

Kirklees College Corporation

**QUALITY, PERFORMANCE AND STANDARDS COMMITTEE**Minutes of the meeting held on Monday 15 October 2018 at 3.30pm at the Huddersfield Centre

Present:	Ms C George Mr G Hetherington Ms L Precious Dr A Williams Ms M Gilluley	Independent member Independent member Staff member Independent member Principal and Chief Executive
Attendance:	5/9 = 56%	[KPI 80%, Quorum 3]
Apologies:	Prof S Donnelly Ms E Hainsworth Ms S Weston	Independent member Independent member Independent member
Observer:	Mr H Linn	Independent member
In attendance:	Mr D Winward Ms C Gonzalez-Eslava Ms P Firth Ms P Hughes Ms P Harrow	Clerk to the Corporation Vice Principal Acting Assistant Principal Assistant Principal – Quality & Apprenticeship Provision Head of Progress and Inclusion

**1. Election of Chair**

Ms George was elected Chair for the ensuing year.

**2. Apologies for absence**

Apologies were received from members as listed above and from Mr Tupling, Assistant Principal 16-19 Provision and Learner Services.

**3. Declarations of interest**

There were no declarations of interest.

**4. Minutes of the previous meeting**

The minutes of the meeting of 13 July 2018 were approved as a correct record.

**5. Matters arising from the minutes of the previous meeting****(a) HE Update. Minute 62 refers.**

A member questioned whether the External Examiner reports had been received. Ms Firth agreed to include feedback in her report at the next meeting.

**(b) Update on agreed actions**

The Committee received an update on previously agreed actions. There were no outstanding items.

*It was agreed to take several items out of agenda item order.*

## 6. Student Voice Plan

Ms Hughes introduced Ms Daneeka Simpson the new Student Voice Quality Officer and presented the Student Voice Plan for 2018/19. They highlighted:

- the recruitment and training of student representatives and 19 Super Reps thus far across all curriculum areas;
- the student parliament / conference was to take place on 20/21 November 2018 and all governors would be welcome to attend;
- a new initiative of mystery shopping, commencing with a review of Learning Resource Centre and library facilities;
- work to develop the partnership with Huddersfield University;
- work to introduce new Student Union societies;
- social media improvements, a Student Voice quality mark and joint work with Kirklees Youth Council.

Members welcomed the comprehensive approach to Student Voice and commended the hard work that had gone into the planning. They noted the importance of measuring the impact and outcomes of the initiatives. It was reported that the quality mark and curriculum self-assessment process would assist with this.

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

***ACTION: Dates for Student Voice forums and Student Conference to be communicated to governors.***

## 7. Learner Support Impact 2017/18

Ms Harrow presented this report which, although the data had not been finalised, provided a very positive picture on the Additional Learning Support provided by the College and the impact that this had had on achievement, retention and attendance.

Achievement and Retention rates for supported students were well above the national rate, with pass rates slightly above, albeit lower than the previous year. Comparative figures were not yet available for the whole College.

In discussion, members:

- noted the significant growth in the numbers of College students with high needs. It was reported that there were many more students with Education and Health Care Plans (EHCPs) this year. Dr Williams expressed surprise at this, as local schools were reporting a reduction in learners with high needs. He considered that it would be useful to know the difference in nature of the cohort and whether there was any change in the overall level of needs. It was reported that the College was effectively the sole provider for such students in the district and some high needs learners (around 40) came from outside the district;
- suggested that the trend indicator should be taken over a longer period of time rather than based on the change in a single year. It was noted that 2016/17 had been a particularly successful year in many respects, and any decline should be seen in that context.

This led to a wider discussion on the impact of the restructuring programme and the format of the provisional reports presented at this first meeting of the Committee so early in the year, in advance of finalisation of the data and completion of analysis.

The Principal reported that the College had been fully alert to the risk associated with the restructuring programme and whilst there had been no clear indication of a decline through the year, these provisional results clearly showed some deterioration. Further, more detailed, analysis of the reasons was required.

Members accepted that it was inappropriate to make conclusions based on provisional data and in advance of management's analysis. The timing and format of several papers for this meeting were not entirely satisfactory. The reports were very much data-driven, but the data used wasn't yet finalised. It was suggested that for the first autumn term meeting, reports should provide more of an overview with a higher-level illustrative report of the issues, with less provisional data. The definitive data and more detailed analysis should be reported at the 2<sup>nd</sup> meeting in the term.

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

#### **8. Positive Behaviour Policy**

Ms Harrow presented the College's Positive Behaviour Policy which had been approved by the Senior Leadership Team. The policy had been revised to shift the focus from exclusion to inclusion and towards promoting good behaviour, rather than punishing bad behaviour.

Members welcomed the policy as thorough and comprehensive and questioned how staff members had been involved in its development. It was reported that a core group of staff volunteers had informed the review. There had been briefings for all staff and the new policy had been very well received.

Members suggested that a report on the implementation of the policy and the views of students and parents should be provided at a future meeting.

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

#### **9. Enrolment 2018**

The Vice Principal presented a report which summarised the latest enrolment and funding position against the 2018/19 targets and showed the Red, Amber, Green (RAG) rating of each. This paper had been presented to the October meeting of the Corporation.

In discussion, members:

- questioned how the overall position stood in comparison to the previous year. It was reported that the overall position was similar;
- noted the proposed action to improve work with feeder schools and partners and questioned how soon any impact of this could be seen. It was reported that the earliest impact would be on 2019 enrolment;
- requested that funding figures be included in the enrolment report at the next meeting.

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

#### **10. Learner Outcomes 2017/18**

The Vice Principal presented a report on Learner Outcomes for 2017/18, which provided an update and more detailed information since the earlier version of the report presented to the Corporation on 5 October. The report was based on data with 587 results (of 13,850) still outstanding.

Ms Hughes tabled a further paper which presented the best-case and worst-case achievement for Education and Training by curriculum area. This was to provide the Committee with an early indication of the position in advance of more detailed analysis of the final data.

It was noted that overall achievement was well above national rates for all levels of apprenticeships and for timely achievement of intermediate and advanced apprenticeships.

The report listed the high-level actions to be taken to include: reviewing and improving assessment across all curriculum areas, the issue of Cause for Concern and Improvement Notices and the development of recovery plans.

Members emphasised the importance of measuring progress and questioned how the starting point was established. It was reported that whereas the DfE measures for maths & English were clearly measurable, progress on vocational programmes was much more difficult, and this was done through continual assessment.

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

#### **11. English and Maths Achievement rates 2017/18**

Ms Hughes presented this report, which had been presented to the October meeting of the Corporation. Overall, GCSE high grades were very disappointing with a decrease in both qualifications.

The report included the context, analysis, progress measures and a breakdown by programme and protected characteristics.

Relevant factors affecting the results included new examination specifications, changes to grade boundaries and the implementation of the decentralisation of English & maths within the College which had presented some challenges on timetabling and staffing.

The College's main focus was on progress across all grades and the achievement of high grades over the full duration of the programme rather than in a single academic year. These progress measures were now available and they were very encouraging for the College, showing above average progress for both English & maths.

In discussion, members:

- noted that despite the overall low level of achievement reported, the progress measures were very encouraging and this would need to be emphasised the SAR;
- questioned the starting point for measuring progress. It was reported that measurement started from the previous Key Stage;
- questioned the approach to English & maths delivery and whether attendance levels had been analysed by delivery method. It was reported that some areas were doing all delivery on one day, in others it was spread through the week. A range of delivery models had been trialled, with no significant difference in attendance. The main factor appeared to be the motivation of individual students, as demonstrated by the better performance of adults.

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

#### **12. HE Success Rates 2016/17**

Ms Firth presented this report on Higher Education performance for 2017/18. She highlighted:

- Overall Pass rate was 90% for direct HE programmes (2016/17: 96%);
- Retention was 91.55% (91.05%);
- the National Student Survey (NSS) showed overall satisfaction as 61% (75%), which was now amongst the lowest in the region.

The report provided detailed analysis of pass rates, retention and progression by provision type, details of the NSS outcomes compared to the national picture and the generally very positive outcomes of the Quality Review Visit which had taken place earlier in the year.

In discussion, members:

- expressed disappointment with the results and considered that the clear decline seen over the past two years must be addressed. It was reported that the key area of decline was Teesside University validated provision. Overall, HNC and HND pass rates had improved, with achievement in some areas influenced by very low numbers. Retention was generally in line with previous years and Progression high at 95%;
- noted the preliminary analysis of the NSS results, which, due to low numbers of responses would not be published externally. They noted the main areas of dissatisfaction as Resources, Assessment & Feedback, Organisation & Management and Students Union.

It was reported that further analysis would be reported at the next meeting of the Committee.

**RESOLVED: to receive the report.**

*Dr Williams left the meeting at this point, 5.35pm.*

### **13. Sub-Contractor Report and Risk Grid**

Ms Hughes presented the sub-contractor quality report and risk grid.

The report highlighted:

- the key ESFA rule changes for 2018/19, which were designed to ensure that employers had a direct relationship with the main provider and that both added value to the apprenticeship programme;
- the changes to the College's sub-contracted provision and proposals for future potential partnerships.

It was clarified that the contract with Textile Training was in relation to Business Administration and Textiles, not Horticulture as reported in the table.

**RESOLVED: to receive the report.**

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

The Principal reported on this standing agenda item. The provisional data reported at this meeting showed the indicative implications, but further analysis was required as discussed earlier in the meeting.

The issue remained a key focus for the management team and a judgement on the impact of the College's Financial Recovery and Restructuring Programme would need to be made as part of the Self-Assessment Review.

It was noted that the only reduction in resources for supported students had been in relation to Dyslexia support and there had been no corresponding reduction in the performance of that cohort.

**RESOLVED: to receive the report.**

### **15. Governor Involvement**

Members commented that the pre-Corporation 'Meet the Governors' sessions for staff had commenced and appeared to have worked well at the Springfield Centre on 5 October.

It was reported that several dates for IQR learning walks had been circulated to governors inviting their participation.

The Vice Principal informed members that it was intended to postpone the curriculum SAR panels set to take place 5–14 November, as further analysis was required before the panels progressed.

**16. Date of next meeting**

Monday, 26 November 2018 at 3.30pm.

This would be preceded by the College SAR validation panel at 1pm, to which all governors would be invited to attend.

The Chair requested that thereafter future meetings should commence at 3pm.

*The meeting closed at 6.05pm*