

Kirklees College Corporation

QUALITY, PERFORMANCE AND STANDARDS COMMITTEE

Minutes of the meeting held on Monday 16 October 2017 at 3.30pm at the Huddersfield Centre

Present:	Mrs J Bracewell Mrs C George Mr G Hetherington Mrs L Holdsworth Prof C Jarvis Mr N Taylor Ms S Weston Dr A Williams Ms M Gilluley	Independent member Independent member Independent member Staff member Independent member Staff member Independent member Independent member Principal and Chief Executive
Attendance:	9/10 = 90%	[KPI 80%, Quorum 3]
Apologies:	Ms J Nowacki	Independent member
In attendance:	Mr D Winward Mrs C Gonzalez-Eslava Mr S Downham-Clarke Mr A Hutchinson Mr C Tupling	Clerk to the Corporation Vice Principal Assistant Principal – STEM and Employer Engagement Assistant Principal – Study Programmes and Adults Assistant Principal – Quality, Student Experience and HE

1. Election of Chair

Mrs George was elected was Chair for the ensuing year.

2. Apologies for absence

Apologies were received from members as listed above.

3. Declarations of interest

There were no declarations of interest.

4. Minutes of the previous meeting

The minutes of the meeting of 19 June 2017 were approved as a correct record.

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

It was agreed to take this item out of agenda item order. Ms H Rose, Director of Business Development was in attendance for the following item.

6. Employer Engagement Strategy

The Business Development Director presented a draft Employer Engagement Strategy for 2017/18. The strategy was aligned with the needs identified in the Kirklees Council Skills Strategy and the

Leeds City Region Employment and Skills Plans. The document set out the aims, objectives and monitoring arrangements and included an action plan.

In discussion, members:

- suggested clarification of the objective to encourage learners to participate in enterprise activity and entrepreneurship;
- suggested the inclusion of targets for apprenticeships, full cost provision and work placements. Ms Rose agreed to include these within the action plan. The Principal noted that these would feature within the new KPIs.

The Principal reported some good news about a successful bid for apprenticeship delivery for Leeds City Council, for which the College was hopeful to obtain of a good share of the volume. Members wished to congratulate and thank all those involved in preparing for the bid.

RESOLVED: to receive the report.

It was agreed to take this item out of agenda item order. Dr Andrea Clarke was in attendance for the following item.

7. HE Success Rates 2016/17

Dr Clarke, Head of HE, was in attendance for this item and presented this report on Higher Education performance for 2016/17 for the 370 student starters. She highlighted:

- Overall Achievement was 96% for direct HE programmes;
- Retention was 91%, with 33 students withdrawing or suspending their studies;
- 49% of final year students on Teesside University validated programmes achieved a 1st or 2:1 degree, 7% lower than 2015/16;
- 33% on Foundation Degrees received a Distinction or Merit, 9% lower than 2015/16;
- 46% of HNC/HND students received a Merit or Distinction grade.

The report also included the outcomes of the National Student Survey (NSS) which showed overall satisfaction as 75%, a significant decline of 17% on 2015/16, and a fall in participation from 92% to 85%. Poor responses related to IT facilities and learning resources. Key changes in personnel had also affected the results.

In response, the College intended to focus on communication of improvements and investment, encourage greater feedback and to develop the College's own survey. Student voice activity would be maximised, focussing on the larger cohorts of Childhood Studies and Business Management and actions would be monitored through the HE Quality Improvement Plan.

In discussion, members:

- expressed concern over the dramatic fall in student satisfaction, and the impact this would have on Teaching Excellence Framework metrics for 3 years;
- wished to see the actions coming out of the reviews reported to the Committee and sought a further report at the next meeting;
- noted the need to need to act quickly to identify remedial actions given that the start of the next survey round would be as early as January;
- noted that the percentage figures quoted didn't appear to match numbers of respondents. It was reported that the data was provided by NSS and the disparity was attributed to the weighting of answers. The Committee wished to receive more information on this so that members could better understand the data.

RESOLVED: to receive the report.

ACTION: Head of HE to provide an update report at the next meeting of the Committee.

8. Enrolment 2017

The Vice Principal presented a report which summarised the latest enrolment and funding position against the 2017/18 targets and showed the Red, Amber, Green (RAG) rating of each. She highlighted that:

- against the 16-18s target funding of £15.62m, the estimated current funding position was £14.7m. Following a growth case, the revised target funding was £16.54m. In terms of enrolments, numbers were 3315, which was above the lagged-funding allocation of 3090, but short of the 3422 target;
- for 19+, current funding was estimated at £2.36m and there was insufficient provision in the curriculum plan to reach the full-year £6.88m target. Further provision was being considered to commence in January;
- Apprenticeships stood at £3.77m (target £5.71m). The College was confident about the outcome of some recent bids.

In discussion, members:

- sought information on the Vocational Focus initiative. It was reported that 21 learners had transferred to this course thus far, with potential for more. Overall there had been 120 fewer withdrawals than at the same point in 2016/17. The Vice Principal reported that staff had a better understanding of the impact of withdrawals on retention and budgets and were promoting the “Swap, Don’t Drop” initiative;
- sought further information on the potential outturn for 19+ and how current figures compared to the previous year. Ms Gonzalez-Eslava responded that no figures could be given as yet. Whilst there was great potential for growth, much more work needed to be done. The current position was similar to the same point in 2016/17;
- noted that if the main issue for 19+ was a lack of breadth in curriculum, it was important to bring forward the curriculum planning process. Members were assured that this was the intention.

RESOLVED: to receive the report.

9. Learner Outcomes 2016/17

Mr Tupling presented a report on Learner Outcomes for 2016/17, which provided an update and more detailed analysis following the report presented to Corporation on 6 October. Some of the areas highlighted were:

- Overall achievement for Education and Training for all ages was 83%, a 5% increase on the 2015/16, 8% higher than 2014/15 and above the national rate (NR) of 81.5%;
- For 16-18s, achievement of 83% was 5% above NR but for 19+, achievement of 83%, whilst having increased by 1%, was 3% below NR, primarily due to a decline in retention;
- Overall apprenticeship achievement was 77%, 8% above NR, with Timely achievement at 74%, a 19% improvement in 2 years;
- Key areas for improvement included retention for Level 1 and 3 programmes, despite a 2% improvement overall, and for Adults which had declined by 2%.

The report also included analysis of different groups of learners and details of gaps identified and improvements made.

Following detailed scrutiny of the paper, members:

- welcomed the mainly positive report;

- questioned how the College was self-assessing in terms of outcomes. Mr Tupling responded that grades of 2 for study programmes and 3 for adult provision were appropriate, in both cases the opposite of the previous year's assessed grades;
- were informed that this took account of the indication from Ofsted that English & maths would no longer be limiting grades;
- noted the importance of focusing on progress in learning and welcomed the information provided on progress measures.

RESOLVED: to receive the report.

10. English and Maths Achievement rates 2016/17

Mr Tupling presented this report, which had been presented to the October meeting of the Corporation. For the more detailed scrutiny by the Committee, Mr Tupling explained the progress measures obtained through a 3-stage assessment process, with initial, pre-Christmas and Spring assessments which demonstrated progress and sought to predict success rates at grade C+ (and equivalent).

Management were aware of the need to monitor the impact of the decentralisation of English & maths delivery, and the quality assurance and standardisation within the model.

The Principal emphasised the significant challenges faced by staff in supporting students through GCSEs.

In discussion, members:

- noted the significant achievement in delivering 4992 English & maths qualifications which represented 41% of the College's education and training outcomes;
- questioned how the College could tap into school sector CPD, best practice etc. Mr Tupling responded that the College was part of the Schools Network and participated in knowledge exchange and sharing of best practice;
- noted that timetabling of E&M lessons was often an issue picked up in feedback from students and questioned whether decentralisation made it easier. It was thought that the new model would have a positive impact but that remained to be seen.

RESOLVED: to receive the report.

11. Learner Support Impact 2016/17

Mr Tupling presented this report which provided a very positive picture on Additional Learning Support provided by the College and the impact that this had had on achievement, retention, attendance and punctuality. He highlighted that:

- Achievement and Retention rates for supported students were above the rates for the College as a whole, and Pass rates were on a par with the whole College;
- Outcomes for High Needs and Special Education Needs were outstanding and showed a 3 year improving trend;
- For 2016/17, there were 427 High Needs students and 388 students with an Education Health & Care Plan (EHCP).

In discussion, members:

- were impressed with outcomes for such vulnerable learners and questioned how techniques and approaches could be adopted elsewhere in the College. Mr Tupling responded that the focus was on improving the quality of teaching;
- noted the significant increase in High Needs students from 276 to 427 in 2 years but conversely, that the overall numbers of supported students had reduced significantly. Mr Tupling reported that the application of higher thresholds had reduced the number supported, particularly relating to those with dyslexia;
- noted that the College's Learning Resource Centres had an important role in supporting learners;
- congratulated and wished to thank all staff involved in achieving these outcomes.

RESOLVED: to receive the report.

12. Sub-Contractor Report and Risk Grid

Mr Downham-Clarke presented the sub-contractor quality report and risk grid. He reported that the sub-contracting landscape had changed significantly and the College was focussing on 19+ provision and non-levy paying employers. A more centralised approach to monitoring and quality had been adopted.

Following an external quality review of the main sub-contractors (Blue Apple and Norton Webb), improvement actions had been identified and included in Quality Improvement Plans.

The overall risk rating for Blue Apple had increased to RED primarily due to concerns over achievement rates and poor learner voice response. The overall risk rating for Norton Webb remained at AMBER, and close monitoring would continue due to the significant contract value.

A potential new potential sub-contractor had been identified, a local landscaping company. This would help with work placements and hopefully grow apprenticeship numbers.

Members expressed concerns over the performance of Blue Apple given the numbers involved and risk ratings. Members noted the £76k Adult Education Budget and wanted to understand the strategic approach to Blue Apple. Mr Downham-Clarke assured the Committee that there would be closer monitoring and greater rigour in following up the improvement actions identified. There had been some historic issues with data management but the provider was now far more focussed on this subject.

The Principal was aware of members' concerns about the risks of subcontracting, but noted that as the College's strategy was to expand apprenticeships, it may need to consider increasing the amount of subcontracting. However, she assured the Committee there would be a great deal of scrutiny with additional safeguards put into place and that all new providers would initially be treated as high risk.

RESOLVED: to receive the report.

13. Student Voice Plan

Mr Tupling presented the Student Voice Plan for 2017/18. He highlighted the changes from the previous year as including:

- a differentiated approach to student surveys for apprenticeships, adults and community learning in order to meet curriculum needs and maximise student engagement;
- the introduction of a parental survey;
- the recruitment of 29 Super Reps across all curriculum areas;
- the student conference was to take place on 28 March 2018 and all governors would be welcome to attend.

The Chair noted that the College's work on student voice was excellent and recommended all governors to attend opportunities for engagement with students.

RESOLVED: to receive the report.

14. Dissolution of the Academic Board

The Vice Principal reported on the proposal to dissolve the Academic Board. This followed a review which found that all of its functions were adequately covered by other college groups.

Members questioned how HE policy reviews would be done. The Principal responded that the Higher Education Committee would fulfil that function. It was suggested that Prof Jarvis, as HE link governor, should be invited to attend meetings of the HE Committee.

RESOLVED: to support the decision to dissolve the Academic Board.

ACTION: Mr Tupling to ensure that Prof Jarvis, as HE link governor, be invited to HE Committee meetings.

15. Governor Involvement

Mrs Bracewell had reported on her participation in the SAR validations at the Corporation meeting.

16. Minutes of the Equality, Diversity and Inclusion Strategic Group

The Committee received the minutes of the meeting held on 9 June 2017.

17. Date of next meeting

Monday, 27 November 2017 at 3.30 pm.

The meeting closed at 5.50pm