

Kirklees College Corporation

QUALITY, PERFORMANCE AND STANDARDS COMMITTEEMinutes of the meeting held on Monday 19 June 2017 at 3.30pm at the Huddersfield Centre

Present:	Mrs J Bracewell Mr G Hetherington Mrs L Holdsworth Mr N McCann Dr A Williams Ms M Gilluley	Independent member (Chair) Independent member Staff member Student member Independent member Principal and Chief Executive
Attendance:	6/9 = 67%	[KPI 80%, Quorum 3]
Observer:	Ms S Weston	Independent member
Apologies:	Mrs C George Prof C Jarvis Ms J Nowacki	Independent member Independent member Independent member
In attendance:	Mr D Winward Mrs J Durrant Mr S Downham-Clarke Mr A Hutchinson Ms P Hughes Mr A Riley Mr S Stothard Mr C Tupling	Clerk to the Corporation Deputy Principal Assistant Principal – STEM and Employer Engagement Assistant Principal – Study Programmes and Adults Head of Quality Director of MIS, IT and Risk Head of Construction Assistant Principal – Quality, Student Experience and HE

51. Apologies for absence

Apologies were received from members as listed above. The Committee noted the resignation of Staff member Mr Pitchforth.

52. Declarations of interest

There were no declarations of interest.

53. Minutes of the previous meeting

The minutes of the meeting of 13 March 2017 were approved as a correct record.

54. 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:

English & Maths staff

Mr Tupling reported that during 2015/16 the College had 53 individual staff delivering English & Maths provision. They were on a range of contracts equating to 23 full-time staff. In addition, there were 24 members of staff who were bank staff and worked flexible hours on part-time hourly-paid contracts. For the proposed decentralised model in 2017-18, the College was looking at how to convert some of these to fractional posts.

Impact of National Qualification Framework

Mr Tupling reported that it was not possible to do a full analysis until the end of year and a report would be provided at the next meeting.

RESOLVED: to receive the report.

55. Higher Education (HE) Report

Mr Tupling presented a comprehensive report from Andrea Clarke, Head of HE, which sought to provide the required assurance to governors on HE quality review measures.

The report included an update on the HE Quality Improvement Plan, of which the majority of actions had been completed; the Teaching Excellence Framework (TEF) metrics, for which the College had achieved the Silver standard; and the internal and external quality reviews.

In welcoming the report, members:

- were pleased to hear of the award of the Silver standard, and questioned what needed to be done to improve to Gold. Mr Tupling responded that this would require improvements in Teaching & Learning, student destinations and better employer engagement;
- noted the reduction in the volume of the College's HE provision, and questioned whether it was expected to shrink further. It was reported that the HE strategy was to move more towards HNC and HND;
- questioned the extent of the collaboration with Wakefield and Calderdale colleges. Mrs Durrant responded that the main extent thus far was collaboration in the form of an HE trainer conference. There had been limited collaboration on some HE provision (e.g. AAT), although it was expected that ESIF would provide greater opportunity for this.

RESOLVED: to receive the report.

56. DfE 16-19 Performance Measures

Mrs Hughes, Head of Quality and Mr Nixon, Data Analyst made a presentation and provided a written report on the DfE Performance Measures. These were new performance measures initially published for some 16-19 year olds who finished Level 3 in summer 2016, with plans to extended to Level 2 students in 2017. The five headline measures were Progress, Attainment, Retention, English & maths and Destinations. The aim was to provide national comparison data for all post 16 institutions. Achievement measures were to be phased out in favour of these new measures of progress, which would be expanded to include Apprenticeships, Workplace Learning and Traineeships.

RESOLVED: to receive the report.

57. Curriculum Planning

Mr Tupling introduced Mr Stothard and Mr Riley who made a presentation on curriculum planning and proposals for new provision called Vocational Focus. The aim of this was to offer an alternative route for 16 to 18 learners who might decide to withdraw from their original course and might otherwise leave the College. It would provide a wide-ranging, participative, flexible course allowing learners to try various aspects of the curriculum offer at different College locations / centres.

The full course would be 3 hours a day over 5 days a week and would lead to a Diploma, Certificate or Award, depending on when the learner joined the course. Maths and English would be included throughout the course, with two full dedicated weeks at the end.

The Committee questioned how learning skills and behavioural issues would be addressed and what support would be provided for those who might not cope well. It was proposed that an

Advanced Teaching and Learning Coach would be assigned to decide on what support was required.

Members welcomed this exciting, innovative and student-focused initiative which they hoped would provide good opportunity for progression.

RESOLVED: to receive the report.

58. Retention Report

Mr Tupling presented this report which showed that overall retention at the R09 return date was 91.31%, a drop of 0.41% from the same point in the previous year. Data was reported by age, curriculum area, ethnicity, gender and disability. He highlighted:

- for 16 -18s, retention was 0.91% higher than the previous year, whilst adult retention was 2.22% lower;
- the best-case retention for Apprenticeships was 80.91% which could be considered outstanding;
- retention on ESOL (91.78%) and discrete English & Maths provision (84.37%) was low and already lower than the 2015/16 outturn.

The Chair noted the particularly low retention for higher apprenticeships as disappointing, although she accepted that this was a small cohort.

A final outturn report would be provided for the Corporation meeting on 14 July.

RESOLVED: to receive the report.

59. Lesson Observation and Teacher Development

Mr Tupling presented this report which provided a summary of observations and actions to improve teaching, learning and assessment. Internal Quality Reviews (IQRs) had been completed in 17 of the 18 curriculum areas thus far this academic year. Eleven areas had been graded 'Good', one 'Outstanding', 4 'Requires Improvement' and one (English & maths) 'Inadequate'.

Emerging strengths included good teaching and learning and good progress by students. Weaker areas included attendance and punctuality. Pace, stretch and challenge to meet individual student's needs showed evidence of some improvement, but required further development.

Details of the Teacher Development activity was also documented in the report, and this included feedback from the TLA Conference and support provided for curriculum areas by the Advanced Teaching and Learning Coaches.

The Committee welcomed the thorough report and members commented that the College had some excellent processes in place.

RESOLVED: to receive the report.

60. Improvement Notices and Causes for Concern

Mrs Hughes presented a report on Improvement Notices (IN) and Causes for Concern (CfC). These had been put into place for 13 curriculum areas where instances of underperformance had been identified. Actions instigated as a result included: preparation of quality improvement plans, reviewing the curriculum offer, direct involvement of senior leaders and regular progress reviews. The report listed the progress made to date, summarised in a RAG-rated performance grid format.

The report highlighted that there had been significant improvement in Motor Vehicle achievement (over 20% in 2 year).

High risk areas were Childhood Studies, Computing and Digital Industries, English & Maths and Science, predominantly due to issues of retention.

Medium risk areas were Adult Community Learning, Access, Business, Creative Industries, Construction, Hair & Beauty apprenticeships, Hospitality apprenticeships and Health & Social Care.

Members welcomed the report and felt assured that actions were being carried forward to quality improvement plans.

RESOLVED: to receive the report.

61. Work Placement Report

Mr Downham-Clarke presented this report. The College's main vehicle for work preparation and placement was "Route to Work" which aimed to develop students' employability skills and behaviours.

Whilst some good progress had been made in the recording of activity and this had provided a sound basis for improvement targets to be set for each department, the College was still not getting the required volume of work placements required. The report showed that 2392 (86.3%) of students were engaged in work preparation and 1358 (49%) were engaged in external or internal work placement activities, although this was expected to increase through the final term.

The report listed examples of how employability skills were embedded across the college and curriculum. The newly-appointed Business Development director would be working with a greater range of employers and it was anticipated that this would have a positive impact.

RESOLVED: to receive the report.

Dr Williams left the meeting at this point, 5.15pm.

62. Governor Involvement

Mrs Bracewell reported that she had been part of the selection panel for the recruitment of the new Director of Business Development and, she along with several governors had sat on the Selection Panel for the new Vice Principal – Curriculum, Performance and Innovation.

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

The Committee received the minutes of the meeting held on 20 March 2017. It was noted that there was to be a further meeting on 14 July to review the Single Equality Scheme and consider simplifying the action plan.

64. Minutes of the Academic Board

The Committee received the minutes of the meeting held on 23 March 2017. Mrs Durrant reported that the role of the Academic Board had been discussed and the Terms of Reference were under review.

65. 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 2017/18.

The Clerk would prepare a report based on the discussion.

Members also reviewed the Committee's Terms of Reference. No changes were proposed.

RESOLVED: to recommend to the Corporation that the Committee's Terms of Reference be carried forward unchanged.

66. Date of next meeting

Monday, 16 October 2017 at 3.30 pm.

Members wished to record their best wishes to June Durrant on her forthcoming retirement.

The meeting closed at 5.35pm