

MINUTES OF QUALITY & STANDARDS COMMITTEE MEETING HELD ON 21ST **JUNE 2016**

Present: Alan Bennett External

Jayne Caslin Staff Ben Hardy Student

Sue Hopper External (Chair)

Tony McDermott External

In attendance: Thalia Bell **Deputy Principal**

> Alan Brown Assistant Principal (Quality & Curriculum

> > Planning)

Programme Manager (Safeguarding & Welfare) Paula Mitchell

- minutes 84 to 91

Interim Clerk to the Governors Lesley Venables

APOLOGIES FOR ABSENCE

84 There were no apologies for absence.

DECLARATION OF INTERESTS

85 No declarations of interest were received.

MINUTES OF MEETING HELD ON 8TH MARCH 2016

That the minutes of the meeting held on 8th March 2016 be approved 86 Resolved -

as a correct record and signed by the Chair.

MATTERS ARISING

87 The Committee received a list of actions resulting from the previous meeting and noted that all items were either in progress or had been completed.

SAFEGUARDING

- The Programme Manager (Safeguarding & Welfare) delivered a presentation on the College's safeguarding procedures, their impact on all aspects of operations and gave examples of the types of cases brought to the attention of designated College staff.
- 89 Governors were informed of new statutory guidance on safeguarding, which centred around sharing data between organisations and an explanation of the terms 'complex abuse' and 'neglect'. These would come into effect from September 2016 and the College's processes and policies had been updated to take account of the new requirements.
- All new staff were required to sign that they had read and understood the College's safeguarding procedures and there was twice termly training. A monthly e-mail was circulated to staff on particular safeguarding issues, as a reminder of the actions that should be taken if the circumstances arose.
- 91 Close links had been forged with Halton Borough Council's Safeguarding Board, whose staff were extremely supportive and helpful in dealing with challenging cases.

Paula Mitchell left the meeting at this point.

ANNUAL REPORT 2015/2016

The Committee received a report on progress against the targets identified in the 2015/2016 Strategic Plan.

STRATEGIC PLAN 2016/2017

- 93 The Deputy Principal presented the relevant draft chapters of the Strategic Plan for 2016/2017. This had been based on the College's Quality-Efficiency-Growth Strategy (QEG), which would be monitored by the Committee on a termly basis.
- The current dashboard that contained the identified curriculum-related targets had been revised to enable governors to monitor more effectively by including 3 year trend information and success rates by Level. It was proposed that the data provided in the dashboard would be compiled incrementally. The November and March versions would contain performance against key indicators such as retention rates for 2016/2017, whereas the September dashboard would report on the final outturn for 2015/2016.
- New terminology would be reflected in future reports, for example, 'achievement' would be known as 'pass rates'. The Committee requested that a guide to any acronyms should be provided for governors.
- The Strategic Plan included sections on the latest curriculum reforms (mainly in A Levels and BTec programmes).

- 97 **Resolved -** 1 That, subject to a number of minor amendments, the Board **be RECOMMENDED** to approve the draft chapters of the
 Strategic Plan for 2016/2017
 - That the outline format of the new dashboard be approved and that further work on its content be undertaken by management prior to the Committee's September meeting
 - 3 That progress against the 2015/2016 Strategic Plan indicators be noted

CURRICULUM REPORT

The Deputy Principal presented a report on performance against key curriculum indicators, including enrolments for 2015/2016, retention, attendance and achievement, progression and enrolments for 2016/2017. Information was provided on curriculum changes due to come into effect in 2017/2018.

LEARNER VOICE & EMPLOYER SURVEY

- The Assistant Principal presented the results of the recent FE Choices survey, which was carried out externally and covered both learners and employers. There had been a good response rate to the survey compared to the minimum target level set by the Government. Outcomes were broadly similar to those of 2014/2015 and it was noted that the College had been graded favourably in relation to other local colleges. The FE Choices survey enabled learners to provide feedback on a more personal and detailed basis compared to the internal SPOC exercise.
- Satisfaction levels amongst adult students were high, as were those for employers (with the latter assessed as a 9.0 on a 10 point scale).
- 101 Further development of the SPOC survey would be undertaken in 2016/2017 and alternative methods of measuring satisfaction levels (such as 'Survey Monkey') would be used to provide a balanced view.

COMPLAINTS 2015/2016

The Committee received for information a report on complaints received in 2015/2016.

EQUALITY & DIVERSITY

- 103 The Deputy Principal presented a report on performance on retention amongst groups of learners with protected characteristics compared to the rest of the student population.
- Further analysis was underway including cutting the data by course, level, gender and age. This would form part of a future report to the Committee.

SAFEGUARDING UPDATE

- The Deputy Principal reported that the College's safeguarding procedures had recently been audited by an external validation body, the results of which had been extremely positive.
- 106 A number of supportive measures were in place, including two students representing the College on the Children's Trust Board, the introduction of a College nurse from September 2016 and continuation of a counselling service operated by students.
- 107 Governors noted the continuing high levels of safeguarding cases.
- 108 The Committee received information on new statutory guidance to colleges and details of two anonymised safeguarding cases. Staff would continue to work with partner organisations such as Halton Borough Council to raise awareness of safeguarding and the support mechanisms available.

POLICIES

109 The Deputy Principal presented a number of policies that had recently been updated to take account of legislative/regulatory changes and amendments to the College's own procedures.

110 **Resolved -** That, with some minor amendments, the Board **be RECOMMENDED** to approve policies on:

Equality & Diversity Policy & Codes of Practice

Safeguarding Children

Safeguarding Vulnerable Adults

Student Discipline

COMMITTEE SELF-EVALUATION

- 111 The Clerk reported that, as part of the Board's strategy for continuous improvement, an assessment of each committee's performance should be undertaken to identify good practice and any gaps in arrangements.
- 112 The Committee received a proforma that enabled it to assess itself against a number of key criteria attendance, membership, fulfilment of the terms of reference, a summary of the key activities undertaken in 2015/2016 and any areas for improvement in 2016/2017.
- 113 Governors discussed each element of the proforma and graded the Committee's overall performance as a 1 or 'outstanding'.

ITEMS TO BE REPORTED TO THE BOARD

114 The Chair summarised the key points that would be reported to the full Board at its meeting on 4^{th} July 2016.

DATES OF FUTURE MEETINGS

27th September 2016 29th November 2016 7th March 2017 27th June 2017