for their work on QIPs and clear focus on improving outcomes.

The Committee asked to revisit the Geography and Drama and Theatre Studies QIPs at the next meeting and, in addition, requested the QIPs for Biology and Spanish.

(ii) Self-Assessment Report

The Chair asked the Quality Manager to feedback on the recent subject moderation and he made the following points:

- The format remained similar to recent years with a morning and afternoon session, both were chaired by the Quality Manager;
- It had been helpful that department subjects were grouped which meant that the sessions did not overrun;
- Hereford Sixth Form College complete their moderation in 90 minutes as they group subject areas and grade overall. The Principal added that there was less discussion around the grading;
- A Level outcomes were given priority in decisions about grading due to the shift to linear delivery.

The Quality Manager presented the draft section on 'Effectiveness of Leadership and Management' and 'Outcomes for Learners' from the Self-Assessment Report. He reported that:

- A paragraph had been added to outline strategies employed by management to manage last year's deficit situation;
- Progression from year 1 to year 2 had fallen slightly, but there was a comparative increase in the taking up an apprenticeship;
- Progression from Level 2 or Level 3 had significantly improved from 30% in 2016-17 to 50% in 2017-18.

The Committee **noted** the information provided and considered the areas for improvement identified. The Committee asked for some feedback on the courses that students identified as being economically disadvantaged were enrolled on and whether there was any correlation between academic and vocational subjects.

The Committee **approved** the two sections of the Self Assessment Report as presented to the meeting.

(Sarah Turner joined the meeting at 6.45pm).

(iii) Quality and Development Plan

The Committee considered the updated Quality and Development Plan for 2018-19. The Principal advised that the early section focused on subject areas in which a Quality Improvement Review was being undertaken.

In response to questions, the Principal reported that:

- Quality improvement in Biology would be more challenging due to the fact that the subject leader would shortly take maternity leave and one member of staff had been unwell. Issues of replacing key subject staff may be a challenge and take some focus away from the improvements required;
- Governors should consider whether the improvement actions identified in the SAR are appropriately reflected in the Quality and Development Plan;
- 47 students were participating in a pilot scheme with the University of Worcester to enable them to support peers with mental health awareness;
- The new Head of Student Services had settled in well and was instrumental in the success of recruitment students to the Junior Internship Programme in conjunction with the Worcestershire Skills Partnership. This offers students the opportunity to be mentored by local STEM businesses, to complete work experience and be supported in completed an Extended Project Qualification;
- The new management structure was functioning well, although some clarity of roles may be required which would require greater levels of delegation. It was noted that the Governing Body would be asked to resolve the management structure post-academisation and consideration of this would be required at the December meeting.

The Committee **noted** the information provided and requested that consideration be given to the alignment of actions against updates prior to the Governing Body meeting.

6. Governance

The Clerk presented her report on the performance of Governors during the 2017-18 academic year and noted that:

- Governors had met the majority of the targets set;
- It was disappointing that attendance at Governing Body and Committee meetings (78%) was slightly below the target (80%) given that there were fewer extraordinary meetings compared to previous years;
- The mean average attendance as reported by the FE Clerks network administrator was 80.25% (106 respondents);
- There was no formal training schedule for this academic year, as agreed, due to the need to focus on academisation and securing senior management appointments;
- The focus of the conference was unclear and a programme would be determined once priorities were clearer;
- Two nominations had been received for the position of student governor and an election would be held on Thursday, 22nd November;
- The deadline for nominations for the position of staff governor was 19th November.

The Committee **noted** the information provided and agreed to **recommend** the following targets for 2018-19:

	Criteria	Target 2017-18
1	Governor attendance at GB & C'ttee meetings	80% attendance
2	Governor attendance at training sessions	80% attendance
3	Number of papers tabled at meetings	5% of papers at meetings
4	Number of planned policy reviews completed	90% of reviews carried out

5	Duration of (i) Governing Body meetings (ii) Committee meetings	90% 3 hours long or less 90% 2 hours long or less
6	Governor replies to self-assessment questionnaires	90% replied
7	Link Governor visits	11 per annum
8	Scrutiny of Subject Quality Improvement Plans	4 per annum

Further to consideration the Committee agreed to:

- **recommend** the re-appointment of Gill Slater as an external governor and member of the Resources Committee for a four year term;
- **recommend** the re-appointment of Paul Sampson as Chair of the Student Exclusion Appeal Panel for a four year term;
- **recommend** the appointment of a student governor as elected by the student body;
- **recommend** the appointment of a staff governor as elected by the staff body.

(Emily Furniss left the meeting at 7.12pm).

7. Academisation

The Principal reported that:

- The consultation had commenced as planned and was due to end on 16th November. There had been three responses;
- The College was subject to ongoing due diligence. Whilst a significant amount of information had been shared with the solicitors acting on behalf of Hereford Sixth Form College, further questions had been asked;
- The revaluation of the property had been undertaken and the reports received;
- The Shadow MAT Board had met and would convene again on 27th November;
- The Executive Group had met and would continue to meet to discuss strategies for the Trust;
- College staff had been meeting, or arranging meetings, with their Hereford Sixth Form College counterparts and these had been positive;
- The Trust had advertised for a Clerk to the MAT and would interview next week;
- The Academies Team had meet with the Principal of Hereford Sixth Form College this morning to request reassurances about the Trust's governance structure and top slicing. Whilst the College's ESFA contact reported that the meeting had been positive, it meant that the proposal would not go to the November Headteachers' Board and would instead be considered at their next meeting in the second week of December.

The Committee **noted** the information provided.

8. Policy Reviews

(i) ILT Strategy Policy

The ILT Strategy Policy was **approved** with the minor amendments proposed.

(ii) Curriculum and Programmes of Study Policy

The Curriculum and Programmes of Study Policy was **approved** with the minor amendments proposed.

(iii) Student Conduct Policy

The Student Conduct Policy was **approved** with the minor amendments proposed.

(iv) Admissions and Fitness to Study Policy

The Admission and Fitness to Study Policy was **approved** with the minor amendments proposed.

9. Closing Standing Items

(i) Risk Management:

The Principal presented the updated Risk Register and Assurance Map and highlighted the following:

- Decisions to cut commercial bus services had taken place without consultation. The Principal had spoken to the Pro-Vice Chancellor at the University of Worcester who was also disappointed by these cuts. Further cuts to services were likely to contribute towards the cuts the County Council need to make. The services already cut include Malvern and Pershore which clearly had an impact on the College's students. The score had been upgraded accordingly;
- The risk of the impact of government policy had been updated to reflect that the pay rise for school teachers would be significantly funded by the government and whilst this extended to 16-19 academies, it did not include sixth form colleges or general FE colleges;
- The Quality Manager had now completed EVC training and was a good person to lead on this given his background in organising sports fixtures.

The Principal advised that consideration had been given to new courses and how these might attract new students. Consideration was currently being given to:

- Criminology Vocational Level 3 which would replace Law BTEC;
- Environmental Science A Level which would not involve additional staff costs and would offer an alternative to Applied Science;
- Engineering Vocational Level 3 which would be more accessible to those with potential in Maths and Physics, but had not met the criteria to study these at A Level.

The Committee **noted** the information provided.

(ii) Impact: The Committee noted that the review of QIPs for particular subjects was impacting on the quality of provision for students. Involvement of a member of the Quality Committee in moderation was also cited.

(iii) Any Urgent Business: No items were raised.

(iv) Date of Next Meeting: Wednesday, 13th March 2019

The meeting finished at 7.40pm.

Signed:.....

Deborah Tiffany (Chair)

Date:.....

QUALITY COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 14th NOVEMBER 2018

Report Reference	Action Point	Person Responsible	Completion	Check
QC/14.11.18/4(i)	Monthly KPI updates to be emailed to governors.	EYS/JJP	Ongoing	
QC/14.11.18/4(i)	Share anonymised examples of lesson observation forms at the next meeting.	CR	March 2019	
QC/14.11.18/5(ii)	Feedback on the courses of students identified as economically disadvantaged and any trends.	EYS/CR	March 2019	
QC/14.11.18/5(iii)	Review formatting of the Quality and Development Plan.	JJP	12/12/18	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
QC/13.06.18/4(iv)	Consideration to be given to alternative means of enabling students to complete silver Duke of Edinburgh award.	EYS*	July 2018	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
QC/13.06.18/3(i)	Provide an update on the potential disruption to governors' access to KPIs due to changes in IT Support staffing.	EYS	14.11.18	✓
QC/13.06.18/4(i)b.	Share Learning Support data.	EYS	October 2018	✓
QC/13.06.18/4(i)c.	Re-phrase strategic aim reference to delivering courses with other providers.	MWK	11.07.18	✓
QC/13.06.18/4(ii)	Feedback on consultation about lesson observation programme.	EYS	14.11.18	✓