

MINUTES

Quality & Standards Committee No 40

Date: *03/03/2015 (Tuesday)*

Time: *18:00–20:00*

Venue: *Rural Business Centre*

Committee: *Quality and Standards*

Notes: *Refreshments will be available from 5.30pm.*

Present: *Allan Foster (Vice Chairman), Ann Turner (Principal), James Hodgkinson, Marion Nuttall (Chairman), Naveed Sharif (Co-opted Member) and Robert Robinson*

Attending: *Alison Robinson (Vice Principal)*

Clerks: *Ron Matthews (Clerk) and Susan Whiteside (Deputy Clerk)*

Apologies: *Steve Rigby*

Public Minutes

Item number: Item description:
(and category)

- 01.15** ***Attendance of College Staff***
Decision Section 8.2 of the current Constitution and Terms of Reference for the Quality & Standards Committee states:
 “College management and / or Consultants may attend meetings by invitation in an advisory capacity.”
- Resolved:**
- That College Management be invited to attend the meeting.**
- 02.15** ***Apologies for Absence***
Record Apologies had been received from Stephen Rigby, Robert Robinson and James Hodgkinson.
- 03.15** ***Minutes of Previous Meeting***
Decision The minutes of meeting number 39 held on Tuesday 11 November 2014 were confirmed and signed as a true and correct record.
- 04.15** ***Declaration of Interests***
Record There were no declarations of interest.
- 05.15** ***Strategic Plan Progress Report***
Decision Consideration was given to the Strategic Plan Progress Report which indicated performance and trends against the various key performance indicators under the headline statements relevant to the Quality and Standards Committee.
- We will continue to build and enhance our brand and reputation for excellence within the Land-based and Sports sectors**
The target related to the number of active businesses and was being met.
- We will provide an outstanding teaching and learning experience**
The targets related to lesson observation results and student feed-back on information, advice and guidance, and the College welcome. HE lesson observation results were exceeding targets. FE lesson observation results were falling below, though the results indicated 91% of lessons observed were good or outstanding.

We will create opportunities for all to succeed.

Top level retention was high and on target for further and higher education which indicated initial information, advice and guidance, the admissions process, the probationary period and the various processes to ensure the right students were on the right courses was successful. The challenge was to continue retaining the students to successful completion of their courses of study.

Workplace Learning success rates on the rolling programmes were below targets.

The detail beneath the headlines was picked up and discussed throughout the meeting.

Resolved:

That the Strategic Plan Progress Report be received.

06.15

In Year Performance Data Further Education Reports dated February 2014.

Consultation

The report provided information on, attendance, retention, performance, and outlined strengths, actions taken and impact, areas for improvement, further actions planned and expected impact. Quality & Standards Committee asked questions on aspects of the reports.

Attendance and Retention

Key Strengths were outlined to Quality and Standards Committee with attendance at 94%, and retention at 97%.

New initiatives had been established to encourage attendance at Croxteth Centre where poorer attendance had been identified. In response to a question it was confirmed there was potential for growth in the area.

GCSE mock exams in English and Maths were improved on the previous year with achievements at, 52% A to C English and 49% A to C Maths.

It was reported that mental health is becoming an increasing issue amongst the student population, a trend which appears to be national. Quality & Standards Committee was updated on the impact and support to staff and students. Examination of the tutorial support and pastoral support models continued with initiatives being released.

Myerscough was partnering with Reaseheath College in an Ofsted initiative for peer reviews which were for the Colleges' use only and were not graded. The initiative had been launched in response to concerns by Ofsted of data which showed several previously 'Good' and

'Outstanding' Colleges had dropped grades at inspection. Myerscough had welcomed the initiative.

The Qualification Success Rates and Minimum Standards Reports for Success Rates for 2013 / 2014, which had previously been reported on, had now been officially received from the Skills Funding Agency.

Quality & Standards Committee endorsed College and Governor involvement in a Maths and English GCSE Development project which was funded by the Education Training Foundation.

The aim of the project was to co-create systems leadership tools which would equip senior leaders to effectively steer Maths and English GCSE programme development in their organisations. Following the meeting the Vice Principal would circulate the consultation element of the project to Quality & Standards Committee Members for individual feedback which was required by 14 March 2015.

In response to member questions it was confirmed there was not an issue in retention of residential students. It was also noted that there was lower retention amongst students at the smaller Burnley Centre. This had received management attention, where no particular reason or trend had been identified.

There would be a LANDEX review in two weeks' time. Findings would be reported back to Quality & Standards Committee.

Resolved:

Quality and Standards Committee received and noted the In Year Performance FE Reports dated February 2015.

07.15

Consultation

Value Added Report

The Level 3 Value Added Summary Report had been made available to Quality and Standards Committee.

The College will cease using the ALPS measure as the College is moving towards more City & Guilds qualifications which the ALPS system does not support.

College will develop its own value added system using Pro-achieve and students' incoming qualifications.

The college ALPS grade is 3 on a 9 point scale which is classed as 'Excellent' and placed the College in the top quartile, and at the top of land-based colleges. The trends demonstrate a clear positive shift in

focus and rigour in the quality of teaching and learning. Sport had improved to a Grade 5 which was classed as 'Good'.

Sports teams and Croxteth had received tutor training with the successful programme being rolled out to all tutors. Golf staff had utilised LANDEX training and 'flipped' personal tutorial processes to place ownership back with the student. This had been highlighted as good practice during an external Btec Review. Once accepted and then implemented this could lead to higher aspirations from students and time savings for tutors.

The Btec changes, implemented this year, were expected to have a negative impact on high grade achievement for some level 3 learners.

Quality & Standards Committee noted the establishment of a Curriculum Risk Register which aimed to establish, 'cause and concern' in relation to aspects of value added and would allow for operational monitoring with the relevant Heads of Area and Assistant Principals.

Resolved:

That the Value Added Report be received

08.15

Consultation

Work Place Learning Achievement Report - Period 6

Quality & Standards Committee gave consideration to the above which reported on achievement from the work-place learners from across the country against set targets at period 6 of the roll on roll off programmes benchmarked against the previous year's results.

The report contained identification of strengths, areas for improvement, actions and impacts aligned to the College strategic targets and the 2014 / 2015 Workplace Learning Quality Improvement Plan (QIP).

Quality and Standards Committee commented on various items from the report noting improvement may not be evidenced through success rates which were predicted to miss target but be in line with the previous years' results but with increased timely success. Previous years' results had also shown a downturn though ahead of national average. Results were expected to place the College below its aspirational target but significantly ahead of national averages.

Functional Skills continues to affect success rates, these were higher when College delivered under the now defunct Train to Gain. This year, old data from Animal Care is having a negative impact.

Continued close monitoring of performance continues.

The changing market place where there is less footfall from larger companies and much more engagement with micro businesses that employ one or a few apprentices has led to analysis of the Colleges workplace delivery model. Initiatives so far to support efficiencies with small numbers of learners over large geographical areas has seen the introduction of a day release model for Animal Care and employment of staff closer to proximity of students, e.g. a Farrier Assessor in Scotland.

Administrative functions to support this wide delivery continue to evolve.

Resolved:

That Quality and Standards Committee received the Work-based Learning Achievement Report dated February 2015

09.15

In Year Performance Data Higher Education (HE) Reports Dated February 2014

Consultation

In Year Performance Data – Retention, Withdrawals

Retention

Quality and Standards Committee noted an increase in overall attendance in comparison to the previous year with high levels of attendance amongst most areas. Retention levels were also up on the previous year. This information was broken down into course areas with a number showing 100% attendance and retention. Lower attendance in Animal Studies and Arboriculture was being addressed.

Three new Master's Degree Courses were programmed to commence in September 2015 with a further three in September 2016. Six new degrees courses would also start in September 2016. The Higher Education Review table was again circulated showing that Myerscough still retained the top spot.

The key areas for improvement included a focus on attendance in certain areas. The report provided evidence of the actions taken and their impact. The close monitoring was picking up evidence of the strategies and actions filtering through, and highlighting where further attention was required.

Resolved:

Quality and Standards Committee received and noted the In Year Performance Data HE Reports dated February 2015.

10.15

Learner Voice

Consultation

The report identified the key learner voice strategies, strengths and areas for improvement. Information on the Student Induction Survey, MyStar Awards, College App, and Course Representative meetings.

Student Induction Survey – Overall a good and positive response. An improved response rate was required from some areas.

Accommodation, travel and finance Information was being reviewed and work was required to raise the profile of the Student President and improve HE Students awareness of UCLAN.

College App – Goes straight to an email address to the Quality team who redirect to the relevant department.

It was confirmed Ofsted pay consideration to National Student Survey data.

As College responds to the Learner Voice a record of actions and their impact are recorded and reported back to the student body through curriculum areas, which includes 'You said We did' posters. Quality & Standards Committee noted induction was different for the block release Veterinary Nursing Students. The lowest response rate was from Motorsport where the survey had not been prioritised due to staff changes close to the start of the academic year. Quality & Standards Committee noted a team was in place but the area continued to present challenges in recruitment and retention of high quality teaching staff. There was recent investment in the Motorsports area with improved office facilities.

Overall the results were encouraging and management indicated in the report that action was being taken to resolve issues.

Resolved:

That the Learner Voice Report be received.

11.15

Teaching, Learning and Assessment Reports

Consultation

Quality and Standards Committee gave consideration to the report which provided an update on key initiatives, data from lesson observations and current compliance with the requirements of awarding bodies.

The report indicated that all learning areas apart from Veterinary Nursing / Farriery were ahead in terms of percentage observations completed in comparison to the same time last year. Work Place

Learning appeared to be behind on profile but was significantly above College targets and did not present a risk.

Overall profile for grade 1 & 2 lesson observation was ahead of profile compared to the same time last year giving confidence of meeting the College target of 92%.

A comprehensive CPD Programme has been established.

BTEC Quality Development Review was undertaken on 3 February 2015. Initial feedback had indicated that all quality measures were being met in relation to assessment, learning and resources.

Senior Lecturer positions had been advertised internally with the role emphasis being classroom delivery and model of best practice teaching.

The Chair of Quality & Standards Committee had attended the recent Teaching and Learning Fair. She reported on an excellent and informative event and recommended other Governors make use of the various opportunities to visit activities at the College.

Resolved:

That the Teaching, Learning and Assessment update be received.

12.15

Consultation

Equality Diversity Inclusion Action Plan

Quality and Standards Committee gave consideration to the Equality Diversity Inclusion Action Plan.

Quality and Standards Committee were updated on a range of initiatives. The publication of dates in the last column was a useful addition.

Progress continued towards the Leaders in Diversity standard with an Induction day being held in March 2015. In addition a Learner led conference was being organised by the Equality & Diversity Coordinator with the Foundation Learning students. These events may lead to inclusion of additional items in the action plan.

Resolved:

That the Equality and Diversity Action Plan be received.

13.15

Consultation

Quality Improvement Plans (QIP) 2014 / 2015

Quality and Standards Committee gave consideration to the QIP.

Quality & Standards Committee commented on the reference to 'timeliness of feedback' on student work in the QIP noting that this had been looked at previously. It was clarified that in the main, reason for late feedback was due to group size. It was noted teachers have less remission time and College was enforcing the rules. Part of the issue is also around managing student expectations.

Quality & Standards Committee commented on the communication audit and were informed of some interesting findings. Initiatives would be communicated through the newly formed Communications Strategy Group.

Resolved:

That the Quality Improvement Plan 2014 / 2015 be received

14.15

Consultation

Matrix Report

The final report of the Matrix Inspection into College Information, Advice and Guidance (IAG) was presented to the Committee following the inspection in December 2014.

The report highlighted a number of strengths:

- Leadership and Management;
- Partnership Working;
- Use of Feedback from Students;
- Quality Assurance; and
- The Use of Technology.

In addition there were a number of areas for continuous improvement:

- Outcomes for Clients;
- Service Availability at the Croxteth Centre;
- IAG Related Competencies; and
- IT Provision at the Croxteth Centre.

Overall the inspection found that the College delivered a high quality IAG service across all provision and continued to improve through robust monitoring and strong leadership.

Whilst some of the suggested improvement areas may be challenging, the Inspector believed that staff were capable of identifying solutions and gaining support for change and that management would be effective in prioritising and resourcing the appropriate responses. The report was accompanied by an action plan to address those areas identified by the inspection.

Quality & Standards Committee noted that this was the third iteration of Matrix and was now a requirement of funding. The assessment was thorough with information provided before and after the three day visit. Myerscough achieved the Matrix Standard for the whole of College and Work- place Learning and not just for the student areas which was practice in many other Colleges.

Quality & Standards Committee wished to thank and congratulate Julie Youngs who had led on the project for the good outcome. They Committee also wished to extend this to other staff involved.

Resolved:

That the achievement of the MATRIX Standard be noted.

Confidential Minutes (no items available)

Strictly Confidential Minutes (no items available)

Chairman: Marion Nuttall

Signed:

Date: