

Kirklees College Corporation

**QUALITY, PERFORMANCE AND STANDARDS COMMITTEE**Minutes of the meeting held on Friday 13 July 2018 at 11.30am at the Huddersfield Centre

Present:	Ms C George Prof S Donnelly Mr G Hetherington	Independent member Independent member Independent member
Attendance:	3/8 = 38%	[KPI 80%, Quorum 3]
Apologies:	Ms E Hainsworth Mr N Taylor Ms S Weston Dr A Williams Ms M Gilluley	Independent member Staff member Independent member Independent member Principal and Chief Executive
In attendance:	Mr D Winward Ms C Gonzalez-Eslava Ms H Rose	Clerk to the Corporation Vice Principal Director of Business Development
Apologies:	Mr A Hutchinson Ms P Firth Ms P Hughes	Assistant Principal Head of Teacher Development Assistant Principal

*This additional meeting had been arranged to take the remaining items of business not covered at the meeting held on 25 June 2018, which became inquorate.*

*The Chair welcomed Prof Donnelly to his first meeting of the Committee.*

**57. Apologies for absence**

Apologies were received from members as listed above. The Committee noted the resignation of Ms Nowacki.

**58. Declarations of interest**

There were no declarations of interest.

**59. Minutes of the previous meeting**

The minutes of the meeting of 25 June 2018 were approved as a correct record.

**60. Matters arising from the minutes of the previous meeting**

(a) There were no matters arising not covered elsewhere on the agenda.

**(b) Update on agreed actions**

The actions agreed at the previous meeting were to be carried forward.

**61. Internal Quality Review (IQR) and Teacher Development**

Mr Tupling presented this report which provided an overview of IQR and lesson observation activity to date, and the key actions taken to improve practice and its impact since the previous report in March 2018.

Six curriculum areas had been identified as 'Requires Improvement' (Business, travel & Tourism; Science, ESOL, Adult English & maths; Sport & Public Services and Process Manufacturing) and one 'Inadequate' (Creative Industries). A full report on progress of these areas would be provided at the next meeting in preparation for the College Self-Assessment Review (SAR). Foundation Learning was identified as 'Outstanding' and the remaining 9 areas 'Good'.

The report showed that 333 of 366 lesson observations had been completed, 20 of these required re-observation, which was significantly fewer than in 2016/17, primarily attributable to the positive impact of the English & maths strategy.

There had been an increased numbers of learning walks and all governors were reminded that they were welcome to attend these.

Key areas for improvement were attendance, inclusivity and assessment measures.

The report also included the proposed Teacher Development focus for 2018/19. This included the "Quality First Teaching" initiative, assessment for learning, preparation for the introduction of T-levels and new apprenticeship standards.

Members welcomed the report of the progress and activity, in particular, the improvement in 'stretch and challenge' which had been a key area of focus for some time. The Chair considered that this report provided a good demonstration of the College's determination and commitment to identify and act on areas requiring improvement.

***RESOLVED: to receive the report.***

## **62. Higher Education Update and Quality Review Visit**

Mr Tupling presented a report which provided an update on HE activity within the College with respect to:

- External Examiner feedback, for which formal reports were awaited;
- the College's application for registration with the Office for Students (OfS), a decision on which was expected in September;
- the Quality Assurance Agency (QAA) Review update visit, the draft judgements for which were very positive;
- the College's review of HE Policies;
- Programme viability for 2018/19; and
- the 2018 Graduation ceremony at which over 140 students collected their awards.

Members welcomed the report and the encouraging feedback received. However, they expressed dismay at the £25k cost of OfS registration.

***RESOLVED: to receive the report.***

## **63. Industry Placements**

The Director of Business Development presented this report. She highlighted the work of the Work Placement and Employer Liaison Officers which had resulted in 2153 (81%) of the eligible cohort having been placed to the date of the report. The final out-turn at the year-end was 83%. For 2018-19, the aim would be to achieve 100%.

In discussion, members:

- welcomed the good progress made and the significant increase in numbers of employers that the College had engaged with;
- noted the importance of achieving work placements that were directly relevant to each student's vocational course;
- noted that the requirement under T-levels from 2020 would be a major challenge with placements of 300 hours / 45 days.

***RESOLVED: to receive the report.***

#### **64. Sub-Contracting Report**

The Vice Principal presented the proposals for sub-contracting for 2018/19 for Apprenticeships, and Education & Training for adults and 16 to 18s. The aim was to generate as much income as possible, whilst minimising the potential risks associated with quality. This had led to a reduction in the number of sub-contractors and a strategy to manage a gradual growth of internal delivery of apprenticeships through an innovative and responsive curriculum.

The report highlighted a new strategic partnership for Education & Training (16 to 18s) currently under development with Yorkshire Children's Centre to deliver an alternative offer for the most challenging and disadvantaged young people.

Members expressed support for proposals which were responsive to employers needs and wished to ensure the highest standards of quality were achieved.

***RESOLVED: to receive the report.***

#### **65. Review of Vocational Focus**

Mr Tupling presented a report on this initiative which had been introduced as part of the wider "Swap, Don't Drop" campaign to improve retention of those at risk of withdrawing from the College. Vocational Focus provided a range of vocational units delivered flexibly over a shortened day.

He described the Swap, Don't Drop process and reported on the impact: a 19% reduction in early withdrawals (289 compared to 357 the previous year). 170 students had been re-engaged on level 1, 2 or 3 vocational programmes, 85 of which had been taken on to the Vocational Focus programme.

The report also provided an update on Xplorer and Prince's Trust programmes and included specific developments for 2018-19. A new curriculum area manager post had been allocated to provide leadership and focus on this area of work and to improve liaison with schools.

Members questioned the current level of NEETs (Not in Employment Education and Training) in Kirklees. It was reported that the 3.5% level was in line with the national figure. The work of the Calderdale & Kirklees Careers was having a positive impact locally.

The Committee welcomed the progress made and the exciting plans for development in this area.

***RESOLVED: to receive the report.***

#### **66. Financial Recovery – Implications for Quality**

The Vice Principal presented a report prepared by the Principal which sought to assure the Committee on the management of risks and mitigating actions taken in relation to the implementation of the Restructuring Plan as part of the College's financial recovery.

The report included updates on changes to curriculum management, teaching staff contracts, the review of apprenticeship delivery and curriculum support. The potential impact on learners was being closely managed, however the risks remained and College would report regularly on the position to governors.

Members noted that it was very important to maintain the focus on quality. The Committee felt reassured on the position thus far and looked forward to receiving regular updates as a standing agenda item.

***RESOLVED: to receive the report.***

#### **67. Review of Committee Performance and Terms of Reference**

Members were asked to consider the Committee's performance prior to the annual review of Corporation committees by the Search & Governance Committee under the following headings:

Quality and content of papers; Relevance of agenda items to the College's Strategic Objectives; Quality Content and relevance of contributions of the Executive / SLT and guidance offered to the Committee, how well the Committee had fulfilled its Terms of Reference and Suggested Developments for 2018/19.

The Clerk would prepare a report based on the discussion.

Members also reviewed the Committee's Terms of Reference. It was proposed to include specific reference to monitoring the risk of impact on quality due to the College's financial recovery plans.

***RESOLVED: to recommend the revised Terms of Reference as attached to these minutes for approval by the Corporation.***

#### **68. Governor Involvement**

Ms George reported that she had attended several College events and activities in recent weeks (HE Awards ceremony, HE Quality Review Visit, Create exhibition and the Springfield Open Day). She had found all events to have been both inspirational and very well organised.

#### **69. Date of next meeting**

Monday, 15 October 2018 at 3.30 pm.

*The meeting closed at 1pm*